

LIBRARY BOARD OF TRUSTEES

AGENDA

Gretna Public Library

November 22, 2021 6:30 P.M.

I. CALL MEETING TO ORDER

- A. Public Announcement: Current Copy of the Open Meeting Act is posted on the east wall of the Meeting Room.
- B. Roll Call

II. APPROVAL OF MINUTES

- A. September 2021 Meeting Minutes

III. APPROVAL OF FINANCIAL REPORT

- A. September and October 2021 Claims & Reports

IV. REPORTS

- A. Library Director's Report
 - a. Circulation Report
 - b. Informational Reports
- B. Committee on Finance – Sandra Kalina, Kaitlynn Boone
- C. Committee on Building, Grounds, and Technology – Alma Muhlecke, Rachel Cushing
- D. Committee on Administration and Personnel –Shawna Proctor
- E. Committee on Public Relations –Shawna Proctor, Rachel Cushing
- F. Foundation Representative –Sarah Clegg
- G. City Council Representative – Kara Alexander

V. OLD BUSINESS

No old business

VI. CURRENT BUSINESS

- A. Library Logo Refresh
- B. Review: Fire/Fire Alarm Policy (2017)
- C. Approval of Employee Review
 - a. Heba Zaheer (Technical Services) – Six Month Review by Assistant Library Director
 - b. Meggie Schmidt (Technical Services) – Six Month Review by Assistant Library Director
 - c. Jennifer Lockwood (Children's Librarian) – Annual Review by Library Director

VII. PUBLIC COMMENT (See procedures for public comment below)

VIII. EXECUTIVE SESSION- for the purpose of discussion regarding employee evaluation.

IX. ADJOURNMENT- Motion to approve.

Notices:

A. Copy of Open Meetings Act: The Gretna Library Board makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the east wall of the meeting room.

B. The Gretna Library Board reserves the right to go into executive session/closed session for one or both of the following reasons according to Nebraska State Law: to protect public interest or to prevent needless injury to a staff member's reputation.

C. Instructions for those who wish to speak during the public comment forum:

Getting Started: When it is your turn to speak during the public comment portion of the agenda, please stand up/come forward and state your name to the Gretna Library Board.

Time Limit: You may speak only one time on any of the current business items and must limit comments to 3 minutes or less. If you would like to speak about a matter or issue not on the agenda, please notify the Gretna Library Board in writing in advance, so that there is time to place the issue on a future agenda.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Gretna Library Board. Offensive language, personal attacks and hostile conduct will not be tolerated.