



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, November 7, 2024

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; June 6, 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. Chair Appointment (Action)
 2. Circulation Policy (Action)
 3. Unattended Children Policy (Action)
 4. Meeting Room Policy (Action)
 5. Remote Work Policy (Action)
 6. 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: June 6, 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: None

Call to Order: Ms. Rivera called the meeting to order at 4:31p.m.

Consent Agenda with May 2, 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

Software Use Policy (Action) Mr. Coleman made a motion to approve the policy s presented, seconded by Ms. Banks. All in favor. The motion was adopted.

Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action) Ms. Rivera made a motion to table, seconded by Ms. Banks. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer stated the Library is waiting on an answer from the State of

Illinois regarding the furniture grant. The Library did get a new grant for \$27,500 to be used toward Technology. The Library has 2 years to spend the funds.

Old Business

Meeting Room Policy Clarification (Discussion) Mr. Meyer clarified the language of the policy.

DEI Committee (Discussion) The committee meets the 3rd Wednesday of the month. Juneteenth, June 19th is a holiday. The Library will be closed. The next meeting is July 17th.

Adjournment

Ms. Rivera made a motion to adjourn at 4:49 pm, seconded by Ms. Banks. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 6.6.24

The Decatur Public Library supports the greatest possible use of the circulating collection for patrons in good standing. The Library is committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in the Illinois Heartland Library System/SHARE as well as OCLC's World Share Interlibrary Loan program.

Getting a Library Card

Decatur Residents

To borrow materials from the Decatur Public Library, patrons must have a library **card in good standing** from this library or other Illinois library which participates in reciprocal borrowing.

A Decatur Public Library card is free for anyone who is assessed property taxes in Decatur. Library cards are non-transferable and the registered cardholder remains responsible for all activity on the account. Patrons must verify their address every three years to maintain active status.

Library accounts that are unused for more than three years are removed from the database. After this time, patrons will need to re-register in order to have library privileges reinstated.

Patrons must notify the library as soon as possible of any changes in address or phone number.

It is the responsibility of the patron to report lost or stolen cards as soon as possible.

Cards for adults

Library cards will be issued to anyone 18 or older who provides proof of identity and residence within the Decatur Public Library service area and who has no outstanding charges with other libraries in the system.

Cards for children

Library cards will be issued to anyone under 18 **upon verification of an adult who affirms financial responsibility for the account.**

Parents, caregivers, and legal guardians are solely responsible for the child's selection and for the care of the materials checked out.

[ALA's Statement on Minors](#)

Digital E-card

Patrons who only wish to access the library's electronic resources **or who prefer a full service digital card only**, may apply for an E-card by filling out the form found on the [library website](#).

Non-Resident Cards

Patrons who are unserved by an Illinois public library are eligible for a non-resident card for a fee* which is approved annually by the Library Board of Trustees. Non-residents must obtain a library card from their closest public library, per Public Act 92-0166, effective July 1, 2002.

Non-residents who pay Decatur property taxes are eligible for a free card by presenting a valid ID. All family members who reside at the residence shall be eligible for a non-resident card. Non-resident cards are valid for 12 months and are renewable annually.

**Exceptions are granted to children who are eligible for free school lunches, and disabled veterans, who may receive library cards at no charge per Illinois Administrative code [TITLE 23: EDUCATION AND CULTURAL RESOURCES, SUBTITLE B: CULTURAL RESOURCES CHAPTER I: SECRETARY OF STATE, PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES] (Source: Added at 45 Ill. Reg. 9538, effective July 19, 2021)*

Temporary Card

Temporary cards may be issued to those with temporary addresses and are valid for six months. (Suitable documents include: a letter from a Decatur housing shelter, a work visa, or a college student ID card.) The temporary card allows patrons to check **5 items**, and use library computers and databases.

Borrowing and Requesting Materials

Decatur Public Library items may be renewed up to two times if the material is not requested by another patron. Materials may be renewed at the circulation counter, online, or by phone. Current loan periods are:

- Books and audiobooks—28 days.
- DVDs, CDs, Video Games, Magazines, and New Fiction—14 days.
- 20 DVDs, CDs, Video Games or Audiobooks can be charged to an account **at one time**.

Library materials borrowed from other libraries are subject to the loaning policies of the lending library.

Requests for library material may be made online, by phone, or in person. Patrons may be notified by email or text message when materials are available for pickup. Materials that are not picked up in the allotted time will be returned to the shelves or lending library.

Damaged or non-returned materials

Patrons who have damaged or not returned materials, or who have charges on their account will have their library privileges suspended until materials are renewed, returned, or paid for.

A payment plan may be arranged at the library's discretion

Patrons whose assessed fees exceed \$25.00 shall be referred to a collection agency after 60 days. There will be a fee of \$25.00 assessed for all returned checks.

Patrons who have lost or damaged materials shall be charged the listed price of the material. The Library does not reimburse patrons for materials returned after they have been paid for.

Willful destruction of library materials and property shall be subject to legal action.

Patrons who register for an account agree to abide by Library policies.

Approved by the Board of Trustees November 18, 2021



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Unattended Children Policy

Parents, legal guardians or their designated caregivers are responsible for the behavior of their children in the Library, whether or not the parents, guardians or caregivers are in attendance.

Decatur Public Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children ages 8 and over are free to use the Library's facilities and resources unattended, provided that their behavior conforms to the Library Use Guidelines and does not disrupt other Library users or staff members. Children under age 8 must be attended and supervised by a parent or a caregiver age 14 years or older at all times while on Library premises. At no time shall a child under the age of 13 be at the library without a parent or caregiver in the building.

It is not the responsibility of Library staff to serve as caregivers, disciplinarians or teachers. Children are subject to all Library rules and policies concerning behavior, conduct, and demeanor. It is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

If at any time a child under age 8 is unattended and/or unsupervised the following will occur:

- The parent or caregiver will be paged in order to determine if they are in the Library. If the parent or caregiver is in the Library, they will be directed to stay with and supervise the child.
- If it is determined that the child is in the Library without a parent or a caregiver age 14 years or older, a staff member will attempt to contact the parent or guardian and request that they pick up the child. If the parent or guardian cannot be reached within 30 minutes or does not respond within 30 minutes, the Decatur Police Department will be asked to assume responsibility. If **not** contact information cannot be obtained, the police will be called after 30 minutes, if the parent or guardian does not arrive first.
- Anyone not complying with this Unattended Children Policy will first be warned by Library staff and will be advised that the City Librarian may take further action should noncompliance continue.

Decatur Public Library staff will try to notify the parent/caregiver of an unattended child, regardless of age **when:**

- The child is not meeting the Library Use Guidelines.
- The child's behavior disturbs other patrons of the Library.
- The child's health or safety may be in danger.
- The child is frightened or anxious while alone at the Library.
- The child is still at the Library 15 minutes before the Library closes to the public.

If the parent /caregiver cannot be reached, then the Library will contact the Decatur Police Department. In no instance will staff transport the child anywhere.

Approval Pending



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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 that are based in or have offices in Macon County, with exceptions listed below.~~ Not-for-profit, community, and government organizations that are based in or have offices in Macon County will not be charged a fee for the first 48 hours of bookings in a calendar year. Thereafter, those 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.~~

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.

Cancellations must be more than 24 hours in advance. After two no-shows without notification, the Library will cancel future reservations and not allow further reservations for the remainder of the calendar year.

Set-up of rooms is to be done by the organization reserving the room. The Library will provide set-up for a \$25.00 fee.

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.

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

Amended April 18, 2024

effective January 1, 2025

Decatur Public Library Meeting Room Rental Fee Schedule

Room rentals are in four hour increments only (a minimum of 4 hours).

Elizabeth Madden Auditorium (seats 150) Rental charges are: \$100 for a minimum of 4 hours and \$200 for 8 hours.

A. E. Staley Jr. Manufacturing Company Conference Room (seats 25) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

The Board Room (seats 15) Rental charges are: \$40 for 4 hours and \$80 for 8 hours.

Children's Auditorium (seats 75) Rental charges are: \$60 for 4 hours and \$120 for 8 hours.

Discounted rate for Government and Not-for-Profit Organizations

Elizabeth Madden Auditorium (seats 150) Rental charges are: \$50 for a minimum of 4 hours and \$100 for 8 hours.

A. E. Staley Jr. Manufacturing Company Conference Room (seats 25) Rental charges are: \$30 for 4 hours and \$60 for 8 hours.

The Board Room (seats 15) Rental charges are: \$20 for 4 hours and \$40 for 8 hours.

Children's Auditorium (seats 75) Rental charges are: \$30 for 4 hours and \$60 for 8 hours.

If food or beverages are served, the organization using the room is responsible for cleanup. A \$25 cleaning fee will be assessed if the room is not left clean

**Approved by the Decatur
Public Library Board of Trustees**

March 19, 2015

Amended August 17, 2017



Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and the Library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out much of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues.
- Other emergencies.

Work from home arrangements can be made no more than **12 working days** per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

Commented [RM1]: 200 hours for full-time employees or 100 hours for part-time

Commented [RM2]: This sentence should come before the one above it.

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Work from home arrangements will not affect employees' employment terms.

Approved by Board of Trustees December 15, 2022

