

LIBRARY BOARD OF TRUSTEES

Minutes

Gretna Public Library

June 27, 2022

I. CALL MEETING TO ORDER

President Proctor called the meeting to order at 6:35 pm. 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, Kaitlynn Boone and Rachel Cushing. Library Director Krissy Reed was also present. Alma Muhlecke was absent. City Council representative Kara Alexander and Anna Castillo was absent.

II. APPROVAL OF MINUTES

A. May 2022 Meeting Minutes

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

III. APPROVAL OF FINANCIAL REPORT

A. May 2022 Claims & Reports

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

IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational Reports were reviewed by the Board
 - a. Director Reed reported the library issued its 6,000th library card in June. There will be two open part-time job postings after this month.
- 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 absent. Director Reed relayed the needs survey will begin soon. The new renderings were well received.
- G. City Council Representative was absent.

V. OLD BUSINESS

A. Review: Unattended Children and Vulnerable Adults Policy (2018)

A motion to approve the Unattended Children and Vulnerable Adults Policy with changes was made by Cushing. Seconded by Boone. All votes, "Aye." Motion carried.

VI. CURRENT BUSINESS

A. Develop: Display and Bulletin Board Policy

A motion to approve the Display and Bulletin Board Policy was made by Cushing. Seconded by Castillo. All votes, "Aye." Motion carried.

B. Approval to move July 2022 meeting date

Director Reed was going to need to ask about moving the July meeting date, but it's no longer a need.

C. Approval of Employee Review

- a. Ashley Suey- Annual Review by Assistant Library Director/Library Director

b. Jamie Rogers- Annual Review by Library Director

A motion to move the Employee Review to Executive Session was made by Cushing. Seconded by Castillo. All votes, "Aye." Motion carried.

VII. PUBLIC COMMENT

A. There was no public comment.

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

A motion to enter Executive Session to discuss the employee reviews was made by Muhleck. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 6:59pm.

A motion to exit Executive Session was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried. Exited Executive Session at 7:15pm.

A motion to approve the review of Ashley Suey was made by Boone. Seconded by Cushing. All votes, "Aye." Motion carried.

A motion to approve the review of Jamie Rogers was made by Kalina. Seconded by Cushing. All votes, "Aye." Motion carried.

IX. ADJOURNMENT

A motion to adjourn was made by Boone. Seconded by Muhleck. All votes, "Aye." Motion carried. Meeting adjourned at 7:17pm.

Respectfully Submitted,

Kaitlynn Boone
Secretary

Approval of Library Board Trustee