

Gretna Library Board of Trustees  
Gretna Public Library  
May 23, 2016

I. **Call to Order:**

Board President Paul Wasalaski called the meeting to order at 6:32 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. Director Krissy Reed was present from the library staff. City Council representative Doug Clark was not present. Library Foundation President, Ann Bock arrived after the start of the meeting.

II. **Approval of Minutes:**

- A. April 2016 minutes were reviewed. Motion to approve by Proctor. Seconded by Muhlecke. All votes "Aye." Motion carried.
- B. April 13, 2016 Special Meeting Minutes were reviewed. Motion to approve by Muhlecke. Seconded by Proctor. All votes, "Aye." Motion carried.

III. **Approval of Financial Report:**

The current financial reports were presented and reviewed. Motion to approve by Bishop. Seconded by Hatcliff. 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. In particular it was noted that security cameras would be installed by city maintenance staff and a review of security/video policy should take place.

B. Hatcliff reported for the Committee on Finance that she would be sitting down with Krissy to review the budget in preparation for presentation to the city.

C. The Committee on Building, Grounds, and Technology stated the landscape planting went well. There is plant that will change, but otherwise the Eagle Scout planting portion is complete. The City is still working on the sprinkler system.

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 attend the meeting. She spoke about the past actions of the Library Foundation during the last feasibility study. She is interested in having a Foundation meeting in the next month or so with available members to discuss the current status of the Foundation, to elicit possible new members, and partner with the library and other library organizations to move forward with interest in a new library facility.

G. The City Council Representative was not present and there was no report.

V. **Old Business:**

- A. Discussion: Library Mission Statement  
In order to better represent the mission of the library, members discussed ideas for a new mission statement. The following was created.

*Our mission at the Gretna Public Library is to utilize qualified, knowledgeable personnel to provide the people of the greater Gretna community a balanced collection of quality materials and services that meet the educational, recreational, and cultural needs of our users.*

Motion to approve by Proctor. Seconded by Hatcliff. All votes, "Aye." Motion carried.

**VI. Current Business:**

- A. Discussion: Create policy for the process/schedule of Board of Trustees recertification.

A policy for recertification of the Library Board would ensure the Board is always current for certification. The addressed topics would be accessed through the Nebraska Library Commission (NLC) website, as they are the certifying entity. Some topics would be covered by members on their own time and some would be covered during board meetings, dependant on topic and monthly meeting schedule. Additionally, new Board members would be required to cover the main/introductory courses within the first 90 days of Board membership. These actions will improve board knowledge of NLC requirements and recommendations for libraries and its partnering organizations, helping to implement more effective policies and programs for library patrons. Ideas for specific policy will be discussed at the June Board meeting.

- B. Discussion: Create a schedule for Library Policy revisions.

It was suggested to create a list of policies to cover on a month to month basis. This would allow the board to ensure all policies are updated in a timely and orderly manner. It would also bring pertinent issues to the forefront and have library policies that meet the current needs of the library and its patrons. The first item was the mission statement addressed earlier in the meeting.

- C. Discussion: Draft Policy for Community Calendar Partnership with the Gretna Chamber.

Director Reed presented the opportunity of partnering with the Gretna Chamber of Commerce for an online community calendar. This calendar would be accessible online through the library's website. The idea is to create a one-stop link for the community to learn about events in town hosted by the various governmental, community, and non-profit organizations in our area. This would be a good tool to not only let people about library and other community events; it will be a good tool to drive people to the library website.

Approval is needed by the Library Board and the Chamber of Commerce Board to proceed. It would be hosted by "Timely" and allow submission of events by community members, not just library or chamber members. Director Reed put forth a proposed Community Events Calendar Policy to be reviewed by Library Board members eligible for more discussion at the June meeting.

**VII. Public Comment:**

- A. There was no public comment.

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

A. Annual Review – Dustin Archer

Director Reed requested we table this review until next month's meeting. No executive session was held.

IX. **Adjournment:**

Motion to adjourn was made by Hatcliff. Seconded by Proctor. All votes, "Aye."  
Motion carried. Meeting adjourned at 8:45pm.

**Respectfully Submitted,**  
**Sherri Bishop**  
**Secretary of the Gretna Library Board**