

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

**Personnel, Property and Public Relations Committee
Minutes**

Date: October 6, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Other Board Members:

Absent: Keyria Rodgers , Gregg Zientara

Call to order

Mr. Sorensen called the meeting to order at 4:32 p.m.

Agenda

Motion to approve the agenda by Mr. Phillips, seconded by Mrs. Heinkel, unanimously approved

Minutes

Motion to approve the September 2016 minutes by Mr. Phillips, seconded by Mrs. Heinkel, unanimously approved

Strategic Plan

Mr. Meyer spoke about the upcoming conversations with Library Strategies and the planned coordination with Jones and Thomas. Mr. Sorensen asked who was paying for the library strategic planning group. Mr. Meyer answered that the library would be paying the bill for the strategic planning and also for the logo. Mr. Meyer said that Jones and Thomas would be funded by the Foundation Board.

Collection Development Policy

Mr. Meyer gave an update on the Collection Development changes. He said the word "usage" had been added as criteria for deciding if items should be kept in the collection. There was discussion about VHS and dying formats. Mr. Meyer said he was recommending the policy for approval. Motion by Mr. Phillips to recommend the policy to the full board for approval, seconded by Mrs. Heinkel, unanimously approved

Mr. Meyer discussed some policies that might be presented at a later date to the board for review. Mr. Meyer said, the Social Media Policy and the Property Disposal Policy were two policies up for review. He discussed some of the complications that had surfaced while clearing out the lease space and the need for guidelines with property disposal. There was discussion about the available storage area. Mrs. Heinkel commented that she felt the social media policy would be a huge undertaking. There was more discussion about library policies.

Meeting Adjourned

Motion to adjourn by Mr. Phillip at 4:56 pm, seconded by Mrs. Heinkel, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/1/2016