

LIBRARY BOARD OF TRUSTEES

MINUTES

Gretna Public Library

August 22, 2022

I. CALL MEETING TO ORDER

A. Vice President Sandra Kalina, called the meeting to order at 6:35pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Alma Muhlecke, Anna Castillo, Kaitlynn Boone and Rachel Cushing. Library Director Krissy Reed was also present. Shawna Proctor was absent. City Council representative Kara Alexander was absent.

II. APPROVAL OF MINUTES

A. June 2022 Meeting Minutes

A motion to approve June minutes was made by Castillo. Seconded by Cushing. All votes, "Aye." Motion carried

III. APPROVAL OF FINANCIAL REPORT

A. June 2022 Claims & Reports

B. July 2022 Claims & Reports

A motion to approve June & July 2022 reports was made by Cushing. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board. Director Reed shared staffing changes and two current open positions. This includes the Technical Services position at the Children's Library and Library Page position.
- B. Committee on Finance reported the budget workshop occurred on Wednesday. There were no concerns over the budget at that workshop. The full budget for the coming year will be presented during a public hearing at the City Council meeting on September 20th.
- C. Committee on Building, Grounds, and Technology reported air ducts will be cleaned at the Main Library next week and at the Children's Library the following week.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative, Erin Willnerd, was present and shared that the Foundation will be hiring a bookkeeper. They are also doing a volunteering at Vala's to be able to have wages contributed to the Library.
- G. City Council Representative was absent.

V. OLD BUSINESS

A. Review: Public Comment Policy (2017)

Changes were requested to remove "standing" from the policy and add language encompassing non-resident patrons. A motion to approve the Public Comment Policy with changes was made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.

VI. CURRENT BUSINESS

A. Approval of Employee Review

- a. Kristina Reed- Annual Review by Library Board Personnel Committee
- b. Rebecca McCorkindale- Annual Review by Library Director

Director Reed's review is not yet available for review.

A motion to table Kristina Reed's Employee Review was made by Castillo. Seconded by Muhleck. All votes, "Aye." Motion carried.

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

B. Monthly Library staff meetings/training proposal

Director Reed requested approval to close the Library for one hour each month in order to hold staff meeting/training. Since staffing hours are not the same across the board, it is less feasible to have staff all come in before the Library opens or stay past closing to hold such meetings. Judging from the past, Wednesdays tend to be the quietest day at the Library, so that day would likely work the best. The meeting time needs to be decided. Either the 2:00pm-3:00pm hour or 3:00pm-4:00pm hour would work best. Cushing suggested the 2:00pm-3:00pm time since it wouldn't interfere with the after-school crowd. The Library would focus on communicating the timing changes to the public. Director Reed will create a consistent day and time for the staff meeting, and the Board discussed giving her the flexibility to set as needed.

A motion to allow the Library to be closed for one hour a month to allow for a staff meeting/training was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried.

C. Review: Reconsideration of Materials Policy

This policy was created to address the process of how a Reconsideration Form is handled by Library staff and the Library Board if received. The Reconsideration Form will be available online as well as printed.

A motion to approve the Reconsideration of Materials Policy with changes was made by Cushing. Seconded by Muhleck. All votes, "Aye." Motion carried.

D. Review: Photography Policy (2019)

Additional changes to the policy were proposed to address filming, commercial photography, and video in the Library. Changes were discussed to better clarify the policy.

A motion to approve the Photography Policy with changes was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT

A. There was no public comment.

VIII. EXECUTIVE SESSION - for the purpose of discussion regarding personnel.

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 7:45pm.

A motion to exit Executive Session was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.
Exited Executive Session at 8:03pm.

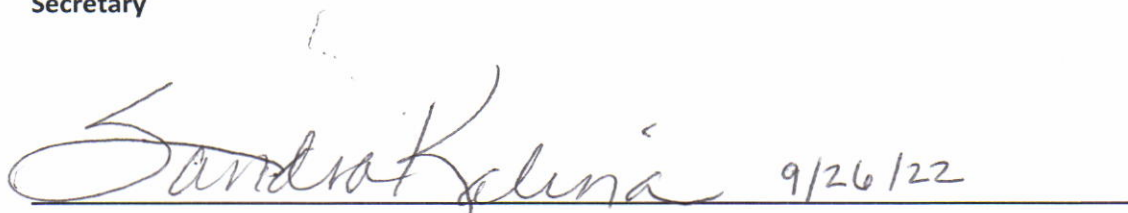
A motion to approve the review of Rebecca McCorkindale was made by Kalina. Seconded by Boone. All votes, "Aye."
Motion carried.

IX. ADJOURNMENT

A motion to adjourn was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried. Meeting adjourned
at 8:04pm.

Respectfully Submitted,

Kaitlynn Boone
Secretary

 Sandra Kalina 9/26/22
Approval of Library Board Trustee