



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, January 8, 2026

4:30 p.m.

Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; December 4, 2025 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. Ethics/Gifts Policy (Action)
 2. Collection Development Policy (Action)
 3. Emergency Succession Plan (Action)
 4. 2026 Meeting Schedule (Action)
 5. Other (Discussion)
- VI. Old Business
 1. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713

rmeyer@decaturlibrary.org



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

Date: December 4, 2025

Time: 4:30 p.m.

Board Room

Present

Kaylee Ledbetter

Karl Coleman

Peggy Ankrom

Ashley Petty

Absent: Samantha Carroll

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

Guests: None

Call to Order - Mr. Coleman called the meeting to order at 4:35 pm

Consent Agenda with November 6, 2025 Meeting Minutes - Ms. Ledbetter 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 Suspensions (Action) Mr. Meyer described three candidates whose behavior has possibly deserved lifetime suspension. Mr. Coleman made a motion to send the suspension requests to the Board of Trustees, seconded by Ms. Petty. All in favor. Motion carried.

Head of Circulation on medical leave Mr. Meyer requested that a temporary raise in pay be given to Julie Martin for performing supervisory duties in TS in Carol Ziese's absence.

Old Business

By Laws (Action) Reviewed amendments to By Laws. Mr. Coleman made a motion to send the amended By Laws to the Board of Trustees, seconded by Ms. Ankrom. All in favor. Motion carried.

Adjournment

Ms. Ledbetter made a motion to adjourn at 4:52 pm, seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,

Rhonda Patton, Executive Administrative Assistant

Draft 12.05.25



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**AN ORDINANCE IMPLEMENTING THE PROVISIONS OF THE
STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF THE DECATUR
PUBLIC LIBRARY, AS FOLLOWS:**

SECTION 1: The Trustees of the Decatur Public Library ("Library") hereby adopt the following as permanent Library policy:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Library, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Decatur Public Library.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official

capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election. "Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a

political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25

PENALTIES

Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance may be prosecuted as a criminal offense by an attorney for the Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a

reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Library.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage and approval.

PASSED THIS _____ DAY OF _____, 20__ BY THE FOLLOWING VOTE:

Trustee	Aye	Nay	Abstain-Absent
Karl Coleman			
Sofia Xethalis			
Samantha Carroll			
Peggy Ankrom			
Paula Cross			
Kaylee Ledbetter			
Joren Martin			
Ashley Petty			
Emily West			



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Collection Development Policy

Purpose

- ② 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.
- ② Decatur Public 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.
- ② Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- ② The Library strives to achieve broad participation in its services, including the sustained use of materials. Decatur Public Library will regularly review the collection to ensure it reflects the diversity of needs, interests, perspectives and backgrounds in the community
- ② The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- ② 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.
- ② 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.
- ② 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. 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. 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 complainant will be notified in writing of the City Librarian's decision. 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.

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

Decatur Public Library

City Librarian Emergency

Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, or departure of the City Librarian and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the City Librarian will return to their position once events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an **unplanned absence**, the City Librarian or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting City Librarian (ACL) would be:

- Alissa T. Henkel

The Board may decide to split executive duties as they and the ACL deem appropriate.

Authority and Compensation of the Acting Executive Director

The person appointed as ACL shall have the full authority for decision-making and independent action as the regular City Librarian.

The Board may but is not required to offer a bi-weekly payroll bonus to the ACL for the duration of leave of absence.

Board Oversight

The Board President will be responsible for monitoring the work of the ACL during the leave of absence period and will be sensitive to the special support needs of the ACL in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after transferring the responsibilities to the ACL.

As soon as possible after the ACL assumes their role, Board members and the ACL will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Attorney
- City Manager
- City Treasurer
- Building Maintenance
- SHARE
- IHLS
- DPL Foundation & Friends of DPL

Completion of Temporary Absence: Short Term

The decision about when the City Librarian returns to lead the Library should be determined by the City Librarian and the Board of Trustees. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting City Librarian, to either temporarily fill the management position left vacant by the ACL or hire an interim library director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the ACL to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination if an Interim City Librarian is needed

The criteria that the Board and Acting City Librarian should consider when determining whether or not to hire an Interim Director or consultant to the ACL are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois municipal library
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

Completion of Temporary Absence: Long Term

The decision about when the absent City Librarian returns to lead the Library would be determined by the City Librarian and the Board. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in Event of Permanent Change in City Librarian

A permanent change is one in which it is firmly determined that the City Librarian will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new City Librarian. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim City Librarian if one is not already in place.

Acceptance of Emergency Succession Plan

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the City Librarian.

This plan should be revised as needed and be reviewed annually.

The Library’s financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

Board President: _____

Date: _____

City Librarian: _____

Date: _____

Information and Contact Inventory for Decatur Public Library

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

Attorney

- Name: Jordan Klein
- Contact:
- Phone Number: 217-428-0949
- Email: jordan@kileyklein.com



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PERSONNEL, POLICY AND PUBLIC RELATIONS REGULAR MEETINGS 2026/2027

The regular meeting of the Decatur Public Library Personnel, Policy and Public Relations for 2026/2027 will be held at Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the first Thursday of each month at 4:30 p.m. If the first Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows: February 5, 2026

March 5, 2026

April 2, 2026

May 7, 2026

June 4, 2026

July 2, 2026

August 6, 2026

September 3, 2026

October 1, 2026

November 5, 2026

December 3, 2026

January 7, 2027