

LIBRARY BOARD OF TRUSTEES

Minutes

Gretna Public Library

October 26, 2020 6:30 P.M.

I. CALL MEETING TO ORDER

- A. President Shawna Proctor 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 Shawna Proctor, Sandra Kalina, Anna Castillo and Kaitlynn Boone. Alma Muhleck was absent. Library Director, Krissy Reed from the was present. One member of the public was present. No one from City Council was present.

II. APPROVAL OF MINUTES

- A. September 2020 Meeting Minutes were reviewed.
- B. A motion to approve the September 2020 minutes was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. September 2020 Claims and Reports were presented and reviewed. Discussion on budget for non-summer learning program. Director Reed believes this was due to the purchase of a camera and all fall/winter programming.
- B. A motion to approve the September Claims and Reports was 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. Proctor expressed enthusiasm that the library staff could attend virtual conferences this month. Director Reed explained the cake pan collection and hope to have photos available in the catalog. There was a lot of excitement about the purchasing of this new collection and further explanation of how this collection will be utilized and expanded.
- 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 was not present. The Foundation will participate in "Giving Tuesday" sponsored by Share Omaha. That event will occur the Tuesday after Thanksgiving. The Foundation is working on the Gretna Community Foundation Grant, and the Friends of the Library is also working on that grant.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. Discussion: Library's Plan for Reopening
Director Reed updated the Board on active COVID cases for the community, and the Board continues to feel that the Library plan should continue as discussed last meeting. There was discussion on the Library's handling of Halloween instead of accepting visitors. There is the online reading program to encourage library utilization while social distancing.

A motion to continue the Library's Plan for reopening was made by Kalina. Seconded by Castillo. All votes, "Aye."
Motion carried.

VI. CURRENT BUSINESS

- A. Approval of Employee Review
 - a. Jennifer Lockwood- Annual Review by Library Director
 - b. Adina Bell- Annual Review by Library Director

A motion to move the reviews to Executive Session was made by Boone. Seconded by Boone. 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.

A motion to enter Executive Session was made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.
Entered Executive Session at 7:08pm.

A motion to exit Executive Session was made by Castillo. Seconded by Kalina. All votes, "Aye." Motion carried.
Exited Executive Session at 7:25pm.

A motion to approve the review for Jennifer Lockwood was made by Boone. Seconded by Kalina. All votes, "Aye."
Motion carried.

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

IX. ADJOURNMENT

- A. A motion to adjourn was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried. Meeting adjourned at 7:26pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**