

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 16, 2025**

A regular meeting of the Board of Trustees was held on Tuesday, September 16th, 2025 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, Sarahi Perez and Kathy Holtz. Director Sheri McFate was also in attendance. Nelson made a motion to accept the proposed agenda. Chyma seconded. All voted aye.

Public Comments: None

Correspondence: None

August 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.** The library will run annual book sale during the month of September.

***Annual State Report** – finished and submitted.

***Upcoming Library Events:**

-Homecoming Parade – Thursday, Sept. 18th @ 6 pm.

-Trick or Treat Trail – Saturday, Oct. 25th from 4-6 pm in the H.S. upper parking lot.

-Fall Soup Luncheon – Tuesday, Nov. 4th from 11:30-1 pm.

-Hometown Holiday Craft – Saturday, Nov. 22nd. Time TBD.

-Lighted Parade – Saturday November 22nd @ 5:30 pm.

-Jolly Lights @ the Heights – Saturday, November 22nd following the parade from 6-9 pm. The rest of the season will be Friday and Saturday from 6-8 pm through December 27th.

-Noon Year's Eve Party – December 31st. More information to follow.

***Iowa Libraries Adventure Pass Update**

- In August we had 4 passes used at the Blank Park Zoo and 2 passes used at Reiman Gardens. Director McFate is working on purchasing passes for the upcoming year.

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

Monthly Gift & Trust: None

Old Business:

- Update on Basement Discussion: Install a doorway at the bottom of the stairs to better serve storage purposes. McFate received one bids. Discussion on next steps.

New Business:

- Library AC Units – an air conditioning unit on the south east side of the building is leaking freon. Discussion to replace or repair. Director McFate received a bid from Scharnwebers for replacement. Holtz made a motion to purchase a new AC unit instead of repairing the old, seconded by Nelson. All voted aye.

- Library Accreditation – Director McFate will begin working on accreditation needs. Review library policies at October meeting.

Board Education:

-Iowa Library Trustee's Handbook- Chapter 16.

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A motion was made by Nelson, seconded by Perez to adjourn the meeting at 6:00 PM. All voted aye. The next meeting will be held on Tuesday, October 21st, 2025 at 5:30 PM.

Respectfully Submitted,