

LIBRARY BOARD OF TRUSTEES

Minutes

Gretna Public Library

May 24, 2021

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:34pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees Shawna Proctor, Anna Castillo, Sandra Kalina, Rachel Cushing, Alma Muhlecke, and Kaitlynn Boone. Library Director, Krissy Reed was present. Kara Alexander from City Council was present.

II. APPROVAL OF MINUTES

- A. April 2021 Meeting Minutes were presented and reviewed.
A motion to approve April 2021 minutes was made by Cushing. Seconded by Kalina. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. April 2021 Claims & Reports were presented and reviewed.
A motion to approve the April 2021 Claims and Reports was made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Reports, and Informational Reports were reviewed by the Board.
 - a. The board discussed the signs outside the building and reopening, the experience was very positive.
- B. Committee on Finance will be discussing the budget later this evening.
- C. Committee on Building, Grounds, and Technology will discuss the computer upgrades in the budget discussion.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative was absent. Director Reed discussed the website and the need to have the website changed from manual coding to a platform that others could manage for the website.
There was discussion on the new building and plans for the smaller build for the library.
- G. City Council Representative discussed the positive outlook for Paula Dennison as the new city administrator, and the experience in Stillwater, OK. She will begin June 1, 2021. There will be 400 new houses built in the 3 new subdivisions that were approved by the city.

V. OLD BUSINESS

- A. Discussion: Library's Reopening
Director Reed reported the library opening is positive. Each day as been busier, but generally patrons are doing a good job browsing, checking out books and leaving to keep traffic overall at a safe level. It has been an adjustment for staff. Curbside is still being utilized. Reed still hopes to be able to open the children's library in July.
The board discussed the desire to want to open on Saturdays, but balancing the risk of how busy Saturday can be for staff and patrons. The concern is planning for the crowds in the smaller building to the children's library and being able to acclimate first.

- B. A motion to continue the current library hours and revisit the plan next meeting was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

VI. CURRENT BUSINESS

- A. 2021-2022 Library Budget Approval

Director Reed discussed the need to update the air ducts. The security cameras at the children's library do not record, and the budget has a line item for new cameras. Director Reed reviewed the requested budget items and discussed the cost associated with any differences, including the digitalizing of records.

A motion to approve the Library Budget was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

- B. Alcohol and Drugs Policy (2017)

The library board discussed redlining policy changes to ensure the safety of staff and patrons, expediting calling the authorities and being able to rely on the authorities for handling the situation.

A motion to approve the Alcohol and Drugs Policy was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried

VIII. ADJOURNMENT- Motion to approve.

- A. A motion to adjourn was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried. Meeting adjourned at 8:01pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee