

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 19, 2023

A regular meeting of the Board of Trustees was held on Tuesday, September 19, 2023 at the Toledo Public Library. Vice President Kevin Nelson called the meeting to order at 5:30 PM. The following Trustees were present: Nelson, Kathy Holtz, Steve Bearden and Sarahi Perez. Director Sheri McFate was also in attendance. Bearden made a motion to accept the proposed agenda. Perez seconded. All voted aye.

Public Comments: None

Correspondence: None

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

-Library Reports: Director McFate reported the following:

*Annual Book Sale started Friday, September 1st.

*City Safety Meeting is on September 27, 2023 @ City Hall

*Library Display Case"

-September: Grismer Family

-October: Mike Davis' spooky art

*Programs:

-“Back to School Night was August 21 (83 visited the library table)

-“Library Lab” resumes on September 5th

-“Story Time with Mary” resumed on September 6th

-Sarah Story from Pilgrim Heights- programs, movies, and crafts in September, October, November

-Coffee Talk Health Presentations- Tama County Health Nurses will periodically hold sessions at the library

-Trunk or Treat/Haunted Hayride on October 21st

-“Fall Soup Luncheon” on Tuesday, November 7th from 11:30AM-1:00PM @ Toledo Library

-Hometown Holiday- November 18th from 10:00AM-1:00PM

-Holiday Cookie Decorating- December

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 Bearden to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust: None

Old Business:

Policies:

V. Equal Opportunity

Holtz made a motion to accept the Equal Opportunity Policy. Seconded by Nelson. All voted aye.

XXV. Equipment Usage Policy- reviewed and discussed. Will review and approve in October.

New Business:

Policies:

XX. Social Media Policy- reviewed and discussed. Bearden made a motion to approve the existing Social Media Policy. Seconded by Perez. All voted aye.

*Bearden made a motion to approve proposed vacation time (September 26th-29th) for Director McFate. Seconded by Nelson. All voted aye.

Board Education:

*Iowa Library Trustees Handbook (Chapters 16)

*Director Review

A motion was made by Perez, seconded by Holtz to adjourn the meeting at 6:10 PM. All voted aye. The next meeting will be held on Tuesday, October 17th, 2023 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary