

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 25, 2025**

A regular meeting of the Board of Trustees was held on Tuesday, March 25, 2025 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:35 PM. The following Trustees were present: Becca Chyma, Kathy Holtz, Kevin Nelson. Director Sheri McFate was also in attendance. Nelson made a motion to accept the proposed agenda. Holtz seconded. All voted aye.

Public Comments: None

Correspondence: Correspondence from Margaret Lyon family for funeral flower arrangement. Memorial donations received from Les Koch family and Margaret Lyon family. Also received donation from Mitchell Funeral home (20 years of service).

February Meeting Minutes: Motion made by Nelson to accept the minutes, seconded by Holtz. All voted aye.

Library Reports: Director McFate reported the following:

*Library Grants-

-**2025 Tama County Community Foundation Grant:** Youth Literacy Refresh.

Library applied for \$4,600 to purchase new juvenile non-fiction books, Dewey Decimal signage, etc. Due to record number of requests, the library will not be funded this cycle.

-**2025 RJ McElroy Trust Grant: Smoke/Heat Detector Replacement**

Library applied for \$5,000 to replace current Smoke/Heat Detectors that have reached the end. Due to a large request from Tama County, the library will not be funded this cycle.

*Library Programs-

-**Adventure Pass Program:** New ticket system has been selected and set up is under way. Hoping for late May relaunch. Also a new vendor has been chosen for the new website and development is in progress. The library foundation has paid the software fee and the one-time website development fee of \$450. Donation letters have been sent out to area business for the purchase of new passes.

*Upcoming Programs:

-**Lincoln Highway Festival-** the library would like to have a float in the parade to promote the library, while also promoting the Summer Reading Program (SRP 2025- Level Up @ Your Library)

-**2025 Summer Reading Program-** Brandi is working on it. Dates and times TBD.

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

Warrants & Payroll: Chyma made a motion, seconded by Holtz to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust: Motion made by Holtz to pay \$900 for the renewal of the Apollo Automation System, seconded by Chyma. All voted aye.

Old Business:

-**Smoke / Heat Detector Replacement** - Director McFate reached out to Kendall Jordan, it is possible the city will install them for us. McFate will reach out to CEC to determine if there is a warranty on them. Will it void the warranty if we install ourselves?

New Business:

-**Newspaper Questionnaire:** Made a general statement in response to the questions.

Board Education:

Iowa Library Trustee's Handbook- Chapters 7 & 14

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:42 PM. All voted aye. The next meeting will be held on Tuesday, April 15th, 2025 at 5:30 PM.

Respectfully Submitted,