

## **LIBRARY BOARD OF TRUSTEES**

Gretna Public Library

May 29, 2019 Minutes

### **I. CALL MEETING TO ORDER**

- A. Board Chair Shawna Proctor called the meeting to order at 6:40pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Shawna Proctor, Sandra Kalina, and Eric Murray. Library Director, Krissy Reed from the library staff was present, and one member from the public attended. No one from City Council was present.

### **II. APPROVAL OF MINUTES**

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

### **III. APPROVAL OF FINANCIAL REPORT**

- A. The May 2019 YTD report and April 2019 claims were presented and reviewed. A motion to approve the Financial Reports was made by Kalina. Seconded by Murray. 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 reported that Director Reed has kept them informed on budget needs for the upcoming year, and they are aware of upcoming budget meeting dates.
- C. Committee on Building, Grounds, and Technology had nothing to report.
- D. Committee on Administration and Personnel noted that there would be two personnel reviews to discuss tonight.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative was not able to attend. Director Reed reported that during the last Library Foundation meeting the emphasis was on gearing up for Omaha Gives! Ultimately, the Foundation received over \$1000 by participating in this one day giving event held by the Omaha Community Foundation each year. Reed also noted that the Foundation will have a booth at the McKenna Market event coming up on June 7<sup>th</sup> and 8<sup>th</sup> and will be have items made from discarded books for sale as a fundraiser.
- G. City Council Representative was not present.

### **V. OLD BUSINESS**

- A. Library Budget Planning Update (2019-2020)  
Director Reed went through the list of capital and minor equipment requests, and the entire proposed budget that the Library has submitted for the 2019-2020 budget year.

### **VI. CURRENT BUSINESS**

- A. Review- Program Services Policy (2010)  
A motion to approve the Program Services Policy was made by Murray. Seconded by Kalina. All votes, "Aye." Motion carried.

**B. Reschedule June Board Meeting Date**

Director Reed will send out an electronic poll to Trustees in order to get feedback on the best June meeting date option.

**C. Approval of Employee Reviews**

- a. Alyssa Rogers- Annual Review by Library Director
- b. Ashley Suey- Annual Review by Library Director

A motion to move the annual reviews for Alyssa Rogers and Ashley Suey to Executive Session was made by Murray. Seconded by Kalina. All votes, "Aye." Motion carried.

**VII. PUBLIC COMMENT**

- A. A member of the public had a few questions about how to join the Library Board and how it functions.

**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 7:38pm.

A motion to exit Executive Session was made by Murray. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 7:57pm.

A motion to approve the annual review for Alyssa Rogers and the annual review for Ashley Suey was made by Murray. Seconded by Kalina. All votes, "Aye." Motion carried.

**IX. ADJOURNMENT**

- A. A motion to adjourn was made by Kalina. Seconded by Murray. All votes, "Aye." Motion carried. Meeting adjourned at 7:58pm.

**Respectfully Submitted,**

**Kristina Reed,  
Library Director**

  
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**Approval of Library Board Trustee**

**Date**

6/17/19