

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

January 27, 2019 Minutes

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:32pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Sandra Kalina, Tille Vukisch, Alma Muhleck, and Kaitlynn Boone. Library Director, Krissy Reed from the library staff was present. No one from City Council was present.

II. APPROVAL OF MINUTES

- A. The November 2019 minutes were reviewed.
A motion to approve the November minutes was made by Kalina. Seconded by Vukisch. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The January YTD 2019 and November and December 2019 Claims was presented and reviewed. A motion to approve was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report, and information Reports were reviewed by the Board. The board discussed that the new computers were installed. The new YA librarian is working to build attendance at the YA events. Discussion was had on the positive showing at the Zoo event this last month.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology reported the phones are all updated and are working well. There is excitement around transferring calls and the ability to switch to the library that is open.
- D. Committee on Administration and Personnel reported there will be an employee review later in the meeting.
- E. Committee on Public Relations reported that the Foundation has a meeting this week, to discuss the sub-committees for fundraising and grants.
- F. Foundation Representative was not present.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. Approval of Employee Review
 - a. A motion to move the six month review for Grace Rempp to Executive Session was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried

VI. CURRENT BUSINESS

- A. Review- Fax and Copier Policy (2015)
The Fax and Copier Policy was reviewed. There board discussed adding language for "printing" specifically for printing from a computer, rather than just referencing a copier. The board discussed copyright infringement and whether there was a need to add additional language. The consent was that the

language that exists as written is sufficient. A motion to approve the policy with changes made by Muhlecke. Seconded by Vukisch. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT

- A. A member of the public, Anna Castillo, was present to learn more about the Library Board and express interest in applying for an open board member seat. Library Director Reed explained how the board works and discussed roles and duties.

VIII. EXECUTIVE SESSION-for the purpose of discussion regarding employee evaluation.

A motion to enter Executive Session was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried. Entered Executive Session at 7:03pm.

A motion to exit Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 7:08pm.

A motion to approve the annual review for Grace Rempp was made by Vukisch. Seconded by Kalina. All votes, "Aye." Motion carried.

IX. ADJOURNMENT

- A. A motion to adjourn was made by Kalina. Seconded by Muhlecke. All votes, "Aye." Motion carried. Meeting adjourned at 7:10pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee

Date