

LIBRARY BOARD OF TRUSTEES

Gretna Public Library
June 17, 2019 Minutes

I. CALL MEETING TO ORDER

- A. Vice Chair Eric Murray called the meeting to order at 6:36pm. He noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Kaitlynn Boone, Sandra Kalina, Eric Murray, and Alma Muhlecke. Board Chair Shawna Proctor was absent. Library Director, Krissy Reed from the library staff was present. No one from City Council was present.

II. APPROVAL OF MINUTES

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

III. APPROVAL OF FINANCIAL REPORT

- A. The June 2019 YTD report was presented and reviewed. A motion to approve the Financial Reports was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried.
- B. May 2019 claims were presented and reviewed. A motion to approve the claims was made by Kalina. Seconded by Muhlecke. All votes, "Aye." Motion carried

IV. REPORTS

- A. Library Director's Report, Circulation Report, Informational Reports were reviewed by the Board. Director Reed reported a new Board member is expected to be appointed by the Mayor this week.
- B. Committee on Finance reported on the upcoming budget meetings in early July and August. Director Reed will send the dates again to the Board members.
- C. Committee on Building, Grounds, and Technology had nothing new to report.
- D. Committee on Administration and Personnel will have an employee review during Executive Session.
- E. Committee on Public Relations had nothing to report.
- F. A Library Foundation representative was not present. Director Reed reported that there was a booth at McKenna Mania to raise awareness for the building project. The booth had handmade items made of book pages for sale. Some people who visited the booth were not aware that the library is working to raise money for a new building. Discussion was had regarding a booth at Gretna Days, serving lunch that day, or involvement with the parade.
- G. City Council Representative was not present.

V. OLD BUSINESS

- A. Library Accreditation
Director Reed advised that July is when the Library is invited to apply for accredited again. Requirements are that all staff librarians must be accredited, certain policies are required to be established, and a community needs assessment will need to be submitted. The assessment identifies needs that the community has, strengths and weaknesses of the library, and how the library can use its strengths to meet some community needs. A committee may be established to help complete this process. Director Reed advised we should continue to review the plan once a year to see how the library plans are progressing.

VI. CURRENT BUSINESS

- A. Approval of Employee Review
 - a. Dana Broer- Annual Review by Library Director

A motion to move the annual review for Dana Broer to Executive Session was made by Muhlecke. 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 Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried. Entered Executive Session at 6:58pm.

A motion to exit Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 7:17pm.

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

IX. ADJOURNMENT

- A. A motion to adjourn was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:23pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee

Date