

## **LIBRARY BOARD OF TRUSTEES**

### **Minutes**

Gretna Public Library

June 28, 2021

#### **I. CALL MEETING TO ORDER**

- A. President Shawna Proctor called the meeting to order at 6:32pm. 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 Alma Muhlecke. Library Board Trustee, Kaitlynn Boone was not present. Library Director, Krissy Reed, City Councilwoman, Kara Alexander, City Administrator, Paula Dennison and Library Foundation Chair, Sara Clegg were also present.

#### **II. APPROVAL OF MINUTES**

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

#### **III. APPROVAL OF FINANCIAL REPORT**

- A. April 2021 Claims & Reports were presented and reviewed.  
A motion to approve the April 2021 Claims and Reports was made by Muhlecke. 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.
  - a. Director Reed shared that there had been no issues with requiring patrons to confirm their Library card number over the phone while utilizing curbside services.
- B. Committee on Finance reported no new business until budget meetings later in July. Projected budget for August and September spending will be due at the end of July.
- C. Committee on Building, Grounds, and Technology had no new business to discuss.
- D. Committee on Administration and Personnel noted the two annual employee reviews on the agenda to discuss in Executive Session.
- E. Committee on Public Relations noted that the Board has not received any emails from the public that need to be addressed.
- F. Foundation Representative Sara Clegg gave an update on where the Foundation is with the Library and Community Center project. She mentioned that a phased fundraising/building approach has been discussed as a more feasible approach to seeing this project through. Plan revisions are still likely needed. The upcoming annual meeting will take place on July 7<sup>th</sup> at 7:00pm. The hopes to start up a capital campaign is targeted toward late fall.
- G. City Council Representative Kara Alexander shared more about how the details of a phased plan for building the new Library and Community Center would look.  
City Administrator, Paula Dennison introduced herself to the Library Board and shared a little bit about her previous management position in Stillwater, Oklahoma.

#### **V. OLD BUSINESS**

- A. Discussion: Children's Library Reopening: Setting a Date

The Library Board and Director Reed discussed the options and details for reopening the Children's Library. A motion to reopen the Children's Library on Tuesday, June 29<sup>th</sup> was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

A motion to resume Saturday Library hours on August 7<sup>th</sup> was made by Castillo. Seconded by Cushing. All votes, "Aye." Motion carried.

## **VI. CURRENT BUSINESS**

### **A. Irritated Patron Policy (2017)**

A motion to approve the Irritate Patron Policy with changes was made by Cushing. Seconded by Muhlecke. All votes, "Aye." Motion carried.

### **B. Approval of Employee Review**

a. Ashley Suey- Annual Review by Library Director

b. Alyssa Rogers- Annual Review by Library Director

A motion to move the annual reviews of Ashley Suey and Alyssa Rogers to Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried.

## **VII. PUBLIC COMMENT (See procedures for public comment below).**

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 annual reviews of Ashley Suey and Alyssa Rogers was made by Castillo. Seconded by Muhlecke. All votes, "Aye." Motion carried. Entered Executive Session at 7:42pm.

A motion to exit Executive Session was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Exited Executive Session at 7:57pm.

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

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

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

A motion to adjourn was made by Muhlecke. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:59pm.

**Respectfully Submitted,**

**Krissy Reed  
Library Director**

  
Approval of Library Board Trustee