



DECATUR PUBLIC LIBRARY

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

Date: February 1, 2024

Time: 4:30 p.m.

Board Room

Board President: Karl Coleman **Board Members:** Alana Banks, Elizabeth Rivera, Sofia Xethalis, Jacobie Jones, Emily West

Present

Karl Coleman
Elizabeth Rivera
Alana Banks

Absent:

Staff: Rick Meyer, City Librarian, Alissa Henkel, Director of Programs, Resources, and Services

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:33p.m. Mr. Coleman asked Ms. Rivera if she would accept the Chairperson position for the Personnel, Policy, and Public Relations committee and she accepted. Mr. Coleman turned over the meeting to Ms. Rivera.

Consent Agenda with December 7, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Public comments: None.

Written Communications from the Public: None.

New Business

Approval of 2024 Meeting Schedule (Action) Mr. Meyer will not be present on April 4, 2024. Mr. Coleman made a motion to approve the schedule, seconded by Ms. Banks. All in favor. The motion was adopted.

Management Personnel Handbook (Action) Ms. Banks made a motion to accept the suggested changes, seconded by Mr. Coleman. The motion was adopted.

Emergency Succession Plan (Action) Mr. Coleman made a motion to accept the plan as presented, seconded by Ms. Banks. All in favor. The motion was adopted.

Collection Development Policy (Action) Motion by Ms. Banks to accept the formatting changes to the policy, seconded by Mr. Coleman. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer stated 4 interviews are scheduled for the new teen librarian. Mr. Meyer stated the Library has provided over \$10 million dollars in library services. Ms. Banks suggested a cost share venture between Decatur Public Schools and the Library for a book vending machine. Mr. Meyer stated hold lockers are also being investigated.

Old Business

Recommendation of Marketing Firm (Action) Motion made by Ms. Banks to recommend Clanin Marketing to the full Board, seconded by Mr. Coleman. All in favor. The motion was adopted.

DEI Committee (Discussion) Mr. Meyer said the committee is working on inclusive onboarding, hiring, and reviewing policies. Mr. Meyer will present additional details at the Board meeting. The DEI meetings are once a month on the third Wednesday.

Other (Discussion)

Adjournment

Mr. Coleman made a motion to adjourn at 5:02pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Approved 4.11.24