

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, DECEMBER 21, 2021**

A regular meeting of the Board of Trustees was held on Tuesday, December 21st, 2021 at the Toledo Public Library. President Chyma called the meeting to order at 5:39 PM.

The following Trustees were present: President Becca Chyma, Kevin Nelson, Erin Gumm, Kathy Holtz, and Director McFate.

Correspondence: Library received Christmas cards and goodies from library patrons, along with donations from Tama County Abstract for \$250, Jim and Mary Roan for \$200 and \$110 in donations for the Library's Annual Gingerbread program.

November 2021 Meeting Minutes:

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

Library Reports:

Director McFate reported the following:

*The library participated in the Hometown Holiday Event. 163 parents and children stopped into the library to Make and Take Holiday Ornaments.

*Library Annual Gingerbread House Program: We had 33 kids make Gingerbread houses this year.

*Holiday Hours: The library will be closing at 4PM on Thursday, December 23rd and Friday, December 31st and will be closed on December 24th, 25th and January 1st for the Christmas and New Year's holiday.

*2022 Tama County Community Foundation Grant. "Fantasy/Science Fiction Enhancement Project. Update and add to our current collection of materials. Grant due by January 15th, 2022.

*Jenny Hulme, ISU Extension office: Jenny provided an afterschool program where children made Tin Can Luminaries. 8 children attended.

Monthly Reports:

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate. The Trustees reviewed the Revenue and Expense Report (month to date and year to date).

Warrants & Payroll:

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

Monthly Gift & Trust: None

Old Business:

*The Strategic Plan (2019-2024): The Trustees discussed documenting on the Strategic plan goals that have been accomplished and what needs to be implemented, with an annual review in November. Trustees will review the plan again.

Board Education (3 hours Minimum Per Year):

*The Trustees read Chapter 5 of the Iowa Library Trustee's Handbook: Public Library Standards prior to tonight's meeting.

New Business:

*FY23 Budget Discussion: Trustees worked on a proposed budget to be presented to the Toledo City Council.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 7:04 PM. All voted aye. The next meeting will be held on Tuesday, January 18th, 2022 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary