



DECATUR PUBLIC LIBRARY

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

Date: October 1, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Samantha Carroll

Michael Sexton

Karl Coleman

Susan Avery

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Absent:

Guests: None

Call to Order:

Ms. Carroll called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- Ms. Carroll requested a motion to approve the agenda with the amendment to move up all action items-patron ban policy, credit card policy, patron ban appeal, and volunteer policy. Mr. Sexton made a motion to approve as amended, seconded by Karl Coleman. Ms. Carroll requested roll call vote, Mr. Sexton yes, Mr. Coleman yes, and Ms. Carroll yes.

Minutes- Minutes of June 4, 2020 meeting -Ms. Carroll requested a motion to approve June 4, 2020 minutes. There was a motion to approve the minutes as presented by Michael Sexton, seconded by Mr. Coleman, unanimously approved. Ms. Carroll requested roll call vote, Mr. Sexton yes, Mr. Coleman yes, and Ms. Carroll yes.

Public comments

None

Written Communications from the Public

None

New Business

Patron Ban/Patron Behavior Policy

Discussed and reviewed current policy and made comparisons with other library policies. Mr. Meyer will modify the Carol Stream Public Library policy, to adapt to the Decatur Public Library's needs, then send it to the board members for review. Ms. Carroll requested a motion to table the item until board members receive new policy for review, Ms. Avery made motion to table, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes.

Credit Card Policy

Ms. Carroll requested a motion to recommend the credit card policy to the full board without amendment, Mr. Sexton made a motion, seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes.

Patron Ban Appeal

Discussed and reviewed Ms. Byar's appeal to lift her ban. Discussion was held and it was determined the patron had continued to display problematic behaviors since the ban. Ms. Carroll requested a motion to recommend to the full board, to keep the one-year ban from the building, and recommended a one-month curbside service ban, Mr. Sexton made the motion, it was seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes.

Volunteer Policy

Discussed the volunteer policy implementation of background checks for current volunteers. It was recommended that Mr. Meyer include specific crimes that would disallow someone to be a volunteer at the library. It was recommended that all sex offender crimes or a violent crime in the past five years disallow service. Ms. Carroll requested a motion to recommend to the full board to accept the volunteer policy, with the recommended changes Mr. Coleman made the motion, seconded by Ms. Avery, Ms. Carroll requested a roll call vote, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes.

City Librarian Evaluation Process

Discussed and reviewed the city librarian evaluation procedure and evaluation form that the library used in the past, Mr. Meyer did not have an evaluation last year or this year. Ms. Carroll requested Ms. Avery to come up with a new procedure. Ms. Avery said she would work with Mr. Sexton to come up with a process, and Mr. Meyer will forward some links with information, that may give some guidance.

Personnel Update

Shakera Powell was promoted from half-time page to full-time clerk. Her vacated position will

be back filled. Lohri Cerny retired on September 15, 2020, Mr. Meyer and Mr. Edwards are discussing the best options to fill her position. The two half-time librarian assistants Kristie Smith-Nikitin and Sheri Keller celebrated their second month, and Mr. Meyer is hoping to have Ms. Stanbery's position posted to the public next week, and will be changing some job duties and the job titles. Mr. Meyer gave the October anniversaries, Ellen Chapell, half-time page 16 years, Lisa Tokarz, library clerk II 27 years, and Karen Williams Jr. Cataloger 13 years.

Old Business

Diversity, Equity, Inclusion

Mr. Edwards requested Karen Lyons from Evanston Public library to attend the committee meeting, Ms. Lyons gave the committee an overview of their process from beginning to end. She told about a program called walkers, where volunteers walked in underserved areas to get the message out about library services. She also gave some insight on De Etta Jones, a consulting firm that helped them with diversity, equity and inclusion. Mr. Edwards spoke with other libraries to get ideas of what their libraries are doing for diversity, he found their diversity plan is tied in with their strategic plan, and have a diversity statement on their web-page. Mr. Meyer discussed the collection development policy and adult computer usage policy, he said these need to be looked at through a diversity, equity, and inclusion lens.

Adjournment

Ms. Carroll requested a motion to adjourn, Ms. Avery made the motion, seconded by Mr. Coleman. Ms. Carroll requested a roll call, Mr. Coleman yes, Ms. Avery yes, and Ms. Carroll yes, adjourned at 6:04 p.m.

Scribe,
Betti Jo Heckwine
Admin. Assist. Aide

Approved
11/05/2020