



## DECATUR PUBLIC LIBRARY

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### BOARD OF TRUSTEES Personnel, Policy, and Public Relations Committee

#### AGENDA

Thursday, February 5, 2026

4:30 p.m.

Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; January 8, 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. Lifetime Suspension Request (Action)
  2. Volunteer Policy (Action)
  3. Other (Discussion)
- VI. Old Business
  1. Collection Development 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: January 8, 2026

Time: 4:30 p.m.

Board Room

Present

Samantha Carroll

Kaylee Ledbetter

Karl Coleman

Peggy Ankrum

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 4:35 pm

Consent Agenda with December 4, 2025 Meeting Minutes - Ms. Ankrum made a motion to approve the consent agenda, seconded by Ms. Petty. All in favor. The motion was adopted.

Public comments - None

Written Communications from the Public - None

New Business

Ethics/Gifts Policy (Action) Mr. Meyer reviewed the policy. Ms. Ankrum made a motion to adopt the policy, seconded by Ms. Petty. All in favor. Motion adopted.

Collection Development Policy (Action) Mr. Meyer requested that the policy be tabled until Library staff is able to view and comment. Mr. Coleman made a motion to table, seconded by Ms. Ankrum. All in favor. Motion carried.

Emergency Succession Plan (Action) Mr. Meyer reviewed the plan. Ms. Petty made a motion to adopt the plan, seconded by Ms. Ankrum. All in favor. Motion adopted.

2026 Meeting Schedule (Action) After minor discussion the board agreed to the schedule. Ms. Ledbetter made a motion to approve the schedule, seconded by Ms. Petty. All in favor. Motion adopted.

Public Relations Note (Discussion) Mr. Meyer gave testimony to a webinar regarding successfully raising funding in anticipation of the next campaign.

Old Business

Meeting Room Policy (Discussion) Mr. Meyer asked the board to review meeting room use regarding monthly limits. Mr. Meyer also mentioned the possibility of mobile rooms for one to two patron use.

Adjournment

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

Scribe,  
Rhonda Patton, Executive Administrative Assistant

Draft 1.08.26



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## Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

### **Purpose of Volunteer Policy:**

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. 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. After the date of the approval of this policy, 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 who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. 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 the 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.**



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### Collection Development Policy

#### Purpose

- The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Decatur community.
- As the community changes, Decatur Public Library (DPL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection
- This policy does not apply to collection development for the Archives and Special Collections Division of DPL.

#### Principles

- The Library strives to achieve broad and sustained use of its physical and digital offerings. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community.
- The Library also seeks to provide opportunities for discovery by providing access to materials from and about 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 is considered based on its individual merit and potential role in the collection. Decatur Public Library does not endorse all of the ideas found in its collections or the discussions those ideas may inspire, but provides the space for those ideas and opportunities for the discussion they may inspire.
- 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 adopts the American Library Association's [Library Bill of Rights](#) and its [Freedom to View](#) and [Freedom to Read](#) Statements.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and 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 Head of Programs, Resources, and Service. 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

DPL provides, within its budgetary and spatial limitations, a general collection embracing broad areas of knowledge and featuring materials and resources that represent a diversity of voices and interests and serve a diverse audience.

The collection is designed to meet the diverse needs of DPL users of all ages and takes into consideration community needs and interests, demographic makeup, the diversity of American society, and professional standards of collection development. Textbooks and scholarly materials may be acquired only when they serve the general public by providing information on subjects where little or no material is available in other forms. Materials of a highly specialized, academic, or technical nature are typically excluded from the collection. DPL does not collect self-published materials.

### Selection Criteria

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

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.

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

### 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.

## 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 users 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 own Library's users.

## Deselection

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets current needs and interests of Library users. 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 available and if supported by community need. 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 decisions about adding 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. All donations of books are reviewed by selectors for possible addition to DPL collection. 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. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at [citylibrarian@decaturlibrary.org](mailto:citylibrarian@decaturlibrary.org). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question. The ad hoc committee will report their findings within one month. The City Librarian will use the findings of the committee to assist their decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision within one month of receipt of complaint. DPL will not remove materials from its collection due to partisan or doctrinal reasons. The City Librarian shall include information on any formal complaints, and their decision with regard to the challenged materials, in the monthly report to the Library Board.

## 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

Amended by the Decatur Public Library Board of Trustees November 19, 2020

Reviewed by the Decatur Public Library Board of Trustees September 15, 2022

Reviewed by the Decatur Public Library Board of Trustees February 15, 2024