



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, April 11, 2024

4:30 p.m.

Board Room

- I. Call to Order Elizabeth Rivera
- II. Consent agenda (Agenda; February 1, 2024 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. Art and Artifacts Acquisition and Display Policy (Action)
 2. Meeting Rooms Policy (Action)
 3. Repurpose of Quiet Study to a Meeting Room (Action)
 4. Other (Discussion)
- VI. Old Business
 1. DEI Committee (Discussion)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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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

Final 2.1.24

Art and Artifacts Acquisition and Display Policy

The Decatur Public Library Board of Trustees will consider prospective gifts and/or purchases of artwork or artifacts in order to determine the appropriateness for inclusion in the Decatur Public Library collection.

An artifact is defined as a physical item to be accepted by the Library for housing in the collection or display within the building.

Organizations or individuals wishing to donate or support the acquisition of art work or an artifact for the Library are requested to communicate their interest to the City Librarian, who will take the proposal to the Board for action.

Work Criteria

Work will be considered based on the following criteria:

- Artwork acquired by the Decatur Public Library should be of sufficiently high artistic merit to warrant inclusion in the Library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- Artwork should be compatible with the character of the Library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
 - An exception to this could be made in the case of works that are specifically time based or of a temporary nature when it is understood that their installation would be of limited duration.

Gifts and Recognition

The Decatur Public Library Board of Trustees will consider all artwork offered as a gift to Decatur Public Library. In addition to the criteria above, the Board will take into account the significance of artwork as it relates to the Library's presence within the community.

Decatur Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the

recognition given to Library donors. Display of accepted artwork is at the discretion of the Decatur Public Library. There is no obligation for display.

Upkeep

Once a piece of art is accepted into the Library's collection the work will be owned and insured by Decatur Public Library. Basic upkeep is then the responsibility of Decatur Public Library. Major conservation or repairs are then the responsibility of Decatur Public Library.

The Decatur Public Library will work to retain all works accepted as gifts, but does retain the right to de-acquisition any items if it is seen to be in the best interest of the Library. Any de-acquisition would have to be approved by the Decatur Public Library Board.

Artwork Removal

The Library welcomes citizens' expressions of opinion concerning artwork displayed at the Library. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be considered for removal in the collection of materials is asked to complete and sign the Request for Removal Form, available at Decatur Public Library. The form will be forwarded to the City Librarian, who will consider the request in a timely fashion, in consultation with the Board of Trustees. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Board of Trustees. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Art and Artifacts Policy, as outlined above.

Approved by Board of Trustees February 17, 2000

Reviewed September 18, 2014

Amended November 16, 2017

Reviewed January 21, 2021



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STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests requiring extensive setup should be made at least one week in advance. Requests should be submitted on the library meeting room **application form provided by the Library**. Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be canceled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations. With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may book Library meeting rooms as many as twelve times per calendar year. Thereafter, organizations that have booked Library meeting rooms fewer than twelve times during the current calendar year will be given preference over organizations that have booked Library meeting rooms twelve or more times during the current calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020

Amended April 15, 2021

Amended July 15, 2021

Decatur Public Library DEI Committee Report

The committee would like to acknowledge that DPL has done a pretty good job of being DEI-friendly, even before it was a widely known term. Much of our charter statement is included in our already existing practices and outlined in the library's strategic plan. We also have work to do.

We learned the meaning of the "equity lens" from working with De Etta Jones. [Definition: "An equity lens is a process for analyzing or diagnosing the impact of the design and implementation of policies on under-served and marginalized individuals and groups, and to identify and potentially eliminate barriers."]

This is a huge task. We recommend that EDI policy review be done by the board (with staff input)--and that staff and the board read the policy review document provided by De Etta Jones. The committee has amassed quite a library of articles which would be helpful for all to read.

To ensure that we maintain this focus on our hiring, recruiting, and retention practices, we suggest the creation of a hiring statement or hiring policy, that spells out the process of periodically reviewing the interview and test questions administered to applicants. While we have only begun to discuss it, we would also like to suggest exploring the possibility of an alternative to the MLS to reach librarian status.

We have already implemented changes to our recruiting and interviewing process as a direct result of working with Nicki Bond. We increased the distribution of job postings to a broad range of organizations, instead of just on the City's website. We shortened the amount of time jobs were posted internally, and increased the amount of time for external posting.

Creating and maintaining an inclusive, supportive, anti-racist workplace is ongoing work. We recognize that another committee, the Code of Conduct committee, is also working toward many of these same goals and we would like to share ideas and work in tandem with them.

We recommend using available tools to intentionally purchase inclusive library material and have been using some of them already, such as the one in our current selection software, Collection HQ. Another tool which we should have at our disposal soon, is Library IQ, which appears to have an even better tool for measuring and improving the inclusivity of the collection.

One of our goals, maintaining a welcoming and secure environment for all in our library space, is also an explicit part of our strategic plan and all of the above-mentioned goals and recommendations would further support that.

With the recent innovation of librarian specialization at DPL, we now have a staff member solely in charge of library programming, which will help fulfill the goal of curating culturally diverse programs and foster community engagement.

And finally, we have the goal of developing solid connections and partnerships with local community groups, with special attention on reaching and *hearing* historically underrepresented groups of people. Strengthening and expanding partnerships is also a facet of our strategic plan.

We probably have the most diverse board that DPL has ever had. The committee would like to acknowledge and celebrate that fact. We suggest the board members' names and photos be displayed in the rotation on our lobby information screen.

In order for the ideals of diversity, equity, and inclusion to be fully realized and maintained, it will require ongoing work and training. From onboarding new staff to staying current with the needs of our various communities, it will take intentional, focused effort. The path is messy and non-linear, but we are on it.

Accomplishments:

We have already implemented changes to our recruiting and interviewing process as a direct result of working with Nicki Bond.

- We increased the distribution of job postings to a broad range of organizations, instead of just on the City's website.
- We shortened the amount of time jobs were posted internally, and increased the amount of time for external posting.
- Began using library selection software, Collection HQ, to intentionally purchase inclusive library material and to audit current holdings.

Goals:

- Maintain focus on equitable hiring, recruiting, and retention practices
- Create a hiring statement/policy to periodically review interview questions/tests
- Explore alternatives to MLS for reaching librarian status
- Maintain an inclusive, supportive, anti-racist workplace environment
- Use tools to intentionally purchase inclusive library materials
- Maintain a welcoming and secure environment for all patrons
- Curate culturally diverse programs and foster community engagement
- Develop solid connections/partnerships with local community groups, especially underrepresented groups

Recommendations:

- Board and staff should read the policy review document provided by De Etta Jones
- Utilize the committee's amassed library of helpful articles
- Board should review DEI policies through an "equity lens" with staff input
- Continue using tools like Collection HQ and upcoming Library IQ to assess inclusivity
- Display board member names/photos on lobby info screen to celebrate diversity
- Work in tandem with the Code of Conduct committee on shared goals
- Provide ongoing DEI training for new/existing staff to stay current
- Recognize the path is "messy and non-linear" but continue intentional efforts