

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

October 22, 2018 Minutes

I. CALL MEETING TO ORDER

- A. Board Chair Shawna Proctor called the meeting to order at 6:35 p.m. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Shawna Proctor, Sandra Kalina, Kaitlynn Boone, and Alma Muhlecke. Library Director, Krissy Reed from the library staff was present. City Council liaison, Angie Lauritsen was absent. Absent were Eric Murray and Paul Wasalaski

II. APPROVAL OF MINUTES

- A. The August 2018 minutes were reviewed.
A motion to approve the June minutes was made by Boone. Seconded by Kalina. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The September 2018 financial report 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 Informational Reports were reviewed by the Board.
 - a. Discussion was had on the Clayton Anderson speaking event and potential costs. At this time, the library is working to create contact and gather more information regarding speaking opportunities.
- 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- Proctor reported that tomorrow is the Vala's event that was rescheduled 3 times due to weather. There will be a cookbook basket, children's basket, and another unknown basket for the event. The event will have s'mores and display board for the new library and community center layout.
- F. Foundation Representative Ann Bock did not attend the meeting.
- G. City Council Representative Angie Lauritsen did not attend the meeting.

V. OLD BUSINESS

There was no new business this month.

V. CURRENT BUSINESS

A. Annual Board Officers Election- Effective November 1, 2018 due to meeting not taking place in October 2018.

a. Chair

A motion to re-elect Proctor as Chair was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

b. Vice Chair

A motion to re-elect Murray as Vice Chair was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

c. Secretary

A motion to re-elect Boone as Secretary was made by Muhleck. Seconded by Kalina. All votes, "Aye." Motion carried.

B. Library Hours Discussion

- a. A meeting occurred between Proctor, City Council liaison, Angie Lauritsen and Jeff Kooistra regarding library hours in hopes to have both libraries open during some of the same hours. Budget has not yet been passed, but has been adjusted to accommodate a full-time librarian to assist with the hours. Reed presented a suggested schedule of what would be needed to allow for hours that overlap between the two facilities.

C-E. Approval of Employee Reviews

Rebecca McCorkindale- Annual Review by Library Director

Natasia Otto-Berglund- Annual Review by Library Director

Kristina Reed- annual Review by the Library Board Personnel Committee

A motion to move discussion pertaining to the reviews to Executive Session was made by Muhleck. Seconded by Boone. 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 Muhleck. All votes, "Aye." Motion carried. Entered executive session at 7:21pm.

A motion to exit executive session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Exited executive session at 7:45pm.

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

A motion to approve the annual review for Natasia Otto-Berglund was made by Muhleck. Seconded by Boone. All votes, "Aye." Motion carried.

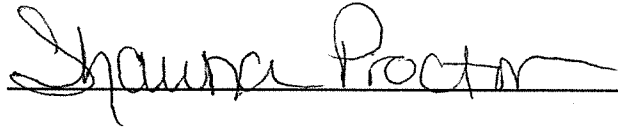
A motion to approve the annual review for Kristina Reed was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried.

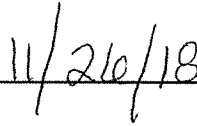
VIII. ADJOURNMENT

- A. A motion to adjourn was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.
Meeting adjourned at 7:47pm.

Respectfully Submitted,

**Kaitlynn Boone
Library Board Secretary**





Approval of Library Board Trustee

Date