

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

March 25, 2019 Minutes

I. CALL MEETING TO ORDER

- A. Board Chair Shawna Proctor called the meeting to order at 6:33pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Shawna Proctor, Sandra Kalina, Eric Murray, and Alma Muhlecke. Library Director, Krissy Reed from the library staff was present, along with library practicum student Erin Jensen. No one from City Council was present. Kaitlynn Boone was absent.

II. APPROVAL OF MINUTES

- A. The January 2019 minutes were reviewed.
A motion to approve the January minutes was made by Murray. Seconded by Kalina. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The March 2019 financial report was presented and reviewed. Reed mentioned that an unexpected issue with the entrance door at the main library ended up costing roughly \$1,000, so the library is currently over budget in its Building-Repair area of its budget. Reed also noted that all staff computers at the main library have been replaced with new ones.
A motion to approve was made by Murray. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report and Informational Reports were reviewed by the Board.
- 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 noted an employee review on the agenda for this month.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative Ann Bock was not present. Proctor reported that the Library Foundation is talking to the fire department about using their fundraiser thermometer or contacting Paul Wasalaski to see if the Boy Scouts could make one. She noted that the Foundation will participate in Omaha Gives on May 22nd, is a charity that can be donated to through AmazonSmile and Facebook now. In a future meeting there will be a presentation with a company who created memorial/donation walls for facilities.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. Library Hours Revision Approval
Reed presented a final copy of the proposed hours which would add two more hours to the library's hours of operation during the week. With the proposed change, the library that is set to close at 2pm each day currently, would now be open until 4pm during the week. The hope is that by adding these two hours each is that the Cataloging Librarian would be made into a full-time position.
A motion was made by Muhlecke to approve the revision of the library's hours as proposed. Seconded by Murray. All votes, "Aye." Motion carried. Proctor will reach out to the City Administrator to set up a meeting to discuss the hours and change of status to the Cataloging Librarian position.

VI. CURRENT BUSINESS

A. Review- Meeting Room Policy and Checklist (2010)

A motion was made by Muhleck to approve the proposed changes to the Meeting Room Policy. Seconded by Kalina. All votes, "Aye." Motion carried.

B. Library Accreditation Discussion

Reed informed the Library Board that the Library's accreditation would be ending this year and the process of applying for this designation would begin in July. Among verifying that the Library has specific policies in place and that the annual Nebraska Library Survey has been completed, the Library will also need to put together a Community Needs Response Plan in order to meet the standards. Currently the Library has the accreditation status of "Gold."

C. Approval of Employee Review

Ashlynn Blomstedt- Annual Review by Library Director

A motion was made by Muhleck to move discussion pertaining to the review to Executive Session. Seconded by Murray. 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 Murray. Seconded by Kalina. All votes, "Aye." Motion carried. Entered executive session at 7:10pm.

A motion to exit executive session was made by Murray. Seconded by Muhleck. All votes, "Aye." Motion carried. Exited executive session at 7:19pm.

A motion to approve the annual review for Ashlynn Blomstrdt was made by Muhleck. Seconded by Boone. All votes, "Aye." Motion carried.

IX. ADJOURNMENT

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

Respectfully Submitted,

**Krissy Reed
Library Director**

Approval of Library Board Trustee

Date