



DECATUR PUBLIC LIBRARY

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

Date: November 5, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Samantha Carroll

Michael Sexton

Karl Coleman

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Absent: Susan Avery

Guests: None

Call to Order:

Mr. Sexton called the meeting to order at 4:33 p.m.

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.

Agenda- Mr. Sexton requested a motion to approve the agenda, Ms. Carroll made the motion to accept the agenda with the change of Mr. Sexton chairing the meeting in place of Ms. Carroll, seconded by Mr. Coleman. Mr. Sexton requested roll call vote, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes.

Minutes- Minutes of October 1, 2020 meeting -Mr. Sexton requested a motion to approve October 1, 2020 minutes. There was a motion to approve the minutes as presented by Ms. Carroll with a minor change to the spelling error in the patron ban appeal section, seconded by Mr. Coleman, unanimously approved. Mr. Sexton requested roll call vote, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes.

Public comments

None

Written Communications from the Public

Mr. Meyer said there were several social media comments and emails regarding the decision the board made at the October 29, 2020 Board of Trustees Special Meeting thanking them for enforcing masks.

New Business

Collection Development Policy

Discussed and reviewed current policy, the recommended changes to the policy and removal of the request for reconsideration of library material and patron request form and patrons request for materials for purchase form. Ms. Carroll made the motion to present to the full board for approval after all changes are made by Mr. Meyer, seconded by Ms. Avery. Mr. Sexton requested roll call Ms. Carroll yes, Mr. Coleman yes, and Ms. Avery yes, unanimously approved to present to full board.

Art and Artifacts Display Policy

Mr. Sexton requested a motion to recommend the art and artifacts display policy to the full board for approval, Ms. Avery made a motion to present to the full board, seconded by Ms. Carroll. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, unanimously approved to present to the full board.

Personnel Update

DPL Advertised for library social worker and have a couple of applicants, completing library administrative aide and administrative secretary job descriptions, advertised for the secretary position, closes Friday but may extend it and have four applicants. The library will promote a library clerk I to library clerk II position, half time page has been selected, adding a half time library clerk there is a pool for it and will be filled by a half-time page if they accept the position, and will not fill the half-time page position. Anniversaries Matt Wilkerson 19 years, Stan Jolley 20 years, Betti Jo Heckwine 8 years.

Old Business

Patron Ban/Patron Behavior Policy

Reviewed and discussed the patron ban/patron behavior policy and any changes that need to be made. Mr. Meyer will adjust the language, formatting, make all additional changes, and corrections, making it all one document, library use guidelines. Mr. Sexton requested a motion to present to the full board with the committee's recommendations, Ms. Avery made the motion, Ms. Carroll seconded. Mr. Sexton requested a roll call, Ms. Carroll yes, Mr. Coleman yes, and Ms. Avery yes, motion passes.

City Librarian Performance Evaluation Process

Ms. Avery and Mr. Sexton is reviewing options and will have a process to report by the end of the year.

Diversity, Equity, and Inclusion

Mr. Edwards said the committee was unable to meet, he spoke to Sara a representative, they are extremely busy, and will try to have something in e-mail to the committee by Monday at the latest. De Etta Jones and Associates is going to give them a packet showing what they do,

when working with libraries.

Adjournment

Mr. Sexton, requested a motion for adjournment, Ms. Carroll made the motion seconded by Mr. Coleman. Mr. Sexton requested a roll call, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes, adjourned at 5:27 p.m.

Scribe,
Betti Jo Heckwine
Admin. Assist. Aid

Approved January 7, 2021