

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: June 2, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Other Board Members:

Absent: Dr. Priscilla Palmer

Call to order

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

Agenda

Mr. Meyer stated that he had another item to add under the Other category
Motion to approve the agenda with the addition suggested by Mr. Meyer made by Mrs. Henkel, seconded by Mr. Zientara, unanimously approved

Minutes of Previous Meeting

Motion to approve May 2016 minutes with correction made by Mr. Zientara, seconded by Mrs. Heinkel, unanimously approved

Old Business

Local History Assistant Job Description

There was discussion about the job description. There was a motion by Mr. Phillips to recommend the proposed job description. There were comments by Mr. Sorensen about the required knowledge, abilities and skills section. Mr. Zientara discussed consequences and safeguards of adding specific language to job descriptions. Mrs. Heinkel agreed some of the specific language that had been suggested was a good idea. Mr. Meyer said Ms. Damptz was working on a test to present to the City for the position. Motion by Mr. Phillips to amend previous motion and to include the suggestions discussed, seconded by Mrs. Heinkel, unanimously approved

Continuing Education and Travel Policy

There was discussion about the policy and current language. Mr. Meyer discussed the changes made since the last meeting. There was discussion about the changes. Motion by Mr. Phillips to recommend to the full board, seconded by Mr. Zientara, unanimously approved

Sex Offender Policy

Mr. Meyer discussed past practices and discussions concerning sex offenders that had caused concern. He said he had recently spoken with the library's attorney, Chris Siudyla about sex offenders being in specific areas of the library where children are. There was discussion about state laws and library policy. Mr. Meyer said that Mr. Siudyla had advised that the library consider using the existing policy and rules to monitor these individuals.

Staffing

Mr. Meyer announced that two staff had recently announced their intent to retire. He said one of the staff, Irene Stuke retired the week before and another staff member Barb Joyner would be retiring June 25th. He said that in addition to the retirements, there were currently two staff members out on medical leave. The shortage of staff had left the circulation department short-handed but staff from other departments had pitched in to help out. Mr. Zientara said that a member of the Library's past maintenance staff has attempted to collect unemployment from the library. There was discussion about the Civic Center offering opportunities for employment the individual before and after the City's acquisition of the building. The consensus of the committee was that the library should not pay unemployment benefits for the individual.

City Librarian Evaluation

Motion to enter close session pursuant to Section 5 ILCS 120 § 2 (c) (1) by Mrs. Heinkel, seconded by Mr. Zientara, unanimously approved

Started close session at 4:58 p.m.

Motion to end closed session by Mrs. Heinkel, seconded by Mr. Zientara, unanimously approved

Ended closed session 5:20 p.m.

Mr. Sorensen stated that in the closed session the committee had discussed the City Librarian's evaluation document.

Mr. Phillips reminded the committee about Mr. Meyer's speaking engagement at the upcoming City Council meeting. He asked all that could, to please attend the meeting to support Mr. Meyer.

Meeting Adjourned

Motion to adjourn by Mr. Zientara, seconded by Mrs. Heinkel, unanimously approved

Meeting adjourned at 5:22 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/7/2016