

Gretna Library Board of Trustees
Gretna Public Library
March 26, 2018 minutes

I. **CALL TO ORDER:**

Board Vice Chair Shawna Proctor called the meeting to order at 6:36pm. She noted that a copy of the Open Meetings Act was posted. Present were Library Board Trustees Eric Murray, Alma Muhleck, Paul Wasalaski, and Kaitlynn Boone. Library Director, Krissy Reed was present from the library staff. City Council liaison, Angie Lauritsen was present. Trustee Sandra Kalina was absent.

II. **APPROVAL OF MINUTES:**

A. The February 2018 minutes were reviewed. A motion to approve the February minutes was made by Murray. Seconded by Wasalaski. All votes, "Aye." Motion carried.

III. **APPROVAL OF FINANCIAL REPORTS:**

A. The March 2018 financial reports were presented and reviewed. Murray inquired about the amount of money spent thus far on utilities since we are halfway through the fiscal year. Director Reed explained that especially at the children's library we tend to see increases in heating during the winter months due to the vast amount of windows and poorer insulation, but that we should see those rates decrease in the coming months which will balance spending out. A motion to approve the March financial reports was made by Murray. Seconded by Muhleck. All votes, "Aye." Motion carried.

IV. **REPORTS:**

- A. The Librarians' reports, Circulation Report and other 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 had nothing to report.
- D. The Committee on Administration and Personnel noted one employee review on the agenda.
- E. The Committee on Public Relations had nothing to report.
- F. A Foundation Representative did not attend the meeting. Director Reed noted that she will be meeting with City Officials and architect Marvin Larson from JEO on Thursday, April 5th to discuss further revisions to the facility's layout.
- G. City Council Representative- Councilman Angie Lauritsen provided an update on various projects that she is involved in right now, including the efforts she is making to have recycling bins throughout the City of Gretna. She noted that several parks already have the trashcan-sized bins now.

V. **OLD BUSINESS:**

A. Review revisions- Wireless Policy (2009).
The Board reviewed the revisions made to the policy as previously discussed at the February meeting. A motion to approve those revisions was made by Murray. Seconded by Wasalaski. All votes, "Aye." Motion carried.

VI. **CURRENT BUSINESS:**

- A. Review- Gifts, Bequests, Memorials Policy (2009).
The Board discussed revisions to be made. A motion to add this item to the April meeting for final approval was made by Murray. Seconded by Wasalaski. All votes, "Aye. Motion carried.
- B. Reschedule May 28, 2018 Board Meeting Du to Memorial Day
A motion was made to move the May meeting to Thursday, May 24th by Wasalaski. Seconded by Muhlecke. All votes, "Aye." Motion carried.
- C. Approval of Employee Review
i. Ashlynn Blomstedt- Annual Review by Library Director
A motion to move discussion pertaining to the review to Executive Session was made by Murray. Seconded by Muhlecke. All votes, "Aye." Motion carried.

VII. **PUBLIC COMMENT:**

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 Wasalaski. Seconded by Murray. All votes, "Aye." Motion carried. Entered executive session at 7:42pm.

A motion to exit executive session was made by Murray. Seconded by Wasalaski. All votes, "Aye." Motion carried. Exited executive session at 7:53pm.

A motion to approve the annual review for Ashlynn Blomstedt was made by Wasalaski. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IX. **ADJOURNMENT:**

A motion to adjourn was made by Murray. Seconded by Muhlecke. All votes, "Aye." Motion carried. Meeting adjourned at 7:57pm.

Respectfully Submitted,

Krissy Reed
Library Director

Shawna Proctor

04/23/2018

Approval of Library Board Trustee

Date