

## LIBRARY BOARD OF TRUSTEES

### AGENDA

Gretna Public Library

August 28, 2023 6:30 P.M.

#### I. CALL MEETING TO ORDER

A. A meeting of the Gretna Public Library Board of Trustees was held on August 28, 2023. Vice President Sandra Kalina called the meeting to order at 6:37pm. She noted a copy of the Open Meetings Act was available in the Library's meeting room. Present: Library Board Trustees Anna Castillo, Shawna Proctor, Erin Willnerd, Alma Muhlecke, and Sandra Kalina. Absent: Library Board Trustees Rachel Cushing, and Kaitlynn Boone. Library Director Krissy Reed and City Council representative Kara Alexander were also present.

#### II. APPROVAL OF MINUTES

A. July 2023 Meeting Minutes

A motion to approve July 2023 minutes was made by Proctor. Seconded by Willnerd. All votes, "Aye." Motion carried.

#### III. APPROVAL OF FINANCIAL REPORT

A. July 2023 Claims & Reports

A motion to approve July 2023 claims and reports was made by Proctor. Seconded by Willnerd. All votes, "Aye." Motion carried.

#### IV. REPORTS

- A. Library Director's Report, Circulation Report, and Informational reports were reviewed by the Board. Director Reed shared about the record setting circulation numbers for July 2023 and the continued large number of new members to the library. An update was given on the recent vandalism to the Library property.
- B. Committee on Finance shared that the City budget workshop will occur tomorrow, August 29th.
- C. Committee on Building, Grounds, and Technology had nothing to report.
- D. Committee on Administration and Personnel discussed current job openings and needed revisions to some current job titles in the coming year.
- E. Committee on Public Relations reported that there will be an interactive station at the Gretna Crossing Park opening celebration with music and bubbles, in addition to a take and make craft project.
- F. Foundation Representative Erin Willnerd discussed the Gretna Days parade and passing out books was a success. The capital campaign and cabinet member training is underway.
- G. City Council Representative Kara Alexander discussed developments in the capital campaign. The City conducted a wage comparison study, and results of that will be communicated with staff as appropriate. This also highlights the importance of creating accurate job descriptions and titles.

#### V. OLD BUSINESS

A. Estimated budget expenses for August and September 2023 update.

A motion to approve the August and September 2023 estimated budget expenses was made by Castillo. Seconded by Willnerd. All votes, "Aye." Motion carried.

#### VI. CURRENT BUSINESS

A. Library interior video for Google and automated text service

Director Reed shared the services offered by AMP for interior videos for google listings and automated text services. She will continue to collect more options and information for these services and bring them to the Board for consideration at a future time. The texting option is more of a necessity than a video walkthrough.

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

There was no public present for comment

**VIII. ADJOURNMENT**

A motion to adjourn was made by Proctor. Seconded by Muhlecke. All votes, "Aye." Motion carried. Meeting adjourned at 7:49pm.

The next Library Board of Trustees meeting will be held on September 25th 2023 at 6:30pm at the Main Library.

**Respectfully Submitted,**

**Anna Castillo**  
**Secretary**

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**Approval of Library Board Trustee**