

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: August 4, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Chair)-teleconference
John Phillips
Gregg Zientara
Paula Heinkel
Keyria Rodgers

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 4:40 p.m.

Agenda

Motion to approve the agenda made by Mrs. Heinkel, seconded by Ms. Rodgers, unanimously approved

Minutes

Motion to approve July 2016 minutes made by Mrs. Heinkel, seconded by Ms. Rodgers, unanimously approved

Old Business

None

New Business

City Librarian Evaluation and Goals

Mr. Sorensen announced that Mr. Meyer had revised his evaluation goals and they were ready for review. Mr. Myers explained his revision of the goals. There was discussion about the goals. Mr. Phillips talked about the original list of goals, previous discussions by the board and the revision. Mr. Meyer talked about the upcoming staff development day. He announced the library had retained Dawn Mushill of Customer Service & Beyond to speak with library staff about customer service at the upcoming staff development day. Mr. Phillips asked if there were further comments by the board, he said he thought the goal revisions looked good. Mrs. Heinkel said she thought the revised goals were good also. Ms. Rogers said she liked the revisions and discussed some best practices to achieve the goals. There was more discussion about the City Librarian's goals. Motion to approve the revised City Librarian goals by Mr. Phillips, seconded by Mrs. Heinkel, unanimously approved

Strategic Planning

Mr. Myers said he had spoken to two strategic planning groups. He said that the Sierra group representative, represented by Pat Wagner had discussed their planning preferences. He said there was also a proposal from Jones and Thomas. There was discussion about makeup of strategic planning. Mr. Meyer stated that the presence of library staff, community members and a board presence would probably be needed. There was talk about diversity in the patronage and representation and connecting to the community. Mr. Meyer stated that he had spoken with the Library Strategies with Mr. Phillips and Mr. Edwards on a conference call on Monday. Mr. Meyer said they had indicated costs would be between \$10,000 and \$30,000. There was more discussion about strategic planning and creating a schedule for the group sessions. Mr. Meyer spoke more about the planning process. Mr. Zientara asked if there was more data about the strategic planning groups. Mr. Meyer said they could get more data. Mr. Meyer discussed the new Demographics Now database and the information that could be gleaned from the database. Ms. Rogers said there were a number of groups that she was familiar with that might be helpful to the strategic planning process. Mr. Meyer said he would like to see the information.

Local History Library Assistant Job Description

There was discussion about the Local History job description. Motion to approve the job description by Mrs. Heinkel, seconded by Ms. Rogers, unanimously approved

Intergovernmental Agreement with Richland Community College Library

Mr. Meyer gave an overview of the new Demographics Now database. He talked about the partners that were interested and the makeup of the partnership. The Meyer talked about the discussions with Richland Community College (RCC) and their investment to the partnership. He said the college would need to be able to use Decatur Public Library databases which called for Decatur Public Library cards. He said the intergovernmental agreement will allow RCC members to get a card that would allow them to use the Decatur Public Library resources. He said in exchange, RCC would provide training. There was discussion about the agreement. Mr. Zientara asked if the RCC board had seen the agreement. Mr. Meyer said the RCC group was currently in the process of viewing the agreement. Motion by Mr. Phillips to recommend to the full board the intergovernmental agreement, seconded by Mrs. Heinkel, unanimously approved

Travel and Expense Reimbursement Form

Mr. Meyer said he would clean up the document some. The consensus of the committee was that the document just needed to be reviewed, but not voted on.

Meeting Adjourned

Motion to adjourn by Mrs. Heinkel, Ms. Rodgers, seconded by unanimously approved
Meeting adjourned at 5:16 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 9/01/2016