



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Personnel, Policy and Public Relations Minutes

**Date: March 5, 2020**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

#### Board Members

##### **President:**

Samantha Carroll

##### **Members:**

Donna Williams

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Samantha Carroll

Donna Williams

Michael Sexton

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

**Absent:** Dr. Ngozi Onuora (Chair)

**Guests:** None

#### **Call to Order:**

Ms. Carroll called the meeting to order at 4:30 p.m.

**Agenda-** There was a motion to approve the agenda by Ms. Williams, seconded by Mr. Sexton, unanimously approved.

**January 2, 2020 Minutes-** There was a motion to approve the minutes by Mr. Sexton, seconded by Ms. Williams, unanimously approved.

**February 6, 2020 Minutes-** There was a motion to approve the minutes by Ms. Greene, seconded by Mr. Sexton, unanimously approved.

#### **Public Comments**

None.

#### **Old and New Business**

##### FOIA

Mr. Meyer said there had been one FOIA request.

##### Equity, Diversity, Inclusion

Mr. Meyer reported that Mr. Edwards had planned a meeting after the diversity seminar scheduled in Springfield later in the month.

### Public Relations/Marketing Plan

Mr. Meyer said he had a meeting the following day with parties interested in the space planning. Ms. Carroll said that she had found some good things looking through the Marketing Plan from Jones and Thomas. She said that she would like to see the logo in some areas in the library. Ms. Williams said that she liked the idea of banners. There was discussion about signage and a teen space. Mr. Sexton talked about opportunities for partnerships. He discussed social media opportunities. Ms. Williams talked about various marketing opportunities and options.

### Strategic Plan

Ms. Carroll suggested that they move some strategies to other areas. There was discussion about adding Sunday hours. Ms. Carroll asked if they could possibly put together a survey to gauge interests. Mr. Meyer said he thought they could but there would be have to be precautions. There was discussion about removing barriers to service. Ms. Carroll suggested that they give more thought to the teen strategies. Ms. Carroll discussed that they look at number 5 in goal 4. Mr. Meyer discussed some of the accomplishments by the library. There was discussion about modifying the statement number 5 in goal 4. Ms. Carroll asked if the library could offer other software and how they could go about communicating it to the community. There was discussion about the types of software that might be useful. There was motion by Mr. Sexton to table the approval of the changes to the strategic plan, seconded by Ms. Williams, unanimously approved.

### Drug- and Alcohol-Free Workplace Policy

Mr. Meyer said that he was still waiting on some clarification about the policy from the City. Ms. Williams said that she would like to see the on “on call” language removed. She didn’t think that it would apply to library staff. There was discussion about the “on call” language. There was motion by Mr. Sexton to table the approval of the Drug- and Alcohol-Free Workplace Policy, seconded by Ms. Williams, unanimously approved.

### Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs

There was discussion about the language some modifications that could be made. Mr. Meyer said he would have the library attorney review it. There was motion by Ms. Sexton to table the review of the Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs, seconded by Ms. Williams, unanimously approved.

### FOIA

Mr. Meyer gave a complete report on the FOIA activity for the month including a complaint filed by a patron with the Public Access Counselor (PAC).

### Personnel Update

Mr. Meyer reported that testing for the Page and Library Assistant position was progressing.

Motion to adjourn at 5:35 p.m. by Ms. Williams, seconded by Mr. Sexton, unanimously approved.

Scribe,  
Robert Edwards  
Asst. City Library Director  
Edited by,

Rick Meyer  
City Librarian

Approved by Committee  
June 4, 2020