



DECATUR PUBLIC LIBRARY

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

Date: June 5, 2025

Time: 4:30 p.m.

Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Ashley Petty, Samantha Carroll, Blake Allison, Paula Cross, Kaylee Ledbetter

Present

Samantha Carroll
Ashley Petty
Kaylee Ledbetter
Karl Coleman

Absent: None

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 4:31p.m.

Consent Agenda with May 1, 2025 Meeting Minutes- Mr. Coleman made a motion to approve the consent agenda with a change to the date on the Minutes to show May 1, 2025, seconded by Ms. Petty. All in favor. The motion was adopted.

Public comments: None

Written Communications from the Public: None

New Business

Photography and Video Policy (Action) Ms. Carroll made a motion to send the policy as presented to the Board, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Staff Social Media Policy (Action) Mr. Coleman made a motion to send the policy to the Board with suggested changes, seconded by Ms. Petty. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer attended the dedication of the Jim Edgar Reading Room at the

State Library.

Old Business

City Librarian Evaluation (Discussion) This will be discussed at the Finance & Property meeting next week.

Other (Discussion) The attorney will be reviewing the Management Handbook to be certain it's in compliance.

Ms. Carroll made a presentation on behalf of the Library to the Decatur City Council at their public meeting. Ms. Carroll also attended the IHLS unveiling of their automated sorter machine in Edwardsville, IL.

Mr. Meyer also stated the Adult Reference desk will be installed on June 17th.

The City will be covering the Library's financial shortage until the Personal Property Taxes are applied. Mr. Meyer has meetings set up to discuss the shortage with the City Manager and Administrative Staff.

Adjournment

Ms. Ledbetter made a motion to adjourn at 4:50pm. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Approved 8.7.25