

**MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, OCTOBER 19, 2021**

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A regular meeting of the Board of Trustees was held on Tuesday, October 19th, 2021 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:30 PM.

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

**Correspondence:** None

**September 2021 Meeting Minutes:**

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

**Library Reports:**

Director McFate reported the following:

\**Tama County Library Association Quarterly Meeting* will be Wednesday, October 20 at 9:00 AM. Tama Public Library is hosting the meeting.

\**This is Us: Get to Know Your Community Event* on October 21<sup>st</sup> from 5-7 PM at the Tama Civic Center. Library Staff will attend.

\**Halloween Event* at the Tama Civic Center, 5-7 PM on October 23rd. Library Staff plans to participate.

\**Tama-Toledo Hometown Holiday Event "Country Christmas on the Farm"* will be Saturday, November 20<sup>th</sup>.

\**Iowa Cares Act*: City of Toledo distributed two web cams to the library staff for use on the staff computers for trainings and continuing education classes.

\**Outreach Program*: Senior Center Programming once a month by the library staff

**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:**

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

**Monthly Gift & Trust:** None

**Old Business:**

\*Public Comment Policy Discussion

\*Conflict of Interest Policy Discussion

Gumm made a motion to amend the By-Laws for the Toledo Public Library by adding Public Comments and Conflict of Interest Policies, seconded by Holtz. All voted aye.

**Board Education:**

*The Trustees read Chapter 7 of the Trustees Handbook: Looking to the Future prior to tonight's meeting.*

*Extensive discussion on programming was held. The Trustees discussed inviting the Assistant Librarian to a meeting to share about programming. Discussion was held regarding the desire to access more recent data regarding demographics of the community (2020 Census).*

**New Business:**

None

A motion was made by Nelson, seconded by Gumm to adjourn the meeting at 6:37 PM. All voted aye. The next meeting will be held on Tuesday, November 16th, 2021 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary