

## **LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

Gretna Public Library

April 24, 2022

#### **I. CALL MEETING TO ORDER**

President Proctor called the meeting to order at 6:33pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Shawna Proctor, Sandra Kalina, Rachel Cushing, Anna Castillo, and Library Director Krissy Reed. Alma Muhlecke was absent. City Council representative Kara Alexander was absent.

#### **II. APPROVAL OF MINUTES**

- A. March 2022 Meeting Minutes
- B. A motion to approve March minutes with revisions was made by Castillo. Seconded by Kalina. All votes, "Aye." Motion carried.

#### **III. APPROVAL OF FINANCIAL REPORT**

- A. March 2022 Claims & Reports
- B. A motion to approve March 2022 Claims & Reports was made by Castillo. Seconded by Cushing. All votes, "Aye." Motion carried.

#### **IV. REPORTS**

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board. Director Reed discussed that Kanopy video streaming went live a few days ago. President Proctor asked about the ARPA money and what the plans are for the remaining dollars. Director Reed explained that ARPA money is being spent on story walk supplies, take and make kits, and book club materials, and various program expenses. There was discussion of different databases that Director Reed is looking to purchase. The Board also discussed the excitement of the record number of new Library patrons this month.
- B. Committee on Finance reported that the budget planning process was in progress.
- C. Committee on Building, Grounds, and Technology  
Director Reed noted that the new mulch and new grass around the Children's Library.
- D. Committee on Administration and Personnel had noted one employee review on the agenda.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative was not present. Director Reed had nothing to report.
- G. City Council Representative was absent.

#### **V. OLD BUSINESS**

- A. There was no old business.

#### **VI. CURRENT BUSINESS**

- A. Review: Telephone Usage Policy (2020)  
A motion to approved with changes made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

B. Approval of Employee Review

a. Meggie Schmidt- Annual Review by Assistant Library Director/Library Director

A motion to move the Employee Review to Executive Session by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.

**VII. PUBLIC COMMENT**

There was no public comment.

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

A motion to enter Executive Session to discuss the employee reviews was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 7:06pm.

A motion to exit Executive Session was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried. Exited Executive Session at 7:16 pm.

A motion to approve the review of Meggie Schmidt was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

**IX. ADJOURNMENT**

A motion to adjourn was made by Castillo. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:17pm.

**Respectfully Submitted,**

**Kaitlynn Boone**  
**Secretary**

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**Approval of Library Board Trustee**