

MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 15, 2020

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A regular meeting of the Board of Trustees was held on Tuesday, September 15, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:32 PM.

The following Trustees were present: Becca Chyma, Kevin Nelson, Kathy Holtz, Steve Bearden and Director McFate.

*July 2020 Meeting Minutes:*

Motion made by Nelson to accept the minutes, seconded by Chyma. All voted aye.

*Correspondence:* None

*Library Reports:*

Director McFate reported the following:

- \*Summer Reading Programs: Total of 56,900 minutes read by all participants. Everyone who participated received a Free Kids Pack from Subway. #1 Reader was Jude Grismer with 17,800 minutes. #2 Reader was Marie Grismer with 17,180 minutes read. The top two readers received a small prize.
- \*A-Z Challenge: Natalie Upah was the winner of the Summer Bucket of Fun Basket. Gabe Grismer, Madelyn Lyon and Avery Edwards received gift certificates to local businesses.
- \*Book Bingo (Adults): Charity Lyon was \$50 Visa Gift Card, Roselene Springer won a \$25 Visa Gift Card, Laura Edwards received two gift certificates to El Charro
- \*Annual Book Sale: started on September 1<sup>st</sup> and continues until end of October
- \*Story Time: begins September 16<sup>th</sup> on every Wednesday at 10:30 AM
- \*Art Lab: Monday-Thursday from 2:45-3:45 PM (Seating is limited to 8, registration is required)
- \*CARES Act cleaning/safety supplies were received.
- \*Insurance Adjuster and Kendall Jordan toured the premises following the derecho. Minimal damage was observed.
- \*Director McFate and Assistant Boldt worked at the Disaster Recovery Center following the derecho.
- \*The library served as a location (between theater and library) to distribute lunches to the community on behalf of the South Tama County Community School District.

*Monthly Reports:*

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate.

*Warrants & Payroll:*

Bearden made a motion, seconded by Nelson to approve the warrants and payroll as presented. All voted aye.

*Monthly Gift & Trust:*

\**Statewide Database Package Subscription Fee (Gale, Credo, Transparent Language) in the amount of \$165.46. Motion made by Chyma. Seconded by Holtz. All voted aye.*

*Old Business:*

\**Copies of New Policies to be added to notebooks:*

*VI. Equal Opportunity*

*IX. Interlibrary Loans IX.*

*New Business:*

\**Custodian:*

Discussion was held following the resignation of the former custodian. Director McFate shared a Custodian Bid Proposal and Custodian Duties Checklist. Director McFate will continue to pursue options.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:25PM. All voted aye. The next meeting will be held on Tuesday, October 20th, 2020 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary