



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, March 5, 2026

4:30 p.m.

Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; February 5, 2026 minutes) (Action)
- III. **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.
- IV. Written Communications from the Public
- V. New Business
 1. Security Camera Policy (Action)
 2. Credit Card Policy (Action)
 3. Other (Discussion)
- VI. Old Business
 1. Volunteer Policy (Action)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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

Date: February 5, 2026

Time: 4:30 p.m.

Board Room

Present

Samantha Carroll

Kaylee Ledbetter

Karl Coleman

Peggy Ankrom

Ashley Petty

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services

Guests: None

Call to Order - Ms. Carroll called the meeting to order at 4:30 pm

Consent Agenda with January 8, 2025 Meeting Minutes - Ms. Petty made a motion to approve the consent agenda, seconded by Ms. Ankrom. All in favor. The motion was adopted.

Public comments - None

Written Communications from the Public - None

New Business

Lifetime Suspension Request (Action) Mr. Meyer described the patron's offense. Ms. Carroll asked for a motion to send Suspension Request to the Board. Ms. Ankrom made a motion, seconded by Ms. Petty. All in favor. The request will be sent to the full board.

Volunteer Policy (Action) Ms. Petty made a motion to send the policy without changes to the full board, seconded by Mr. Coleman. All in favor. Motion adopted.

Lifetime Suspension Appeal (Discussion) Mr. Meyer reviewed a lifetime suspension he made prior to the policy requiring suspension be approved by the board. Mr. Meyer would like to repeal the suspension. The Committee agreed Mr. Meyer has the authority due to the pre-policy occurrence.

Policy Review (Discussion) There was discussion regarding policies remaining to be reviewed.

Old Business

Collection Development Policy (Action) Recommended edits were discussed. Certain changes were agreed upon. Ms. Ledbetter made a motion to send the changes to the full board, seconded by Ms. Petty. All in favor. Motion adopted.

Other (Discussion) Mr. Meyer updated the committee on the hiring process of a new Program Librarian.

Adjournment

Ms. Petty made a motion to adjourn at 5:00 pm, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Scribe,

Rhonda Patton, Executive Administrative Assistant

Draft 2.12.26



SECURITY CAMERA POLICY

Policy Statement

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's rules and guidelines of conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Decatur Public Library.

Guidelines

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances and other locations throughout the library informing the public that security cameras are in use
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's rules of conduct is restricted to designated staff: Board of Trustee members, the City Librarian, Assistant City Librarian, Systems Manager or their designees.
- Access is also allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.
- Designated staff as described above may have access to real-time monitors.
- Video records will be maintained for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident, provided no criminal activity or policy violation has occurred. In cases where criminal or civil litigation is involved, recordings will be kept until 30 days after final judgment.
- In situations involving patrons who have been banned from the premises, stored still images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images may be archived for a limited period of time.
- Questions from the public may be directed to the City Librarian or Assistant City Librarian.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Installation and placement of cameras will be under the management and direct supervision of the City Librarian

Approved by the Board of Trustees on November 21, 2013. Amended by the Board of Trustees on July 20, 2017. Amended by the Board of Trustees August 20, 2020. Reviewed by the Board of Trustees on July 6, 2023.



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DECATUR PUBLIC LIBRARY CREDIT CARD POLICY

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

Credit card accounts will be established in the name of the Decatur Public Library; cards will be issued with the City Librarian's name.

Retail store-issued cards are required to be used at the issuer's store in order to ensure tax-exempt purchases.

Credit cards will be used for registration and travel expenses related to conferences and/or workshops, prepayment for materials when required by a vendor, online purchases of Library materials and equipment, as well as for all other purchases where practical.

Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to or including termination.

Credit Card Oversight and Audit

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use.

In the event of activity which does not comply with this policy, or in case of unauthorized use of the credit card, appropriate disciplinary action, up to or including termination, will be taken. In addition, the employee will be required to reimburse the Library for any improper credit card purchases.

Credit cards are the property of the Library and must be returned to the Administrative office upon termination of employment with the Library. The Administrative Assistant is required to immediately close such credit card accounts.

Payment of the monthly balance must be made in such a fashion that no finance charges are incurred.

Approved by the Decatur Public Library Board of Trustees August 17, 2017. Reviewed

October 15, 2020, April 20, 2023.



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Volunteer Policy

Purpose of Volunteer Policy:

The purpose of this policy is to provide guidance to volunteers in Decatur Public Library and to staff engaged with those volunteers. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. Volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

All volunteers will agree to undergo a background check prior to beginning their duties at the library. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so that alternative arrangements may be made.

Volunteer Recognition:

The volunteer supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of Trustees February 16, 2017. Amended by the Decatur Public Library Board of Trustees October 16, 2020. Reviewed 11/16/2023.