

## LIBRARY BOARD OF TRUSTEES

Minutes

November 22, 2021

### I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:34pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Shawna Proctor, Kaitlynn Boone, Sandra Kalina, Rachel Cushing, and Alma Muhlecke. Library Director Krissy Reed was also present. Anna Castillo was absent.

### II. APPROVAL OF MINUTES

- A. September 2021 Meeting Minutes  
A motion to approve September 2021 minutes was made by Muhlecke. Seconded by Kalina. All votes, "Aye."  
Motion carried.

### III. APPROVAL OF FINANCIAL REPORT

- A. September and October 2021 Claims & Reports  
A motion to approve the September & October 2021 Claims and Reports was made by Muhlecke. Seconded by Cushing. All votes, "Aye." Motion carried.

### IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board. Director Reed relayed there will be a new student practicum in the Spring. AED training for the staff in December and OSHA first aid kits in the facilities. Muhlecke asked about low book club participation. There was a discussion on whether Zoom participation was another option for book clubs. Greenery and Glitter will have Library participation with the take and make activity and story walk.
- B. Committee on Finance reported by Director Reed that staff are thrilled to have the new computers for patrons with the new fiscal year and budget.
- C. Committee on Building, Grounds, and Technology had nothing to report.
- D. Committee on Administration and Personnel noted the three personnel reviews on the agenda.
- E. Committee on Public Relations had nothing to report
- F. Foundation Representative was absent. Director Reed reported that there is a grant opportunity through the Civic and Community Center Financing Fund that the Library Foundation will apply for with the help of JEO. This is a 50/50 grant, with possibility of \$12,000 grant with the \$24,000 cost. If awarded, funds would help cover expenses of a new feasibility study that is needed. The Foundation will also be assisting with Greenery and Glitter by selling smores kits as a fundraiser.
- G. City Council Representative Kara Alexander was present. She relayed that new wards were approved at the last Council meeting. There will be four wards with one person per ward going forward with the growing size of Gretna. There was discussion on the new businesses going in at Gretna.

### V. OLD BUSINESS

There was no old business.

### VI. CURRENT BUSINESS

- A. Library Logo Refresh- Director Reed discussed the new Library card design and new logo designed by Rebecca McCorkindale.  
A motion to approve the new logo was made by Muhlecke. Seconded by Cushing. All votes, "Aye." Motion carried.

B. Review: Fire/Fire Alarm Policy (2017)

Edits were made to the policy to address the safety of staff members.

A motion to approve the Fire/Fire Alarm Policy was made by Muhlecke. Seconded by Kalina. All votes, "Aye."  
Motion carried.

C. Approval of Employee Review

- a. Heba Zaheer (Technical Services) – Six Month Review by Assistant Library Director
- b. Meggie Schmidt (Technical Services) – Six Month Review by Assistant Library Director
- c. Jennifer Lockwood (Children’s Librarian) – Annual Review by Library Director

A motion to move employee reviews to Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

**VII. PUBLIC COMMENT**

There was no public comment.

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

A motion to enter Executive Session to discuss employee reviews was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 7:34pm.

A motion to exit Executive Session was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried. Exited Executive Session at 7:58pm.

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

A motion to approve the review of Meggie Schmidt was made by Cushing. Seconded by Kalina. All votes, "Aye." Motion carried.

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

**IX. ADJOURNMENT-** Motion to approve.

A motion to adjourn was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:59pm.

**Respectfully Submitted,**

**Kaitlynn Boone**  
**Secretary**

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**Approval of Library Board Trustee**