

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, JULY 18, 2023

A regular meeting of the Board of Trustees was held on Tuesday, July 18, 2023 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:40 PM. The following Trustees were present: Becca Chyma, Sarahi Perez, Kathy Holtz, and Kevin Nelson. Director Sheri McFate and Assistant Director Brandi Harms was also in attendance. Nelson made a motion to accept the proposed agenda. Chyma seconded. All voted aye.

Public Comments: None

Correspondence:

Received a Thank you and donation for \$25 to the library from St. Patrick's CCW group. Director McFate gave a library presentation on June 6th, 2023 to their group.

June 2023 Meeting Minutes: Motion made by Nelson to accept the minutes, seconded by Chyma. All voted aye.

-Library Reports: Director McFate reported the following:

*"Pedal-palooza" event was on Saturday, June 24th from 1:00-3:00 PM. The street in front of the library was closed off. Nine kids attended with each one receiving a bike helmet. Chief Quigley and Officer Priced handed out the bike helmets with a brief safety lesson. The library had twelve volunteers spread throughout the other stations. Monday, July 3rd- closing at 4:30PM

*Summer Reading Programs "Find Your Fun 2023"

-Read for the Bead Program- 40 participating. Ends July 31st.

-A-Z Challenge Program 42 participating. Ends July 31st.

-Outdoor Scavenger Hunt- 48 participating. Ends July 31st.

-Summer Library Lab- 53 participated. Last program was on June 29th. The library had 24 Summer lab programs in the month of June.

-Story Time: Wednesdays at 10:30 AM. July 26th will be the last story time for the summer. Will resume again in September.

*Upcoming Programs

-*"Ragbrai"* on Thursday, July 27th the library will remain open until 8:00 PM for anyone wishing to check their email, charge their phones, etc. or just get out of the heat. The library will provide refreshments for a free will donation.

*Tama County Library Association Meeting- Wednesday, July 19th at 9:00 AM at the Toledo Public Library.

* Mansfield Charitable Foundation Grant – Library was awarded \$7,000 for computers.

* Corteva Agriscience Community Betterment – Applied for \$3,672 for a AWE Digital Literacy Workstation.

Monthly Reports:

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

Warrants & Payroll:

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

Monthly Gift & Trust:

Chyma made a motion to pay \$797.49 for the renewal of BRIDGES Digital e-Book. Seconded by Holtz. All voted aye.

Old Business:

Proctoring Policy:

Motion was made by Nelson, seconded by Chyma to approve and adopt the Proctoring Policy as written. All voted aye.

New Business:

**Reviewed V: Equal Opportunity Employment*

Director McFate will begin post surgery medical leave beginning Friday, July 21st, 2023.

Board Education:

*Iowa Library Trustees Handbook (Chapters 13)

*Director Review

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:29 PM. All voted aye. The next meeting will be held on Tuesday, August 15, 2023 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary