

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, JULY 19, 2022

A regular meeting of the Board of Trustees was held on Tuesday, July 19, 2022 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:31 PM. The following Trustees were present: Becca Chyma, Steve Bearden, Kevin Nelson, Erin Gumm, Kathy Holtz, and Director McFate. Nelson made a motion to accept the proposed agenda. Chyma seconded. All voted aye.

June 2022 Meeting Minutes: Motion made by Nelson to accept the minutes, seconded by Chyma. All voted aye.

Public Comments: None

Correspondence: None

-Library Reports: Director McFate reported the following:

*Summer Programs: Final deadline is July 31, 2022.

*Storytime: Last day is July 27th. Will resume in September, along with Library Lab.

*Tama County Community Grant for 2022: Report filed. Fantasy/Science Fiction Enhancement Project (215 books).

*Tama County Library Association Meeting is Wednesday, July 20th at the Chelsea Public Library at 9:00 AM

*Open access and Direct State Aid Reports are completed.

*Meskwaki Youth Group: They have started a program where they will be bringing in students every week (twice a day). The director of the youth group has filled out a library card with the understanding that she is responsible for any overdue, lost, or damaged material. We are allowing 1-2 checkouts per student. Most come in and read magazines, play checkers, or color. A few are checking out materials.

*Fire Panel: Kendall Jordan shared that the panel needs to be replaced. A quote of \$2,498.63 was obtained from Communications Engineering Company.

Monthly Reports:

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate. The group reviewed the 2021-2022 Budget Report (100% completed). Discussion was held on amount of budget spent (95.38%).

Warrants & Payroll:

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

Monthly Gift & Trust: None

Old Business:

**Review Policies:*

-*Library Plans, Goals, and Objectives*

-*Technology Plan*

Motion was made by Holtz to approve the Goals & Objectives and Technology Plan updates. Seconded by Nelson. All voted aye.

New Business:

**Review Policy: Volunteer*

Motion was made by Nelson, seconded by Gumm to accept the Volunteer Policy. Policy will be voted on at the August Meeting.

*Gumm made a motion to approve replacing the fire panel by Communications Engineering Company at the expense of \$2,498.63 plus taxes. Seconded by Nelson. All voted aye.

Board Education:

**Iowa Library Trustee's Handbook (Chapter 13) -Discussion held.*

**Director Review*

A motion was made by Gumm, seconded by Holtz to adjourn the meeting at 6:34 PM. All voted aye. The next meeting will be held on Tuesday, August 16th, 2022 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary