

## LIBRARY BOARD OF TRUSTEES

Gretna Public Library

July 27, 2020 Minutes

### I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 7:02pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees Sandra Kalina, Alma Muhlecke, 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 May 2020 Meeting Minutes were reviewed.  
A motion to approve the May minutes was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

### III. APPROVAL OF FINANCIAL REPORT

- A. The May 2020 Claims & Reports and June 2020 Claims & Reports were presented and reviewed.  
A motion to approve the May and June Claims were made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

### IV. REPORTS

- A. Library Director's Report, Circulation Report and Informational Reports were reviewed by the Board. There was discussion regarding circulation information even though the library is currently closed to the public. Library Director Reed discussed the personnel move with the loss of a part-time employee. Reed is also excited for the addition of cake pans and cookbooks that will be added to the collection. She also referenced being impressed with the way the librarians have been able to move programming online for virtual sessions and how well those programs have gone.
- 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 had nothing to report.
- G. City Council Representative was absent.

### V. OLD BUSINESS

- A. Update: Library Budget Planning (2020-2021)  
Director Reed explained that the budget workshop with City Council is expected to take place in August. She already submitted the Library's estimated budget expenses for August and September (due August 1<sup>st</sup>). The equipment repair and maintenance line item will go over budget, but other line items can accommodate that overage. There was a higher charge in computer maintenance this year, which caused the overage.
- B. Update: Library's Plan for Reopening  
At this time, the Library Board is not planning to reopen due to increased number of cases in the area. With no safe way to socially distance in the Library's very small facilities, the Library Board and Director Reed believe continuing to serve the community through the curbside service and electronic/remote services is the best way to safely meet their needs. Patrons have been positive about the services offered, and it would be difficult to allow for families to browse during the current climate. The Library is trying to make special accommodations for additional services when warranted.

## **VI. CURRENT BUSINESS**

### **A. Approval of Employee Review**

- a. Ashley Suey- Annual Review by Library Director
- b. Alyssa Rogers- Annual Review by Library Director
- c. Caitlin Abele- Six Month Review by Library Director

A motion to move the reviews for Ashley Suey, Alyssa Rogers, and Caitlin Abele to Executive Session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried

### **B. Discussion: Recruiting additional Library Board members**

The Library Board spent time discussing how to find more interested Board members. A suggestion was made regarding putting a document in with book checkout bags. There was discussion about using social media, personal Facebook pages and the Library Facebook page, as well as contacting the local newspaper.

## **VII. PUBLIC COMMENT**

- ### **A. There was no public comment.**

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

A motion to enter Executive Session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 7:31pm.

A motion to exit Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 7:44pm.

A motion to approve the review for Ashley Suey was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

A motion to approve the review for Alyssa Rogers was made by Kalina. Seconded by Muhlecke. All votes, "Aye." Motion carried.

A motion to approve the review for Caitlin Abele and actions was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried.

## **IX. ADJOURNMENT**

- ### **A. A motion to adjourn was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:46pm.**

**Respectfully Submitted,**

**Kaitlynn Boone,  
Secretary**

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**Approval of Library Board Trustee**

**Date**