

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: March 3, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Acting Chair)
John Phillips
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent: Dr. Priscilla Palmer, Paula Heinkel

Call to order

Mr. Sorensen called the meeting to order at 4:34 p.m.

Agenda

Motion to approve the agenda made by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Minutes of Previous Meeting

Motion to approve February 2016 minutes made by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Old Business

Mr. Meyer stated that the library had taken steps to enforce the parking rules. He said a number of individuals other than library patrons had been parking in the library lot. Mr. Meyer said that staff has been reminded to park in the back lot. Mr. Sorensen said he didn't have any objections to Mr. Meyer notifying the violators by posting notices on their vehicles. There was discussion about the possibility of towing and City ownership of the Library property. Mr. Meyer stated that he would continue to place notes on the vehicles in the meanwhile.

New Business

Local History intern/Library Assistant proposal

Mr. Meyer said that Ms. Rebecca Damptz, the Archivist has done a great job with the volunteers that she currently oversees. He said the library hasn't had much success in getting an intern to assist Ms. Damptz in the Local History room. Mr. Sorensen gave an overview of the staffing in

Local History in the past and present. He discussed some opportunities in the community that would positively affect the growth of the digital collection.

Mr. Meyer discussed the need for another part-time employee, a library assistant in the Adult Services area. There was discussion about the selection process and the salary range. Mr. Sorensen asked Mr. Meyer if he wanted to recommend the proposals to the full board or table them. Mr. Meyer stated that he would like to explore further. Mr. Zientara suggested that it might be possible that in the future the library could work with the City to digitize some of the City's documents.

Test Proctoring

Mr. Meyer discussed the proctoring procedures and recommended changes. There was discussion about the proctoring services at the library.

Motion to recommend to the full board for approval with modifications made by Mr. Meyer by Mr. Zientara, seconded by Mr. Phillips, unanimously approved

Per Diem for City Librarian

There was discussion about Mr. Meyer's planned trip to the Public Library Association (PLA) scheduled for April 6-8, 2016. There was discussion about the use of the per diem structure in the past for staff. Mr. Zientara stated possible options to the present procedures. There was discussion about the approval of funding for Mr. Meyer's April, 2016 trip. There was discussion about the language in the policy and what areas that were covered. There was discussion about incidental expenses. There was a recommendation by Mr. Phillips to approve mileage, plus \$64 per day. Mr. Sorensen added that the present policy had a lesser amount per day. Mr. Phillips recommended that they approve for one time only the lodging costs discussed plus \$64 per diem per day in addition to the mileage costs and have Mr. Meyer work up a standardized form for the next meeting, seconded by Mr. Zientara, unanimously approved

Other

Mr. Zientara asked what needed to be done to add hours. Mr. Meyer discussed the plan to add hours in May. He said his plan was to add additional hours Mon-Thurs. There was discussion about the City and Library agreement and the details.

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Meeting adjourned at 5:39 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/5/2016