

LIBRARY BOARD OF TRUSTEES

MINUTES

Gretna Public Library

February 22, 2021

I. CALL MEETING TO ORDER

- A. Board Chair Shawna Proctor called the meeting to order at 6:38pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees Shawna Proctor, Alma Muhlecke, Sandra Kalina, Rachel Cushing, and Kaitlynn Boone. Anna Castillo was absent. Library Director, Krissy Reed was present. Kara Alexander from City Council was present.

II. APPROVAL OF MINUTES

- A. December 2020 Meeting Minutes were reviewed.
A motion to approve with revision the December 2020 minutes was made by Cushing. Seconded by Kalina. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. December 2020 Claims & Reports were presented and reviewed.
- B. January 2021 Claims & Reports were presented and reviewed
A motion to approve the January and December Claims and Reports was made by Cushing. Seconded by Kalina. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Reports, and Informational Reports were reviewed by the Board. Director Reed reported on virtual meeting of the American Library Association. She expressed her excitement of Ruby Bridges, Emmanuel Acho, and the First Lady as speakers at the event.
- 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 reported on March 3rd there will be a meeting.
- F. Foundation Representative was absent.
- G. City Council Representative, Kara Alexander, expressed she is new to Council and excited to sit in on Library Board meetings.

V. OLD BUSINESS

- A. Discussion: Library's Plan for Reopening Update. The Board discussed if there would be a metric established for when the library will be open. Director Reed provided insight into the monitoring of current pandemic events. The Board supports the continued curbside pickup, and discussion on the positive aspects of the curbside pickup. The circulation numbers are down, but not as much as expected with the pandemic. The online audiobook and eBook circulation has significantly increased.

A motion to maintain the Library's current plan for reopening was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried.

VI. CURRENT BUSINESS

- A. Interlibrary Loan Policy (2016)
The Board discussed the utilization of interlibrary loan.

A motion to approve the Interlibrary Loan Policy was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

B. Minor Computer Use Agreement Policy (2016)

The Board discussed that age of majority in Nebraska is age 19, however, our cards are issued at age 18 without parent consent.

A motion to approve the Minor Computer Use Agreement Policy was made by Kalina. Seconded by Cushing. All votes, "Aye." Motion carried.

C. Annual Review of Library Board of Trustees Bylaws (2020)

A motion to approve the Bylaws was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

D. Appoint Committee Chairs

Discussion was had regarding the new members and change of committee appoints.

Committee on Finance – Sandra Kalina, Kaitlynn Boone

Committee on Building, Grounds, and Technology – Alma Muhlecke, Rachel Cushing

Committee on Administration and Personnel –Shawna Proctor

Committee on Public Relations –Shawna Proctor, Rachel Cushing

Foundation Representative –Sarah Clegg

City Council Representative – Kara Alexander

A motion to approve changes to the Committee Chairs was made by Muhlecke. Seconded by Cushing. All votes, "Aye." Motion carried.

E. Board Officers Election- Chair, Vice Chair, & Secretary

Current officer positions:

Chair –Shawna Proctor

Vice Chair- Sandra Kalina

Secretary- Kaitlynn Boone

A motion for all officers to retain their positions was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT There was no public comment.


VIII. ADJOURNMENT

A. A motion to adjourn was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried. Meeting adjourned at 7:30pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**


Approval of Library Board Trustee


Date