



DECATUR PUBLIC LIBRARY

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

Date: November 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Anay Hunt, Alana Banks, Shelli Brunner, Susan Avery, Karl Coleman, Jecobie Jones

Present:

Samantha Carroll
Karl Coleman
Shelli Brunner
Susan Avery

Absent:

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Administrative Secretary

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:38 p.m. Ms. Carroll has requested to participate remotely. All in favor. The motion was adopted.

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- Mr. Coleman requested a motion to approve the agenda. Ms. Brunner made a motion to approve the agenda, Ms. Avery seconded the motion. The motion was adopted.

Minutes of October 7, 2021 Mr. Coleman requested a motion to approve the October 7, 2021 minutes. Ms. Avery made the motion to approve the minutes, seconded by Ms. Brunner. The motion was adopted.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated there aren't any organizational changes as of today. Organizational announcements will be made next month.

Old Business

Diversity, Equity, and Inclusion (Discussion) The DEI consultant fee is included in the 2022 budget. The attorney expects to have the DEI contract review done on Monday, November 8, 2021. Mr. Meyer plans to bring a marked-up contract to the Board of Trustee meeting on November 18, 2021. If the Board decides to accept the contract, the down payment can be made this year, and the balance can be paid out of the 2022 budget. A discussion was held about the value of all the potential consultants and the timeline of the deliverables.

Remote Work Policy (Discussion)

Mr. Meyer stated we are still waiting on a response from the attorney regarding the insurance piece of the policy. Remote work will be limited to mild, but possibly contagious illness. Workman's compensation is also a topic of conversation. This will be tabled until we have more input. Ms. Carroll moved to table this topic, seconded by Ms. Avery. All in favor. Motion was adopted.

Circulation Policy (Action)

Mr. Meyer believes this is the final version. The Library wants to be clear to parents that the DPL does not decide what the child can read or listen to. The parent is responsible for that choice. Mr. Meyer would like to make the policy effective on January 1, 2022. Ms. Carroll will send some language changes as discussed in the meeting to Mr. Meyer. Ms. Carroll suggested removing the fee to replace a lost or stolen library card. New E-card access is available within 1 – 5 days. There is a law in effect that states, children that are not in a served area and are under the poverty level do not have to pay for a library card, this law also includes disabled veterans. Ms. Carroll made a motion to accept the policy pending a few acceptable language changes, seconded by Ms. Avery. All in favor. Motion adopted.

Adjournment

Mr. Coleman requested a motion for adjournment at 5:20 p.m. Ms. Carroll made the motion to adjourn, seconded by Ms. Avery. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary

Approved 1.10.22