

**MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 17, 2024**

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A regular meeting of the Board of Trustees was held on Tuesday, September 17, 2024 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:31 PM. The following Trustees were present: Kevin Nelson, and Sarahi Perez. Director Sheri McFate and Assistant Director Brandi Harms was also in attendance. Nelson made a motion to accept the proposed agenda. Perez seconded. All voted aye.

**Public Comments:** None

**Correspondence:** None

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

**Library Reports:** Director McFate reported the following:

1. **Annual Book Sale:** Started on Tuesday, September 3<sup>rd</sup>
2. **Adventure Pass Program Update:** Nine passes used during the month of August. (6 to Blank Park Zoo, 1 to Reiman Gardens, and 2 to Science Center of Des Moines).
3. **City Safety Meeting:** Wednesday, September 25, 2024 @ City Hall.
4. **Library Display Cases:** September is ISU Extension and 4H, October will be Mike Davis and Eric Rosario.
5. **Library Lab:** Resumed September 5<sup>th</sup> with 52 total participants registered.
6. **Storytime:** Resumed September 6<sup>th</sup> with an average of 6-8 kids weekly .
7. **Homecoming Parade-** Thursday, September 19, 2024. Library will have a float, asking Library Lab kids to participate with us. Everyone who rides will need to have a waiver signed.
8. **Fall Fest:** presented by the Tama County Conservation will be on Sunday, October 6<sup>th</sup> at Otter Creek Lake from 12 to 4 PM. The library will have a table with an activity.
9. **Trick or Treat/Haunted Hayride:** - Saturday, October 19<sup>th</sup> from 4-6 PM at the High School parking lot. The library will have a table with an activity and treats.
10. **Heat/Smoke Detectors:** a heat sensor has gone bad. Director McFate will order a replacement, Kevin Nelson will replace it. Further discussion on replacing all heat and smoke detectors will take place at a later date.

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

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

**Monthly Gift & Trust:** None

**Old Business:**

**\*Toledo Public Library Strategic Plan Survey Review –** the group reviewed the survey results. Will begin working on the 2025 five year Strategic Plan at the October meeting.

**New Business:** None

**Board Education:**

\*Iowa Library Trustee's Handbook- Chapter 16

\*Director Review- none

A motion was made by Perez, seconded by Nelson to adjourn the meeting at 6:38PM. All voted aye. The next meeting will be held on Tuesday, October 15th, 2024 at 5:30 PM.

Respectfully Submitted,