

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, NOVEMBER 18, 2025**

A regular meeting of the Board of Trustees was held on Tuesday, November 18, 2025 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:35PM. The following Trustees were present: Becca Chyma, Kevin Nelson, Steve Bearden, 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

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

Library Reports: Director McFate reported the following:

***Trick & Treat Trail Update-** the library handed out 287 pre-made bags of candy.

***2025 Fall Soup Lunch Update-** Tuesday, November 4th: served 62 people (6 carryout to poll station) with \$742 in donations.

***Library Holiday Closing:** library will be closed at 4PM on Wednesday, November 26th and closed on the 27th & 28th for the Thanksgiving Holiday

***Upcoming Programs:**

-Friendship Bracelet Program- Wednesday, November 19th from 1-3PM for 5th-12th Grade

-Hometown Holiday Event- Saturday, November 22: Make & take Holiday Ornament from 9AM-12PM

-Lighted Parade: Saturday, November 22 at 5:30PM. The library will have our Gingerbread Library Float in the Parade again this year.

-Jolly Lights at the Heights- Kickoff is Saturday, November 22 from 6-9PM; November 29-December 27th from 6-8PM; Cost is \$5.00 per car with donations welcome.

-Making Your Holidays Beautiful with Plants Program: Tuesday, December 5th at 5:30PM with Cheryl Bruene from the ISU Extension Office. Learn about popular holiday plants and how to take care of them.

-Noon Year's Eve Party: Wednesday, December 31st from 11:00AM to 12:30PM. Carnival style games with prizes, party hats, and noisemakers. Along with sparkling apple juice served and a ball drop at noon. Lunch will also be served.

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

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

Monthly Gift & Trust: None.

Old Business: None

New Business:

***Library Hours:** Bearden made a motion to close the library on Dec 31st to the public because of the Noon Year's Eve Party. Seconded by Holtz. All voted aye.

***Review of Library Policy: 2026 Accreditation**

***FY 27 Budget – Discussion**

Board Education:

-Iowa Library Trustee's Handbook- Chapter 4 & 10

A motion was made by Bearden, seconded by Nelson to adjourn the meeting at 6:48PM. All voted aye. The next meeting will be held on Tuesday, December 16th, 2025 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary