



# DECATUR PUBLIC LIBRARY

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## BOARD OF TRUSTEES

### Personnel, Policy, and Public Relations Committee

#### AGENDA

Thursday, December 5, 2024

4:30 p.m.

Board Room

- I. Call to Order Samantha Carroll
- II. Consent agenda (Agenda; November 7, 2024 minutes) (Action)
- III. Swearing in of Kaylee Ledbetter (Action)
- IV. **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.
- V. Written Communications from the Public
- VI. New Business
  1. Asset Disposition Policy (Action)
  2. ALA Bill of Rights (Action)
  3. Code of Ethics of the American Library Association (Action)
  4. Public Library Trustees Ethics Statement (Action)
  5. City Librarian Evaluation (Discussion)
  6. Other (Discussion)
- VII. Old Business
  1. Meeting Room Policy (Action)
  2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



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

**Date: November 7, 2024**

**Time: 4:30 p.m.**

**Board Room**

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

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#### **Present**

Karl Coleman  
Samantha Carroll  
Shiowa Karsten  
Ashley Petty

#### **Absent:**

**Staff:** Rick Meyer, City Librarian

#### **Guests:**

**Call to Order:** Mr. Coleman called the meeting to order at 4:42p.m.

**Consent Agenda with June 6, 2024 Meeting Minutes-**Ms. Carroll 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**

Chair Appointment (Action) Mr. Coleman appointed Ms. Carroll as the Chair for Personnel, Policy, and Public Relations Committee.

Circulation Policy (Action) Ms. Ziese discussed the changes to the policy. Mr. Coleman made a motion to adopt the changes and send to the Board for approval, seconded by Ms. Carroll. All in favor. The motion was adopted.

Unattended Children Policy (Action) Mr. Meyer discussed the changes to the policy. Mr. Coleman made a motion to adopt the changes and send to the Board for approval, seconded by Ms. Karsten. All in favor. The motion was adopted.

Meeting Room Policy (Action) Ms. Carroll made a motion to table the discussion, seconded by Ms. Petty. All in favor. The motion was adopted.

Remote Work Policy (Action) Mr. Meyer presented the changes to the Remote Work Policy. Ms. Carroll made a motion to accept the changes, seconded by Ms. Karsten. All in favor. The motion was adopted.

### **Old Business**

DEI Committee (Discussion) Mr. Meyer gave an update on the committee. The committee plans to meet annually going forward to discuss goals.

Other (Discussion) Mr. Meyer stated that Ms. Banks had turned in her resignation from the Board and that there is another applicant pending.

### **Adjournment**

Mr. Coleman made a motion to adjourn at 5:11pm, seconded by Ms. Karsten. All in favor. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant

Draft 11.7.24

## Decatur Public Library

### Asset Disposition

The Decatur Public Library Board of Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes including, but not limited to 75 ILCS 5/4-16, and according to the following procedures:

1. Only property having a monetary value need be declared as surplus or unwanted. Property that is obsolete or broken and has no useful value may be disposed of without notice. All property disposed of in this manner shall be recycled when possible.
2. Print and non-print materials: The City Librarian is authorized to donate to the Friends of the Library all materials that are withdrawn from the collection, per the Collection Development Policy. The Friends of the Library is a tax-exempt, non-profit organization that, among other things, raises funds for Library purposes.
3. The City Librarian is authorized to sell or dispose of any library materials, including, but not limited to furniture, equipment, etc. that the City Librarian, in his or her sole discretion, reasonably believes has with an estimated unit value of \$1,000.00 or less. The method of disposal shall be one that efficiently and effectively provides the library with the greatest monetary return.
4. Property of any value may be donated or be sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the City Librarian may determine, subject to Board approval if the unit value exceeds \$1,000.00.
5. After #4 above has been attempted but the property remains unwanted, the Library will make such offer to local community organizations, as determined by the Board of Trustees.
6. The Decatur Public Library Board of Trustees may authorize public sale of materials, furniture and equipment with an estimated unit value of \$1,000.00 or more but less than \$2,500.00. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of the proposed sale shall be posted.
7. In all cases not governed by Subsections 1-5 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in a

local newspaper. On the day of a sale conducted pursuant to the provisions of this Section the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the highest bidder. Where the board deems the bids inadequate, it may reject such bids and re-advertise the sale.

8. With regard to any bid place for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families or any Decatur Public Library employee or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities. No such persons shall participate in the sale unless through public sale or sealed bids.
9. The forgoing sections 1-7 shall be construed and carried forth consistent with the provisions of the Illinois Local Library Act (75 ILCS 5/4-16). In the event of any conflict between the statute and this Policy, the statute shall control.

Approved by Decatur Public Library Board of Trustees

November 17, 2016

Revised by Decatur Public Library Board of Trustees

October 21, 2021



## American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Adopted by the Board of Trustees December 12, 2024



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# American Library Association

## Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.*

Adopted by the Board of Trustees December 12, 2024

## PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature\_\_\_\_\_Date\_\_\_\_\_

*Approved by the United for Libraries Board in January 2012*

Adopted by the Board of Trustees December 12, 2024



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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, with exceptions listed below.

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 will not be charged a fee ~~may book~~ ~~Library meeting rooms as many as twelve times per calendar year.~~ for the first 48 hours of bookings in a calendar year ~~there will be no charge to these organizations.~~ 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. After two no-shows without notification, the Library will cancel future reservations and not allow further

reservations for the remainder of the 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 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**