

LIBRARY BOARD OF TRUSTEES

Minutes

Gretna Public Library

October 5, 2020 6:30 P.M.

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:32 pm. 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, Anna Castillo 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 July 2020 Meeting Minutes were reviewed.
- B. A motion to approve the July minutes was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The July and August 2020 Claims & Reports were presented and reviewed.
- B. A motion to approve the July and August Claims and Reports was made by Muhlecke. 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 is an approved budget for the library for the city now, which Director Reed will share with the board.
- 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 reminded the board there will be reviews in executive session.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative discussion was had on the new foundation president, Sara Clagg. November 11th at 8:00p.m will be another zoom meeting to discuss the campaign. The foundation can apply for a \$5,000 grant each year, which they may try to apply for this year. The foundation will be working to update their website, and a social media update. Omaha Days will not continue in 2021, so they are looking for other giving opportunities.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. Discussion: Library's Plan for Reopening
Director Reed discussed the statistics of the cases in the community and the rates of COVID cases. There is a concern for ability of social distancing at this time. The criteria that the board established to move to the next phase has not been met, as the cases in the area are too high. The only service patrons are unable to access is to walk the stacks for browsing, and the library would like to continue to serve the community through the curbside pickup for patrons. Director Reed advised she is currently comfortable with curbside pickup and continuing that service at that time. Boone agreed that curbside pickup is going smoothly and utilized well. Muhlecke expressed support from her experience in the OPS and Gretna school districts and how social distancing is being handled. Castillo expressed satisfaction with Director Reed's review of the numbers and agreed good decisions are being made.

A motion was made by Boone to draft a letter expressing Board support of continuation of curbside pickup services and doors being closed to the public. Seconded by Kalina. All votes, "Aye." Motion carried

VI. CURRENT BUSINESS

- A. Trustee Applicant Interview (Board recommendation to School Board discussion/approval in Executive Session)
- a. Jenna Garcia
 - b. Lauren Briese was absent, but her application was reviewed.
 - c. Rachel Cushing was present and gave the Board her personal and professional background. She expressed her love of the Gretna community, reading both herself and her family, and was excited to see the social media post. The Board introduced themselves and discussed their backgrounds and what each enjoys about being on the Library Board.

A motion to move the trustee application discussion Executive Session was made by Muhleck. Seconded by Boone. All votes, "Aye." Motion carried

- B. Proposed electronic payment option for new and current card holders was presented by Rebecca McCorkindale. Boone asked questions regarding privacy information of patron data and concerns regarding data breach of patron information. The information being collected would be name, address, phone and email. Additional personal information is not collected, but the Rebecca will continue to look at how this will work for data storage such as on dropbox.

A motion to approve the use of Paypal election and WP forms platform made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.

- C. Approval of Employee Review
- a. Grace Rempp- Annual Review by Library Director
 - b. Zoe Fosbinder- Annual Review by Library Director
 - c. Rebecca McCorkindale- Annual Review by Library Director
 - d. Kristina Reed- Annual Review by Library Board

A motion to move the reviews to Executive Session was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried

VII. PUBLIC COMMENT

- A. There was no public comment.

VIII. EXECUTIVE SESSION-for the purpose of discussion regarding employee evaluation and Board Trustee recommendation.

A motion to enter Executive Session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 7:38pm.

A motion to exit Executive Session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 8:12 pm.

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

A motion to approve the review for Zoe Fosbinder was made by Kalina. Seconded by Castillo. All votes, "Aye."
Motion carried.

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

A motion to approve with changes, the review for Kristina Reed and actions was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

A motion to recommend Rachel Cushing as new Library Trustee was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

IX. ADJOURNMENT

A. A motion to adjourn was made by Kalina. Seconded by Muhlecke. All votes, "Aye." Motion carried. Meeting adjourned at 8:13 pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee

Date