

## LIBRARY BOARD OF TRUSTEES

### AGENDA

Gretna Public Library

March 28, 2022 6:30 P.M.

#### I. CALL MEETING TO ORDER

President Proctor called the meeting to order at 6:30pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Shawna Proctor, Sandra Kalina, Rachel Cushing Alma Muhlecke, and Anna Castillo. Library Director Krissy Reed and City Council representative Kara Alexander were also present.

#### II. APPROVAL OF MINUTES

A. February 2022 Meeting Minutes

A motion to approve February minutes was made by Muhlecke. Seconded by Kalina. All votes, "Aye."  
Motion carried.

#### III. APPROVAL OF FINANCIAL REPORT

A. February 2022 Claims & Reports

A motion to approve February 2022 Claims & Reports was made by Kalina. Seconded by Castillo. All votes, "Aye." Motion carried.

#### IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology reported that the Library staff are still working to "verify" the Library's website so that it is accessible to all who are trying to locate it. Assistance Director McCorkindale is committing time to get it corrected.
- D. Committee on Administration and Personnel will report during executive session.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative- A Foundation representative was not present, but Director Reed reported more on the Gretna Crossings Corridor Master Plan, which will include space for a new, modern library. The library facility will share property with a new City Hall with shared meeting space between them. This location would be accessible for the community with a large park, baseball field, with an overpass or underpass over the highway. Because of this, the planning study conducted by the Steier Group and Library Foundation will be moved to closer to fall 2022.
- G. City Council Representative Alexander discussed Gretna Lake and the timeframe of where that project will fall.

#### V. OLD BUSINESS

A. Review: Collection Development Policy (2020)

The Board reviewed changes to the policy from last meeting.

A motion to approved with changes made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

## **VI. CURRENT BUSINESS**

### **A. Review: Service Guidelines Policy (2017)**

The Board discussed updates to the service guideline to reflect “patron” rather than “user” and the inclusion of guardian.

A motion to approve with changes made by Boone. Seconded by Cushing. All votes, “Aye.” Motion carried.

### **B. Employee Position Change**

A motion to move the Employee Position Change to Executive Session by Muhlecke. Seconded by Kalina. All votes, “Aye.” Motion carried.

## **VIII. EXECUTIVE SESSION-** for the purpose of discussion regarding employee business.

A motion to enter Executive Session to discuss the Employee Position Change reviews was made by Muhlecke. Seconded by Kalina. All votes, “Aye.” Motion carried. Entered Executive Session at 7:35pm.

A motion to exit Executive Session was made by Muhlecke. Seconded by Boone. All votes, “Aye.” Motion carried. Exited Executive Session at 7:58 pm.

A motion to approve the position change of Heba Zaheer was made by Castillo. Seconded by Muhlecke. All votes, “Aye.” Motion carried.

## **VII. PUBLIC COMMENT**

There was no public comment.

## **IX. ADJOURNMENT-** Motion to approve.

A motion to adjourn was made by Boone. Seconded by Muhlecke. All votes, “Aye.” Motion carried. Meeting adjourned at 7:47pm.

**Respectfully Submitted,**

**Kaitlynn Boone**  
**Secretary**

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**Approval of Library Board Trustee**