

## LIBRARY BOARD OF TRUSTEES

### MINUTES

Gretna Public Library

February 23, 2026 6:30 P.M.

#### I. CALL MEETING TO ORDER

A meeting of the Gretna Public Library Board of Trustees was held on February 23, 2025. President Rachel Cushing called the meeting to order at 6:31pm. She noted a copy of the Open Meetings Act was available in the Library's meeting room. Present: Library Board Trustees Rachel Cushing, Erin Willnerd, Anna Castillo, and Alma Muhlecke. Absent: Kaitlynn Boone, Shawna Proctor, and Sandra Kalina. Library Director Krissy Reed was present. City Council representative Kara Alexander was present.

#### II. APPROVAL OF MINUTES

##### A. January 2026 Meeting Minutes

A motion to approve January 2026 minutes with edits was made by Willnerd. Seconded by Castillo. Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye. Proctor, Boone, and Kalina: Absent. All present votes, "Aye." Motion carried.

#### III. APPROVAL OF FINANCIAL REPORT

##### A. January 2026 Claims & Reports

A motion to approve January 2026 claims and reports was made by Castillo. Seconded by Muhlecke. Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye. Proctor, Boone, and Kalina: Absent. All present votes, "Aye." Motion carried.

#### IV. PUBLIC COMMENTS ON ANY AGENDA ITEMS (See procedures for public comment below)

- A. President Cushing opened the meeting for public comments. Hearing no comments, Cushing closed public comments.

#### V. REPORTS

- A. Library Director's Report, Circulation Report, and Informational reports were reviewed by the Board. Director Reed mentioned presenting the 2025 Library Impact Report to City Council this month. Also noted was the need for more volunteers to serve with the Friends of the Library organization.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology had nothing to report.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations had nothing to report.
- F. Foundation representative Erin Willnerd updated the Board about the hoist beam signing event that took place last week. Nearly 200 people signed this beam that will be housed in the elevator shaft of the new Community Complex facility. The Foundation is also planning two fundraiser events for the year. Lastly, all books ordered with grant funds from the Gretna Community Foundation have been received. These books will be passed out by Foundation members during the 2026 Gretna Days Parade.
- G. City Council Representative Kara Alexander gave an update about relevant City projects.

#### VI. OLD BUSINESS

##### A. Library Notary Policy (2026 -new)

A motion to approve the Library Notary Policy with edits was made by Muhlecke. Seconded by Willnerd. Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye. Proctor, Boone, and Kalina: Absent. All present votes, "Aye." Motion carried.

**B. Financial Policy (2023)**

A motion to approve the Financial Policy with edits was made by Muhlecke. Seconded by Castillo.

Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye.

Proctor, Boone, and Kalina: Absent.

All present votes, "Aye." Motion carried.

**VII. CURRENT BUSINESS**

**A. Annual Review of Library Board Bylaws**

A motion to approve the Library Board Bylaws with edits was made by Muhlecke. Seconded by Willnerd.

Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye.

Proctor, Boone, and Kalina: Absent.

All present votes, "Aye." Motion carried.

**VIII. ADJOURNMENT**

A motion to adjourn was made by Muhlecke. Seconded by Castillo.

Cushing: Aye. Willnerd: Aye. Castillo: Aye. Muhlecke: Aye.

Proctor, Boone, and Kalina: Absent.

All present votes, "Aye." Motion carried. Meeting adjourned at 7:41pm.

The next Library Board of Trustees meeting will be held on March 23, 2026 at 6:30pm.

**Respectfully Submitted,**

**Anna Castillo  
Board Secretary**

  
Approval of Library Board Trustee