

LIBRARY BOARD OF TRUSTEES

MINUTES

Gretna Public Library

April 26, 2021

I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:35pm. 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, Alma Muhleck, and Kaitlynn Boone. Library Director, Krissy Reed was present. Kara Alexander from City Council was absent.

II. APPROVAL OF MINUTES

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

III. APPROVAL OF FINANCIAL REPORT

- A. March 2021 Claims & Reports were presented and reviewed.
A motion to approve the March 2021 Claims and Reports was made by Muhleck. Seconded by Castillo. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Reports, and Informational Reports were reviewed by the Board. Director Reed discussed the excitement of the of the applicants for the Technical Services positions and the two that were selected for the position. There was positive support for the outdoor children's events this summer at Peterson Park.
- B. Committee on Finance
 - a. Director Reed relayed that the packet on budget planning was received and will be worked on shortly.
- C. Committee on Building, Grounds, and Technology
 - a. Director Reed relayed that grass seed was laid, though it needs to be watered more. The Children's Library is still waiting on sunshade to be placed and kick plates on the Main Library's bookdrop to be put back on.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations reported that the Board email address is being monitored. To date, no emails have been received. There was discussion about community feedback on the Library reopening.
- F. Foundation Representative
 - a. Director Reed relayed the Foundation Representative and Director Reed met with Mark Larson from JEO consulting. This is to resize and scale down the project. He should have a cost revision and new layout ready before the next Foundation meeting. Share Omaha is the new organization that is setting up for Do Good Week, and the Library is still seeking more volunteers for committees.
- G. City Council Representative was absent.

V. OLD BUSINESS

- A. Discussion: Library's Plan for Reopening Update/Revisions
 - a. Operational Hours Examples & Library Services

- i. Director Reed and Assistant Director McCorkindale presented options for operational hours for reopening the Main library, which would begin on May 17th, with the Children’s Library opening sometime in July.
 - ii. Start with scheduled Main Library hours as usual, T/W 10:00am-4:00pm and M, TH, F from 3:00pm-8:00pm. Weekend hours would be postponed. Curbside pickup would be available during operational hours. Eventually curbside pickup for location specific materials will be available at their respected library branches.
- b. Library Services
- i. The text message regarding reserves will be altered to reflect the new hours. The library does not need to distinguish between a curbside and reserved.
 - ii. Social distancing will be encouraged while patrons are in the library, masks will be encouraged, but with no Gretna mask mandate they cannot be required.

A motion to reopen the Adult Library on May 17th, with the regular library hours was made by Muhleck. Seconded by Castillo. All votes, “Aye.” Motion carried.

VI. CURRENT BUSINESS

A. Continued Suspension of Late Fees

- a. Director Reed proposed that late fees would be discontinued through the summer. The goal would be that once both libraries are open and functioning as usual, the late fees would not be charged. The American Library Association added an addendum that late fees are an act of inequity. Late fees can actually hinder people who need library services from accessing them. It is a goal for the Library to become permanently fine free.
 - Since 2017:
 - The Library has collected a little over \$6,000 late fees
 - The Library has collected \$40,000 of nonresident fees
 - Current outstanding late fees are \$3,523 spread over 342 card holders, with over 3,000 total cardholders
 - City card residents, make up \$1,826 of the total late fee fine, just over 51%
 - 108 adults who owe slightly over \$1,200
 - 65 children owe \$618.00

Director Reed explained items that are 30 days overdue are considered lost. The Library makes four attempts to contact patrons with lost items before the account is sent to collections. Boone asked for more detail on smaller library impacts to circulation when fines are removed. The primary concern was circulation, replacement cost of books, and patron experience for those who may be waiting for books. Library fines go back into the general fund of the City.

A motion to continue the suspension of fines through the end of August was made by Boone. Seconded by Cushing. All votes, “Aye.” Motion carried

B. Video Security Camera Policy (2016)

- a. Director Reed explained the concerns of the cameras not working often. The imaging is poor, and the utilization is because of the lack of benefit. Boone discussed the removal of the privacy provision due to not being applicable to the video camera data. Proctor suggested the removal of the “hardware in the library” under Retention and Storage of Images.

A motion to approve the policy with changes was made by Boone. Seconded by Muhleck. All votes, “Aye.” Motion carried

VII. PUBLIC COMMENT There was no public comment.

VIII. ADJOURNMENT

- A. A motion to adjourn was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 8:15pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee