

**MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 15, 2022**

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A regular meeting of the Board of Trustees was held on Tuesday, February 15th, 2022 at the Toledo Public Library. President Chyma called the meeting to order at 5:30 PM.

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

***Public Comments:***

None

***Correspondence:***

\*Valentine's Day card from library patron Kim Renner.

***January 2022 Meeting Minutes:***

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

***Library Reports:***

Director McFate reported the following:

\*Eric Rosario- Artwork displayed in entryway.

\*Story time- Attendance for Wednesday story time is growing. Lacey McFarland from Miss Lacey's Preschool will be bringing her preschool class next week.

\*Linda McCann: presentation on Monday, April 18, 2022 at 2 pm in the library.

\*Katie Campbell signed a new custodial contract for same rate of pay as previous custodian.

***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).

***Expenditures:***

Holtz made a motion to approve the purchase of a new desk for the director's office up to \$2000 from Gift & Trust, seconded by Nelson. All voted aye.

***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:***

\*Selection/Collection Development Policy –

Gumm made a motion to accept amended version of the Selection/Collection Development Policy. Seconded by Nelson. All voted aye.

\*Circulation Policy –

Gumm made a motion to accept amended version of the Circulation Policy. Seconded by Nelson. All voted aye.

***Board Education (3 hours Minimum Per Year):***

\*Director McFate shared about the FY22 Accreditation Webinar recently viewed.

\*Director McFate shared about the Tama County Library Association meeting with County Supervisors.

\*Iowa Library Trustee's Handbook (Chapter 3)

***New Business:***

\*Staff Evaluations: Trustees read over staff evaluations for Brandi Harms and Mary Brandt prepared by Director McFate.

\*Director Evaluation: President Chyma read the evaluation for Sheri McFate, Toledo Public Library Director.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:25 PM. All voted aye. The next meeting will be held on Tuesday, March 15th, 2022 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary