

Gretna Library Board of Trustees  
Gretna Public Library  
June 27, 2016

I. **Call to Order:**

Board President Paul Wasalaski called the meeting to order at 6:30 P.M. He noted that a copy of the Open Meetings Act was posted. Present were Library Board members Paul Wasalaski, Alma Muhlecke, Sherri Bishop, Marilyn Hatcliff, Shawna Proctor, and Eric Murray. Director Krissy Reed was present from the library staff. City Council representative Doug Clark was present.

II. **Approval of Minutes:**

A. May 2016 minutes were reviewed. Motion to approve by Murray. Seconded by Muhlecke. All votes "Aye." Motion carried.

III. **Approval of Financial Report:**

The current financial reports were presented and reviewed. Motion to approve by Hatcliff. Seconded by Bishop. All votes, "Aye." Motion carried.

IV. **Reports:**

A. The Library Director's Report, Circulation Report and informational reports were reviewed by the members of the Board.

B. The Committee on Finance had nothing to report.

C. The Committee on Building, Grounds, and Technology stated there has been no further movement on the sprinklers being turned fixed for the new landscaping. Doug Clark will speak to someone with City maintenance in order to have this resolved.

D. The Committee on Administration and Personnel had nothing to report.

E. The Committee on Public Relations had nothing to report.

F. The Foundation Representative Ann Bock did not attend the meeting. She did report to Director Reed some expressed interest in new members of the Library Foundation and is still hoping to have a Foundation Open House this summer.

G. The City Council Representative was present and updated the council on regular City business.

V. **Old Business:**

A. Discussion: Board of Trustees Certification Policy

Members discussed what should be required in a new policy for the Board of Trustees to be certified by the Nebraska Library Commission (NLC). It was agreed upon that the Board will follow the NLC's guidelines for certification. Additionally, board members felt it would be prudent to utilize the NLC website for continuing education (CE) courses and to cover courses during a board meeting when the schedule permits or have individual members complete a course with a review provided to other board members during a meeting.

Within the new policy, there was consensus that new members should be required to complete the introductory NLC courses within the first 90 days of service.

A draft of the new policy will be completed for reading, discussion and possible adoption at the July Library Board meeting.

B. Discussion: Create a schedule for revisions of library policies.

Board members discussed the frequency of revision of policies. It was suggested that all policies should be reviewed on a quarterly basis. If any board member

wished to review a policy outside the basic quarterly time frame, this simply needed to be placed on the next Library Board agenda. This would allow for needed updates due to changes in materials, technology, staffing, or other reasons.

A draft of the new policy will be completed for reading, discussion and possible adoption at the July Library Board meeting.

C. Discussion: Proposed Agreement between the Library and the Chamber of Commerce for Gretna Community Events Calendar partnership.

A first reading of the Memorandum of Understanding (MoU) for the proposed community events calendar took place. The board requested a second reading for the July agenda.

VI. **Current Business:**

A. Discussion: Confidentiality Policy proposal.

It was noted that the library does not currently have a policy on surveillance. With this observance, it was decided to create a policy for such concerns. There was agreement that the policy should cover various types of confidentiality and ways privacy should be protected from surveillance.

A draft of a new policy will be completed for reading, discussion and possible adoption at the July Library Board meeting.

VII. **Public Comment:**

- a. There was no public comment.

VIII. **Executive Session: (Personnel Matters)**

A motion was made by Hatcliff to enter executive session at 7:17pm. It was seconded by Murray. All votes, "Aye." Motion carried.

A. Three Month Review – Ashlynn Blomstedt

B. Annual Review – Dustin Archer

A motion was made to exit executive session at 7:32 by Muhleck. The motion was seconded by Hatcliff. All votes, "Aye." Motion carried.

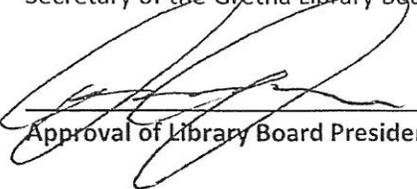
A motion was made by Bishop to approve the Three Month Review for Ashlynn Blomstedt. The motion was seconded by Murray. All votes, "Aye." Motion carried.

A motion was made by Bishop to approve the Annual Review of Dustin Archer pending approval of the written document by a member(s) of the Administration Personnel Committee. Proctor seconded the motion. All votes, "Aye." Motion carried.

IX. **Adjournment:**

Motion to adjourn was made by Hatcliff. Seconded by Proctor. All votes, "Aye." Motion carried. Meeting adjourned at 7:43pm.

Respectfully Submitted,  
Sherri Bishop  
Secretary of the Gretna Library Board

  
Approval of Library Board President

25 Jul 2016  
Date