

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

January 28, 2019 Minutes

I. CALL MEETING TO ORDER

- A. Alama Muhlecke acting as Board President in Shawna Proctor's absence called the meeting to order at 6:35pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Sandra Kalina, Kaitlynn Boone, and Alma Muhlecke. Library Director, Krissy Reed from the library staff was present. Absent were Eric Murray and Shawna Proctor. City Council liaison, Logan Herring was absent.

II. APPROVAL OF MINUTES

- A. The November 2018 minutes were reviewed.
A motion to approve the November minutes was made by Boone. Seconded by Kalina. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The January 2019 financial report was presented and reviewed.
A motion to approve was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report and Informational Reports were reviewed by the Board. Library Director Krissy Reed made special mention of the passing of Mrs. Barkley who had designated memorials after her passing to benefit the Library Foundation.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology had minor maintenance items to report as well as the changing of the lights to LED in the library on a rolling basis.
- D. Committee on Public Relations had nothing to report.
- E. Foundation Representative Ann Bock was not present. Reed advised the next meeting of the Foundation is February 6th and they will be exploring how to fill the needs of grant writing for the Foundation.
- F. City Council Representative Logan Herring was not present.

V. OLD BUSINESS

- A. Discussion was had on the Library hours. Reed advised the challenge right now is the overlapping time needed for staff meetings, and how that will be accommodated with the extended hours schedule. An example of the schedule was given by Reed and reviewed by the Board.

VI. CURRENT BUSINESS

- A. The Confidentiality Policy (2009) was reviewed by the Board. Small punctuation changes were advised, but left content as is. A motion to approve was made by Boone. Seconded by Kalina. All votes, "Aye."
Motion carried.

B. Approval of Employee Review

Dana Broer- Six Month Review by Library Director

A motion to move discussion pertaining to the review to Executive Session was made by Boone.

Seconded by Kalina. 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 Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

Entered executive session at 7:04pm.

A motion to exit executive session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

Exited executive session at 7:19pm.

A motion to approve the six-month review for Dana Broer was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

IX. ADJOURNMENT- A motion to adjourn was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:20pm.

Respectfully Submitted,

Kaitlynn Boone
Library Board Secretary

Approval of Library Board Trustee

Date