

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

February 24, 2020 Minutes

I. CALL MEETING TO ORDER

- A. Vice President Sandra Kalina called the meeting to order at 6:38pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Tille Vukisch, Alma Muhlecke, and Kaitlynn Boone. Library Director, Krissy Reed from the library staff was present. Shawna Proctor was absent. No one from City Council was present.

II. APPROVAL OF MINUTES

- A. The January 2020 minutes were reviewed.
A motion to approve the January minutes was made by Vukisch. Seconded by Muhlecke. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The February YTD 2019 and January 2019 Claims was presented and reviewed. A motion to approve was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report, and information Reports were reviewed by the Board. Director Reed expressed excitement about the shade cover at the children's library, that is planned to be installed before the summer reading program. The adult library was also painted recently.
- 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, but Director Reed said they are working on finding recognizable people in the community to help with the fundraising efforts for the new building. Clover Frederick is the specialist in non-profit fundraising to help support the fundraising efforts. Grant writing is still moving forward, and there is expectation to hear from the Facebook grant in the next month. Other grants are still in progress.
- G. City Council Representative was not present. Director Reed advised that tomorrow night there is an open house at City Hall for an update on the revitalization project for downtown from 5-6 p.m. She will be present to be able to give any updates as it relates to the library.

V. OLD BUSINESS

- A. Approval of Employee Review
 - a. A motion to move the six-month review for Zoe Fosbinder to Executive Session was made by Boone. Seconded by Vukisch. All votes, "Aye." Motion carried

VI. CURRENT BUSINESS

- A. Library Board continuing education. The board watched the video named Short Takes Video: Succession Planning and New Board Orientation. This is for continuing education for the board. The board discussed a positive outlook on our current board and how the board communicates and functions. Director Reed expressed a desire to give tours in the future, and that the opportunity is there if members would like to have a tour during regular hours as well. Discussion was had that we still have a open board seats that

could be filled, and that the board should work to fill these positions.

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 Muhleck. Seconded by Boone. All votes, "Aye." Motion carried. Entered Executive Session at 7:09 pm.

A motion to exit Executive Session was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried. Exited Executive Session at 7:15pm.

A motion to approve the annual review for Zoe Fosbinder was made by Boone. Seconded by Muhleck. 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 7:18pm.

Respectfully Submitted,

Kaitlynn Boone,
Secretary

Shawna Proctor

04/28/2020

Approval of Library Board Trustee

Date