



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, November 5, 2020 4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85224460630>

Meeting Phone Number: +1 312 626 6799

Meeting ID: 852 2446 0630

- I. Call to Order – Samantha Carroll
Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.
- II. Approval of agenda
- III. Minutes
 1. Minutes of October 1, 2020 meeting
- IV. **Public comments** – The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting, and the meeting will be held remotely. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday November 5, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- V. Written Communications from the Public
- VI. New Business
 1. Collection Development Policy (Action)
 2. Art and Artifacts Display Policy (Action)
 3. Personnel Update (Discussion)

4. Other (Discussion)
- VII. Old Business
1. Patron Ban/Patron Behavior Policy (Action)
 2. City Librarian Performance Evaluation Process (Discussion)
 3. Equity, Diversity, Inclusion (Discussion)
 4. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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Collection Development Policy

Purpose

- The Collection Development Policy reflects the diverse needs of the Decatur community and the library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The library strives to achieve broad participation in library services, including the sustained use of materials. The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion *or* exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Programs, Resources and Services and Archives and Special Collections. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

Scope

The library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

Selection

Material selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Collection analysis software
- Staff professional expertise
- Holdings by other libraries in the SHARE consortium
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Special Collections

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

Networks

No library has the resources available to meet the needs of all users all the time. The library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our library's patrons.

Deselection

Ongoing evaluation and review of library materials is necessary to maintain a viable collection that meets the library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. Staff may use collection analysis software to inform deselection decisions.

Gifts and Donations

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the Library reconsider materials that are part of the collection. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Library Material* (see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

**Approved by the Decatur Public Library Board of Trustees
October 18, 2018**



Patron Request for Materials Purchase

Date Requested _____

Type of Material Requested

Book DVD Audio Book on CD Audio CD

Other _____

Title _____

Author _____

Publisher and Date, if known _____

ISBN, if known _____

Where did you hear about requested item? _____

Cite related reviews, ads, etc. _____

Please give us information about you, so we can contact you regarding your request:

Name _____

Address _____

_____ Zip code _____

Phone # _____ Library Card _____

Email address _____

Do you want to be informed as to the library's decision to purchase this item?

Yes No

Please complete this form and give to a Staff Member at the Reference Desk.

The item you requested for purchase by the Decatur Public Library:

Is now on order.

Is now on order and ready to request. If you wish to reserve it, please bring your DPL library card to the Reference Desk, call 424-2900 ext. 7, or access our online catalog at www.decaturlibrary.org to place a request on this item.

Is already on request for you.

Will **NOT** be ordered due to the following:

Out of print/No longer available

Cost of item

Insufficient Reviews

Other _____

Cannot be located due to lack of complete information about the title.

Please call (217) 424-2900, Ext. _____ to discuss this with a staff member.

Thank you for your interest in materials to be purchased for your library!



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Request for Reconsideration of Library Material

Name _____

Address _____
City State Zip

Telephone Number _____

Material Challenged:

Author _____

Title _____

Type of material _____

I have read/viewed the material in its entirety. I have not read/viewed the material in its entirety.

Specific nature of the complaint:

What do you believe is the theme or intent of the material?

A copy of the *Decatur Public Library Material Selection and Collection Development Policy* has been made available to me.

I am acquainted with the policy and believe this material fails to meet this policy because:

I agree that this material meets criteria currently established, but I would like the policy modified to exclude such material because:

Signature of Patron _____ Date _____

Received by Staff Member _____ Date _____



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Publisher and Date, if known _____

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Cite related reviews, ads, etc. _____

Please give us information about you, so we can contact you regarding your request:

Name _____

Address _____

_____ Zip code _____

Phone # _____ Library Card _____

Email address _____

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Received by Staff Member _____ Date _____

Decatur Public Library

Art and Artifacts Acquisition and Display Policy

The acceptance of a work of art for the library's permanent collection will be subject to the approval of the Library Board of Trustees. When a work is approved for inclusion, it will be for the purpose of display. Permanent display of a piece is not guaranteed. The length of time a work is displayed may be affected by the available space, appropriateness of the piece to the changing use of the facility, the condition of the piece, and/or the library's interest in introducing new works to the community from time to time.

The acceptance of an artifact for the library will be subject to the approval of the Library Board of Trustees. An artifact is defined as a physical item to be accepted by the library for housing in the collection or display within the building.

When the Library Board of Trustees accepts or acquires an artifact or an art work, all ownership rights must transfer to the library. The Board must receive a signed "transfer of ownership" form or "deed of gift" form before the item will be added to the collection. The Board reserves the right to withdraw an art work or artifact from the collection, transfer ownership, or sell the item if it will no longer be displayed.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the library are requested to communicate their interest to the city librarian, who will take the proposal to the Board for action.

This policy does not apply to temporary displays in the library's gallery or display cases. Short-term displays of this sort are handled by the library's administrative secretary and are covered by separate guidelines.

Approved by the Library Board of Trustees February 17, 2000
Reviewed September 18, 2014



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Library Use Guidelines

To aid all patrons of the Decatur Public Library in their use of library facilities, the Library Board of Trustees has published the following use guidelines.

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
Patrons not reading, studying, or using library materials may be required to leave the building.
- **Respect the rights of other patrons & staff.**
Patrons shall not harass or annoy others by behaving in a manner which can be reasonably expected to disturb others.
- **Turn cell phone ringers to silent or vibrate.**

PATRONS SHALL NOT:

- **Bring food into the library, smoke, or use tobacco, tobacco products, or vapor devices.**
Drink containers with a secure lid are allowed except in the computer area. Drinks without a secure lid are not allowed in the library.
- **Sleep anywhere on library property.**
- **Interfere with the use of the library by other patrons or interfere with library employees' performance of their duties.**
- **Deface or mar library materials.**
Patrons shall not deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
- **Enter the building without a shirt or shoes.**
Patrons must wear a covering of their upper body and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building. Underwear should not be visible.
- **Bring pets or animals into the library.**
(Other than authorized service animals.)
- **Leave children under the age of eight years unsupervised.**
Children under the age of eight years must be accompanied by a responsible adult or child over the age of 13.
- **Sell products or services or solicit for charitable organizations.**
Except the Library of Friends of the Library.
- **Carry firearms on library property.**

In accordance with the Illinois Compiled Statutes, (75 ILCS 5/4-7), the Board of Library Trustees of Decatur Public Library has the following powers:

“To make and adopt...rules and regulations...for the government of the Library...” and

“To exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.”

Therefore, the Board of Trustees of Decatur Public Library adopts the following as its policy on patron behavior:

1. The Decatur Public Library Board of Trustees has developed rules and regulations governing appropriate patron behavior. These rules are available for examination in the library.

2. Any patron who engages in any activity that materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall be given a verbal warning that his/her behavior is unacceptable and informed of the consequences should the behavior continue.

3. If, following this direction, the patron fails or refuses to comply, or responds to the request in an abusive manner, he/she will be required to immediately leave the Library property for the balance of that calendar day. If he/she fails to leave, the Decatur Police will be summoned.

4. Library personnel will maintain a record of instances in which patrons are required to leave the premises.

5. Library staff has the right to request to see identification of any person on the premises who is violating library policies or rules governing patron behavior.

6. Parents or guardians of minors will be notified in writing, whenever possible, after the first recorded instance in which a minor is required to leave library property, and advised of the consequences of any further recorded instances.

7. Upon the second recorded instance within a four-week period in which a patron is required to leave the Library, the City Librarian shall ban the patron from library property for a period of thirty days.

8. In the event a patron banned from library property attempts entry to library property during any such period of exclusion, the police will be immediately summoned to respond to this trespassing violation.

*9. In the event the patron persists in abusive conduct or disruptive behavior following a period of exclusion, the City Librarian shall report to the Board of Library Trustees to request consideration of a long-term period of exclusion of that patron. **I don't know if this is the direction the board wants to go—this happens fairly regularly—I would say 5 or 6 times a year. The discussion can take an inordinate amount of time. My recommendation is to continue to allow the City Librarian the***

10. The library is not required to go through the entire intervention process detailed in this policy. Intervention may begin at any step, including immediate involvement of the police and/or banning from library property, depending upon the severity of the incident or behavior.

11. Any redress for grievance regarding any actions taken by the library staff to enforce library public behavior standards must be submitted in writing to the City Librarian. The City Librarian shall respond in writing to this grievance. If the patron does not accept the City Librarian's response to the written grievance, the patron may submit a written redress for grievance to the

Library Board of Trustees. The Board shall review this grievance and provide a written response. The Board's decision shall be final. As I mentioned in the meeting I see no point in appealing to the person who imposed the ban in the first place. I would recommend eliminating the step of appealing to the City Librarian. I also believe that the written requirement may be difficult for a great many patrons.

A couple of things I liked from some other policies:

- Library staff are authorized to direct individuals to leave the Library premises immediately if they continue to violate the Code of Conduct rules after being warned to discontinue unacceptable behavior. Supervisors are authorized to ban the patron for a week. Anyone may, without prior notice or warning, be removed from the Library premises if his or her presence or conduct is threatening, willfully malicious or poses an immediate and imminent danger to any person or property.*

If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct, the City Librarian has the right to ban up to a year. The Decatur Public Library Board of Trustees may extend the ban beyond one year.

Any person who is excluded from the Library for a period in excess of one month will be notified of such in writing by the City Librarian and has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to "Board of Trustees, Decatur Public Library, 130 N. Franklin, Decatur, IL, 62523".

Approved by the Library Board of Trustees

11/20/14

Reviewed 5/17/2018