

MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, APRIL 20, 2021

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A regular meeting of the Board of Trustees was held on Tuesday, April 20, 2021 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:37 PM.

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

*March 2021 Meeting Minutes:*

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

*Correspondence:* None.

*Library Reports:*

Director McFate reported the following:

\*Children's Book Week May 3-9, 2021.

- Candy Jar guess.
- Scavenger Hunt.
- Book giveaway.
- Popcorn Friday. Bags of popcorn while browsing the library.
- Every kid who checks out will receive a bag of "Bookworms" and a bookmark.

\*Summer Reading program will begin on June 1<sup>st</sup>. Programs will be Tuesdays and Thursdays at 10:30 am and 1:00 pm.

\*Tama County Library Association meeting Wednesday April 21, 2021 at Clutier Public Library.

\* Seed Library = ISU Tama County Extension office has put together seed packets and literature. Patrons just need to fill out paper and they can take whatever they would like.

\* ISU Extension and Outreach/4-H Tama County has donated two "Gardening Kits for Kids" to be given away in a drawing. Parents or kids can stop in or call the library and enter their name in a drawing. Winners will be drawn on April 30, 2021. Kits are "BEE-autiful Blooms" and "Fa-BOO-lous Fall Fun."

*Monthly Reports:*

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

*Warrants & Payroll:*

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

*Monthly Gift & Trust: None*

*Old Business:*

\*Personnel Policy: Personnel policy has to reflect current custodial contract since they are not an actual employee and not paid hourly. Motion was made by Gumm, seconded by Chyma to approve Personnel Policy VII. All voted aye.

\*Library Cameras: Director McFate spoke with Kendall Jordan about running the wires needed for B3 to install cameras. Jordan suggested installing the cameras on the front west corner of the building, pointing one towards the front of the building and the other towards the drop box. Would be easier to run the wires through the drop ceiling than cut unnecessary holes in the library walls. Director McFate will contact B3 Technologies for an estimate of 3 cameras, two outside and one in the library entrance.

*New Business:*

\* Pandemic Policy discussion.

\* Director Vacation: Motion was made by Holtz to approve vacation time for Director McFate May 24-28. Seconded by Gumm . All voted aye.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:20 PM. All voted aye. The next meeting will be held on Tuesday, May 18th, 2021 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary