

LIBRARY BOARD OF TRUSTEES

MINUTES

Gretna Public Library

March 22, 2021

I. CALL MEETING TO ORDER

- A. President 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, Anna Castillo, Sandra Kalina, Rachel Cushing, and Kaitlynn Boone. Alma Muhlecke was absent. Library Director, Krissy Reed was present. Kara Alexander from City Council was present.

II. APPROVAL OF MINUTES

- A. February 2021 Meeting Minutes were presented and reviewed.
A motion to approve February 2021 minutes was made by Kalina. Seconded by Cushing. All votes, "Aye."
Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. February 2021 Claims & Reports were presented and reviewed.
A motion to approve the February 2021 Claims and Reports was made by Castillo. 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 relayed there are applicants for the open positions, some of which have childcare experience.
- 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 had nothing to report.
- F. Foundation Representative was not present but an update was provided by Shawna Proctor and Director Reed. It was noted that the Covid pandemic had put much progress on hold, and with an outdated plan, the Foundation believes they need to be updated and scaled back in order to make the project more affordable. The potential of adding the Library to Gretna Crossing Park is not an option due to that project moving forward. There is already land secured for the Library and Community Center project at 204th and Angus St.
- G. City Council Representative confirmed that there is not the option to add on the Gretna Crossing Park for the Library and Community Center project.

V. OLD BUSINESS

- A. Discussion: Library's Plan for Reopening Update/Revisions.
Director Reed discussed the plan that curbside pickup would continue even when the library reopens, as patrons have enjoyed that option. Cushing provided her professional feedback on vaccines and the importance for the staff to be fully vaccinated prior to reopening. There was discussion for hopes to open doors this summer. The Main Library would open first as a phased approach before opening the Children's Library. Gretna no longer has a mask mandate, but the Board would like to encourage mask wearing for the safety of all patrons and staff.

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

VI. CURRENT BUSINESS

- A. Discussion: Establish an email address for the Library Board.

Director Reed expressed the need to have an email address for the Board, based on patrons recently asking more information for library reopening plan, and who they can ask about the plan. The Foundation similarly uses an email address to receive emails. The Board discussed email protocol for responding to patrons and the urgency needed for responding. Committee of Public Relations will be responsible for monitoring the email box. Cushing volunteered to monitor the box for the committee.

A motion to create a Board email address was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried.

- B. Library Mission Statement (2016)

Cushing suggested changing the term to "patrons" rather than "user" for a more friendly statement.

A motion to change the wording to "patron" rather than "user" was made by Cushing. Seconded by Kalina. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT There was no public comment.

VIII. ADJOURNMENT

- A. A motion to adjourn was made by Cushing. Seconded by Boone. All votes, "Aye." Motion carried. Meeting adjourned at 7:14pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee

Date