

## LIBRARY BOARD OF TRUSTEES

### AGENDA

Gretna Public Library

October 23, 2023 6:30 P.M.

#### I. CALL MEETING TO ORDER

A. A meeting of the Gretna Public Library Board of Trustees was held on October 23, 2023. Board President Rachel Cushing called the meeting to order at 6:31pm. She noted a copy of the Open Meetings Act was available in the Library's meeting room. Present: Library Board Trustees Rachel Cushing, Erin Willnerd, Alma Muhleck, Sandra Kalina, and Shawna Proctor. Absent: Library Board Trustees Kaitlynn Boone, and Anna Castillo. Library Director, Krissy Reed was also present.

#### II. APPROVAL OF MINUTES

A. September 2023 Meeting Minutes

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

#### III. APPROVAL OF FINANCIAL REPORT

A. September 2023 Claims & Reports

A motion to approve September 2023 claims and reports was made by Kalina. 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 noted the record setting circulation numbers for September 2023.
- B. Committee on Finance noted the start to the new fiscal year: 2023-2024.
- C. Committee on Building, Grounds, and Technology noted that updating the staff computers at the Main Library was an approved budget request. Director Reed will be working with the IT company soon to begin placing that order.
- D. Committee on Administration and Personnel discussed current job openings and noted the annual review for Director Reed to be discussed in Executive Session.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative Erin Willnerd reported that the VIP event for the capital campaign went well. The public kickoff event will take place on November 18<sup>th</sup>.
- G. City Council Representative Kara Alexander was not present.

#### V. OLD BUSINESS

A. There was no old business to discuss.

#### VI. CURRENT BUSINESS

A. Election of officers and committee members

A motion for officers to retain their positions was made by Proctor. Seconded by Muhleck. All votes, "Aye." Motion carried.

##### Officers:

Chair- Rachel Cushing

Vice President- Sandra Kalina

Secretary- Anna Castillo

Committees:

Finance- Sandra Kalina, Kaitlynn Boone

Building, Grounds, and Technology- Alma Muhlecke, Rachel Cushing, Erin Willnerd

Administration and Personnel- Shawna Proctor, Anna Castillo, Rachel Cushing

Public Relations- Shawna Proctor, Rachel Cushing, Erin Willnerd

B. Review- Circulation Policy (2021)

A motion to approve the Circulation Policy with changes was made by Proctor. Seconded by Kalina. All votes, "Aye." Motion carried.

C. Approval of Employee Review

a. Kristina Reed, Library Director- Annual Review by Library Board

A motion to move Director Reed's annual review to the November 2023 meeting was made by Willnerd. Seconded by Muhlecke. All votes, "Aye." Motion carried.

**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 Muhleck. Seconded by Kalina. All votes, "Aye." Motion carried. Meeting adjourned at 7:22pm.

The next Library Board of Trustees meeting will be held on November 27, 2023 at 6:30pm at the Main Library.

**Respectfully Submitted,**

**Krissy Reed**

**Library Director**

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**Approval of Library Board Trustee**