



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

**Date:** August 5, 2021

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

**Location:** Decatur Public Library Board Room

---

**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathleen Wrigley

---

**Present:**

Samantha Carroll

Karl Coleman

Susan Avery

**Absent:**

Michael Sexton

Kathleen Wrigley

**Staff:** Rick Meyer, City Librarian

Michelle Whitehead, Administrative Secretary

**Guests: None**

**Call to Order:**

Ms. Carroll called the meeting to order at 4:40 p.m.

**Public comments:** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

**Agenda-** Ms. Carroll requested a motion to approve the agenda. Ms. Avery made the motion to approve the agenda, seconded by Mr. Coleman. The motion was adopted.

**Minutes of April 1, 2021** Ms. Carroll requested a motion to approve the July 1, 2021 minutes. Mr. Coleman made the motion to approve the July 1, 2021 minutes, seconded by Ms. Avery. The motion was adopted.

**Public comments:** Mr. Meyer received a few emails and shared the thoughts that were expressed. Each email relayed the patron's disappointment about the Library's mask

requirement, and one expressed that they were glad about it.

## **Written Communications from the Public: None**

### **New Business**

Personnel Update (Discussion) Mr. Meyer reported that Robert Edwards last day was Friday, July 30, 2021. Carol Ziese has taken over as interim Circulation division head along with her Technical Service division head responsibilities. She will receive a temporary increase in pay while taking on this role. We have a ½ time page position that is open and it is being held for further assessment.

### **Old Business**

#### Diversity, Equity, and Inclusion (Discussion)

Ms. Carroll stated the Library does not have a consultant at this point, pending additional information.

FMLA Leave Expansion and Emergency paid Sick Leave (Action) Mr. Meyer feels the Library should extend the FMLA Leave Expansion and Emergency paid Sick Leave policy to the end of the year and take a look at it again in January of 2022. Ms. Avery recommended we present this to the full Board, seconded by Mr. Coleman. The motion was adopted.

Remote Work Policy (Action) There was a discussion about the flexibility that remote work provides and how it would affect morale. This topic will be tabled and reviewed again next month. Motion to table by Ms. Avery, seconded by Mr. Coleman. Motion was adopted.

Asset Disposition Policy (Action) Mr. Coleman suggested that after offering items to other libraries, any items remaining would then be offered to the community for a fair price or free. Any items remaining that can be recycled will be, even if there is a service fee. This discussion will be tabled until next month. Motion made to table the discussion by Mr. Coleman, seconded by Ms. Avery. The motion was adopted.

#### Gates Lab Policy (Action)

The Bill and Melinda Gates Lab name will be reduced to The Gates Lab. Ms. Avery made a motion the name change be recommended to the full Board, seconded by Mr. Coleman. The motion was adopted.

#### Other (Discussion)

Mr. Meyer exchanged emails with Mayor Moore Wolfe and Macon County Health Department regarding our current mask requirement. Additional mandates have not been issued regarding social distancing or shutting off water fountains. Mr. Coleman suggested offering a DPL mask.

Ms. Carroll made the group aware that a prospective board member spoke about having more community involvement. She felt this was a positive idea to promote the Library at other community venues to bring more focus to the library. Suggested audiences include Rotary, Golden K, and the City Council meetings.

**Adjournment**

Ms. Carroll requested a motion for adjournment at 5:58 p.m. Mr. Coleman made the motion, seconded by Ms. Avery. The motion was adopted.

Scribe,  
Michelle Whitehead Administrative Secretary

Draft 8/5/21