

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: May 5, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Chair)
John Phillips
Gregg Zientara
Dr. Priscilla Palmer
Paula Heinkel

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

Other Board Members:

Absent:

Call to order

Mr. Sorensen called the meeting to order at 4:31 p.m.

Agenda

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

Minutes of Previous Meeting

Motion to approve March 2016 minutes made by Mr. Phillips, seconded by Dr. Palmer, unanimously approved

Old Business

Local History Assistant Proposal

Mr. Meyer gave an overview of the need for the Local History Assistant. There was discussion about funding the position through the Meyer fund. Mr. Sorensen gave an overview of the history of the Local History process of hiring archivist and the opportunity to branch out and digitize other collections. There was discussion about the history room hours and the need for an assistant. Dr. Palmer asked about the duties and training. Mr. Meyer discussed the possibilities of training. He said he expected the majority of the training would be done by the Archivist. There was the discussion about the local history costs. Mr. Sorensen discussed the option of a 2 year commitment. Motion to propose to the full board, adding a Local History Assistant that would be funded the remainder of the 2016 year and entire 2017 year with funds from the Meyer fund by Mr. Phillips, seconded by Dr. Palmer, unanimously approved

Continuing Education and Travel Policy

There was discussion about the policy and current language. Mr. Meyer said there was some language in the current policy that they should clarify. Mr. Meyer discussed the City's policy and the comparisons. There was discussion about the per diem rate. There was discussion about paying the cost of education or training that benefited the library. Dr. Palmer and Mr. Zientara discussed their personal experiences with travel and conference funding. The consensus of the committee was that they would like to see a draft with procedure rules or a cost chart. They asked Mr. Meyer if he could create those items at a later date.

City Librarian Evaluation

Motion to enter close session pursuant to Section 5 ILCS 120 § 2 (c) (1) by Mr. Phillips at 5:17 p.m., seconded by Dr. Palmer, unanimously approved

Started close session at 5:17 p.m.

Motion to end closed session by Mr. Phillips, seconded by Dr. Palmer, unanimously approved

Ended closed session 5:41p.m.

Mr. Sorensen stated that in the closed session the committee had decided that he would prepare the City Librarian's evaluation document and present it to the board.

Meeting Adjourned

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

Meeting adjourned at 5:49 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 6/2/2016