

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

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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 4<sup>th</sup>: served 62 people (6 carryout to poll station) with \$742 in donations.

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

\***Upcoming Programs:**

-**Friendship Bracelet Program-** Wednesday, November 19<sup>th</sup> from 1-3PM for 5<sup>th</sup>-12<sup>th</sup> 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 27<sup>th</sup> from 6-8PM; Cost is \$5.00 per car with donations welcome.

-**Making Your Holidays Beautiful with Plants Program:** Tuesday, December 5<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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