

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

May 26, 2020 Minutes

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:36pm. Public Announcement: "This meeting is conducted in compliance with the Nebraska Open Meetings Act and Governor Rickett's Executive Order No. 20-03 issued on March 17, 2020. A current copy of the Open Meetings Act can be accessed on the City of Gretna's website, www.gretnane.org. Those wishing to address the Library Board during the Public Comment item of the agenda, please raise your hand on Zoom. Present were Library Board Trustees, Shawna Proctor, Alma Muhlecke, Sandra Kalina and Kaitlynn Boone. Library Director, Krissy Reed from the library staff was present. Tille Vukisch was absent. No one from City Council was present.

II. APPROVAL OF MINUTES

- A. The April 2020 minutes were reviewed.
A motion to approve the April 2020 minutes was made by Kalina. Seconded by Muhlecke. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The April YTD 2019 and both April 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 was reviewed by the Board. The Board discussed that the cart of books outside the library is well received right now.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology discussed the budget for technology for the future. A lot of that was unforeseen, and the budget for next year will reflect that.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations advised that during Omaha Gives the Library Foundation raised \$605, which was a great surprise given the circumstances.
- F. Foundation Representative updated that there may be a meeting in June, but currently unknown.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. There was no old business

VI. CURRENT BUSINESS

- A. Library Budget Planning Update (2020-2021)
Director Reed advised that minor equipment updating is budgeted for next year. There is a need for evaluation of a computer terminal, but due to pandemic there has not been an outside evaluation on what needs to be done. There is a higher budget cushion for this as well as software updates and Coretech maintenance. Everything else is similar to what it has been in the past.
A motion to approve the budget was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried.
- B. GPL Staged Reopening Plan Approval
Reed advised that this plan is going to need to be flexible. With COVID possibly getting worse in the fall, there is a concern that the library would open too much then have to restrict services again. The goal with the plan is to be able to maintain a level of additional service through the summer and fall to meet

needs of community members while following safety guidelines. With both library facilities being small, social distancing members of the public is also a concern. Reed advised that she has communicated with other libraries and taken notes and pieces from their plans to help construct the plan proposed. Cleaning products and PPE for curbside services have now arrived, so that service will begin.

The anticipated plan is for the rest of the library staff to return to work on June 1st. Then the staff will be trained on numerous new procedures, including one for contactless curbside pickup. The goal is to call patrons who have existing items on reserve first as a limited practice run, with curbside pickup open after that. To start, curbside services would be offered M, W, F 10:00am-4:00pm at the Main Library. All returns will come to the Main Library's book drop so they can be taken directly into quarantine. The Children's Library's book drop will be locked. The curbside pickup will still service the Children's Library materials, but from the Main Library.

Due to social distancing and need to sanitize after patrons browse a library bookshelf, it would be expected this curbside offering would go through the summer. Initial hours can be adjusted as needed.

A motion to approve the Library Reopening Plan was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried.

It was further discussed that there will be a need for publication of the services, so staff will be doing that as well. Taining is key for this to be safe.

VII. PUBLIC COMMENT

A. There was no public comment.

VIII. ADJOURNMENT

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

Respectfully Submitted,

Kaitlynn Boone,
Secretary


Approval of Library Board Trustee


Date