



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, June 6, 2024

4:30 p.m.

Board Room

- I. Call to Order – Elizabeth Rivera
- II. Consent agenda (Agenda; May 2, 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. Software Use Policy (Action)
 2. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
 3. Other (Discussion)
- VI. Old Business
 1. Meeting Room Policy Clarification (Discussion)
 2. DEI Committee (Discussion)
 3. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy and Public Relations

Minutes

Date: May 2, 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: None

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

Guests: None

Call to Order: Ms. Rivera called the meeting to order at 4:30p.m.

Consent Agenda with April 11, 2024 Meeting Minutes- Mr. Coleman made a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Public comments: None

Written Communications from the Public: None

New Business

Library Building Use Policy (Action) Mr. Meyer recommended several changes. Ms. Banks made a motion to approve the policy with changes, seconded by Ms. Rivera. All in favor. The motion was adopted.

Library Records Confidentiality Policy (Action) Mr. Coleman made a motion to approve the policy as written, seconded by Ms. Banks. All in favor. The motion was adopted.

Old Business

DEI Committee (Discussion) Ms. Henkel reported that the goals that were generated are being incorporated into policies and actions.

Adjournment

Mr. Coleman made a motion to adjourn at 4:43pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 5.2.24



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Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may resulting my termination.

Employee Signature _____

Date _____

Approved by DPL Board of Trustees May 20, 2021

DECATUR PUBLIC LIBRARY POLICY AGAINST WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

Effective Date

Revision 1

Page 1 of 7

1.0 POLICY STATEMENT: The Decatur Public Library (the “Library”) strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the Library. For that reason, the Library will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the Library will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

2.0 PROCEDURES: Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

2.1 UNLAWFUL DISCRIMINATION

It is unlawful and a violation of this policy to discriminate in Library employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the Library to ensure all employees of the Library receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the Library. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the Library may contact the City Librarian for guidance to the proper organizations to contact.

2.2. SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include both verbal and nonverbal behavior such as sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another, statements about other employees, even outside of their presence, of a sexual nature, obscene or sexually suggestive gestures or noises, signs or materials of a sexual nature and/or the use of electronic devices and social media to harass or

threaten. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor or the City Librarian. The City Librarian, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City Librarian. If the City Librarian is the harasser, reports should be made to the Board President. Retaliation for reporting sexual harassment allegations is prohibited as set forth in Section 2.5 of this Policy and may be protected under the State Officials and Employees Ethics Act (5 ILCS 430/15-10); the Whistleblower Protection Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

Sexual harassment is considered a form of sex discrimination. Procedures for filing such complaints are explained herein and in Section 2.1 of this of this Policy. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. The Illinois Department of Human Rights has a State of Illinois Sexual Harassment and Discrimination Helpline. That number is 1-877-236-7703, and the website is www.illinois.gov/SexualHarassment. The federal agency that handles sexual harassment is the Equal Employment Opportunity Commission (EEOC). Their number is 1-800-669-4000, and the website is www.EEOC.gov. Training on this policy will be provided to all new employees by the Library. The City Librarian, or his or her designee, will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be provided annually, and at any time material changes are made to this policy. The City Librarian shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

2.2.1 COMPLAINTS OF SEXUAL HARASSMENT OF AN ELECTED OFFICIAL BY ANOTHER ELECTED OFFICIAL.

Public Act (P.A) 101-0221 amended the State Officials and Employees Ethics Act to require the independent review of complaints of sexual harassment of an elected official, the Library will retain an experience outside consultant to receive complaints of sexual harassment of an elected official by another elected official and independently review those complaints. When completed, that review will be provided to the Library for appropriate action under this policy. Elected officials may also report allegations of sexual harassment to the City Librarian. The Library presently has no elected officials.

2.3. HARRASSMENT

Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The Library encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the Library recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in Section 2.1 of this Policy.

2.4 WORKPLACE VIOLENCE

Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery, and sex offenses (including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the Library's librarian will assess employee and public vulnerability to workplace violence at all locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

The Library will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The Library encourages employees to bring their differences with other employees to the attention of their supervisors or the City Librarian before such situations escalate into potential violence. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Employees should report incidents and threats of workplace violence to their supervisors immediately and can complete the Library's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the Library's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to the City Librarian. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City Librarian. If it is the City Librarian reports should be turned into the Board President.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the Library's premises or directed toward a Library employee conducting library business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the Library's employee assistance program (EAP) and will determine appropriate follow up and disciplinary action. Employees

will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations and is fit to return to duty. Such referrals shall be considered "directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

The Library will maintain an accurate record of all workplace violence incidents. Any on-duty injuries that occur as a result of a workplace violence incident will be reported and recorded. The Library will ensure that all injuries that require more than first aid, that result in a loss-time injury, that requires modified duty or that the cause of loss of consciousness will be recorded on the OSHA 300 log, and, should be reported on the standard job injury reporting forms. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

2.5 RETALIATION

Retaliation is defined as: the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken as a result of an employee's or official's involvement in protected activity pursuant to this policy. This policy prohibits any retaliation against any employee or official for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, sexual harassment, harassment, workplace violence and/or retaliation. No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. Any witness to an incident of sexual harassment will be protected from retaliation.

2.6 FALSE REPORTING

The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy and is prohibited.

3.0. RESPONSIBILITY

It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the librarian. The Library will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Sexual harassment training shall be provided annually.

It is the responsibility of the Library to effect investigations of informal allegations of incidents. Such investigations may be assigned to the appropriate Library personnel.

Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Librarian, or his or her designee, shall have final authority on disciplinary action for policy violations.

APPROVED:

President, Decatur Public Library
Board of Trustees

**Workplace Incident Report Form
Victim's Report**

1. Victim's Name:	2. Job Title:
3. Address:	4. City: ST Zip:
5. Home Phone:	6. Work Phone:
7. Work Location:	8. Work Address:
9. Department:	10. Division:
11. Incident Date:	12. Incident Time:
13. Incident Location:	
14. Type of Incident: (See definitions on reverse side) (Check one): <input type="checkbox"/> Assault <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Harassment <input type="checkbox"/> Larceny <input type="checkbox"/> Menacing <input type="checkbox"/> Reckless Endangerment <input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Other (Please Specify)	
15. Injuries to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Treatment Location:
17. Describe injuries:	
18. Did police respond to incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Police Agency:
20. Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Police Report #
22. Was supervisor notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Supervisor's Name:
24. Union/employee rep notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Representative's Name:
26. Alleged Assailant/Perpetrator (check one): <input type="checkbox"/> Intruder <input type="checkbox"/> Citizen <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Co-Worker, <input type="checkbox"/> Former Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Relative <input type="checkbox"/> Friend/Acquaintance <input type="checkbox"/> Arrestee/Detainee <input type="checkbox"/> Other (Please specify):	
27. Alleged Perpetrator's Name:	28. Alleged Perpetrator's Age (if known):
29. Address (if known):	30. City: ST Zip
31. Brief Description of the Incident:	
32. Did incident involve a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No Description of weapon:	
33. Was inappropriate action/violence directed only at one victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. Was victim alone when the incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No List other victims/witnesses:	
35. Did victim have any reason to believe that an incident might occur? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, why?	
36. What can be done to prevent a future similar incident?	
37. The victim's confidentiality will be protected as much as practical and this information will be shared on a need to know basis only.	
38. Victim's Signature:	39. Date:
40. Signature of person preparing this form (if different than victim):	

Definitions of Incidents:

1. **ASSAULT:** The intentional use of physical injury (impairment of physical conditions or substantial pain) to another person, with or without a weapon or dangerous instrument.
2. **CRIMINAL DAMAGE TO PROPERTY:** Intentional or reckless damage to the property of another person without permission.
3. **DISORDERLY CONDUCT:** Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent or threatening behavior, or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting of persons, or creating hazardous conditions by an act which serves no legitimate purpose.
4. **HARASSMENT:** any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person that:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - b. Has the purpose or effect of unreasonably interfering with an employee's work performance.
 - c. Affects an employee's employment opportunities or compensation.
 - d. May include: intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). Also, using abusive or obscene language or following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
5. **SEXUAL HARASSMENT:** Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker or third party.
6. **DISCRIMINATION:** Occurs whenever an employment decision for a member of any of the protected classes, is based on the employee's membership in that class rather than on the employee's job performance. Discriminatory practices can also include:
 - a. Harassment—see above.
 - b. Retaliation—against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.
7. **LARCENY:** Wrongfully taking, depriving, or withholding property from another (no force involved). Victim may or may not be present.
8. **MENACING:** Intentionally placing or attempting to place another person in fear of imminent serious physical injury.
9. **RECKLESS ENDANGERMENT:** Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.
10. **ROBBERY:** Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft.)
11. **SEX OFFENSE:**
 - a. Public Lewdness: Exposure of sexual organs to others.
 - b. Sexual Abuse: Subjecting another to sexual contact without consent.
 - c. Sodomy: A deviant sexual act committed as in rape.
 - d. Rape: Sexual intercourse without consent.



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.

For-profit businesses will be charged a fee, please see attached fee schedule.

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.

~~Not-for-profit, community, and government organizations~~ Organizations may book Library meeting rooms as many as twelve times per calendar year. For the first 48 hours in a calendar year there will be no charge to these organizations. Thereafter, organizations will be assessed a fee according to the attached fee schedule. If these organizations wish to cancel, they must do so more than 24 hours in advance. Failure to do so more than twice in a calendar year will result in the Library cancelling future events and not allowing further room reservations for

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the remainder of the 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.~~

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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 per the discretion of the City Librarian or his or her designee. Please see fee schedule.

Alcoholic beverages and smoking are prohibited in the Library.

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
Amended April 18, 2024
effective January 1, 2025