

## LIBRARY BOARD OF TRUSTEES

### Minutes

Gretna Public Library

July 26, 2021

#### I. CALL MEETING TO ORDER

- A. President Shawna Proctor called the meeting to order at 6:34pm. She noted a copy of the Open Meetings Act was posted in the Library's meeting room. Present were Library Board Trustees, Shawna Proctor, Kaitlynn Boone, Anna Castillo, Sandra Kalina, Rachel Cushing, and Assistant Director, Rebecca McCorkindale. Alma Muhleck and Library Director, Krissy Reed were not present.

#### II. APPROVAL OF MINUTES

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

#### III. APPROVAL OF FINANCIAL REPORT

- A. May 2021 Claims & Reports were presented and reviewed.
- B. A motion to approve the May 2021 Claims and Reports was made by Castillo. 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.
- 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. Shawna Proctor reported that the Foundation's annual meeting took place on July 21<sup>st</sup>. Foundation will convert website to Wordpress. Will not have booth for Gretna Days, but will attend the Library's End of Summer Bash on Aug. 4th. The Foundation is reviewing options for a outside company to help with capital campaign efforts/grant writing. One option is a local company with experience in Gretna and other is from outside the state with experience in library design.
- G. City Council Representative was absent.

#### V. OLD BUSINESS

- A. There was no old business.

#### VI. CURRENT BUSINESS

- A. Estimated Budget Expenses for August-September
  - a. A motion to approve the Budget Expenses for August-September was made by Castillo. Seconded by Cushing. All votes, "Aye." Motion carried.
- B. Library Card Policy (2019)- revise to include location rules for obtaining a library card
  - a. A motion to approve the Library Card Policy was made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried.

- C. Approval of Employee Review
  - a. Grace Rempp- Annual Review by Library Director
  - b. Zoe Fosbinder- Annual Review by Assistant Director
- D. A motion to move the annual reviews of Grace Rempp and Zoe Fosbinder to Executive Session was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried.

**VII. PUBLIC COMMENT**

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 Grace Rempp and Zoe Fosbinder was made by Boone. Seconded by Kalina. All votes, "Aye." Motion carried. Entered Executive Session at 7:04pm.

A motion to exit Executive Session was made by Cushing. Seconded by Boone. All votes, "Aye." Motion carried. Exited Executive Session at 7:11pm.

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

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

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

A motion to adjourn was made by Boone. Seconded by Castillo. All votes, "Aye." Motion carried. Meeting adjourned at 7:13pm.

**Respectfully Submitted,**

**Kaitlynn Boone**  
**Secretary**

---

**Approval of Library Board Trustee**