



BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
AGENDA
Thursday, June 5, 2025
4:30 p.m.
Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; May 1, 2025 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. Photography and Video Policy (Action)
 2. Staff Social Media Policy (Action)
 3. Other (Discussion)
- VI. Old Business
 1. City Librarian Evaluation (Discussion)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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DECATUR PUBLIC LIBRARY

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

Date: April 3, 2025

Time: 4:30 p.m.

Board Room

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

Present

Samantha Carroll
Ashley Petty
Kaylee Ledbetter
Karl Coleman
Shiowa Karsten

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 4:30p.m.

Consent Agenda with April 3, 2025 Meeting Minutes- Ms. Karsten made a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Public comments: None

Written Communications from the Public: Mr. Meyer stated he received a Freedom of Information Act request.

New Business

Continuing Education and Travel Policy (Action) Ms. Petty made a motion to send the policy as presented to the Board, seconded by Ms. Karsten. All in favor. The motion was adopted.

Test Proctoring Policy (Action) Ms. Karsten made a motion to send the policy with the

intended changes to the Board, seconded by Ms. Petty. All in favor. The motion was adopted.

Future Agenda Building (Discussion) Mr. Meyer stated there are only a handful of policies remaining to review. Two of them are complex. They will require the attorney to review as well. Potentially, new policies may be added, and a review of salaries for the union contract. Regarding public relations, the Board of Trustees can advocate for the Library.

Other (Discussion) Mr. Meyer discussed creating a more formalized process for the Board to be involved with the review of patron bans.

Old Business

City Librarian Evaluation (Discussion) Ms. Carroll discussed where the process stands.

Other (Discussion) Ms. Carroll wanted to bring about a discussion for disposal of local history items.

Adjournment

Ms. Petty made a motion to adjourn at 5:07pm. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant



Photography and Video Policy

I. General Policy

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (e.g. restrooms and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment are to be used, requests must be made at least 24 hours in advance.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building or on the library grounds does not require permission.

III. Commercial Photography and Videos

DPL may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with DPL operations and accommodates the rest of this policy. DPL may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance. The taker of commercial photographs or videos shall have the sole responsibility for obtaining all necessary releases and permission required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

IV. Photography and Videos of Materials and Resources

DPL permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

DPL may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. DPL reserves the right to document its services and the public's use of the library building and grounds. These

photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site).

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

VII. Right Subject to Compliance with Policy

DPL reserves the right to ask any individual or group violating this policy to leave the library.

Approved by the Board of Trustees November 21, 2019, December 15, 2022



Staff Social Media Use Policy

The purpose of this policy is to assist staff in making responsible decisions about their use of social media. It applies to all employees of Decatur Public Library.

Social media includes all means of communicating or posting information or content of any sort on the internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking web site, web bulletin board or chat room, whether or not associated or affiliated with the library, as well as any other form of electronic communication, including but not limited to Facebook, Tumblr, Flickr, Twitter, Instagram, etc.

Employees are prohibited from the public posting of confidential information as defined by Decatur Public Library's Library Records Confidentiality Act ("75 ILCS 70/1").

Employees are prohibited from the public posting of information about Decatur Public Library that is deceptive, misleading or that can harass, threaten or discriminate against employees, patrons, or vendors. To that end, employees are discouraged from making remarks about other Library employees, patrons, and/or vendors on public sites. Employees are prohibited from making negative remarks about other Library employees, patrons, and/or vendors on public sites.

Employees are discouraged from accessing online networking sites during work time, unless authorized or for library purposes. Disciplinary action may result if use of social media adversely affects work performance.

Employees should have no expectation of personal privacy when using Decatur Public Library PCs, laptops, tablets, or other devices. The City Librarian reserves the right to access, monitor, retrieve or review any information on devices owned by Decatur Public Library.

If employees discuss work related matters on social media in the scope of their employment and as part of their job duties they must disclose their affiliation with the Decatur Public Library. Only designated employees are authorized to discuss matters on behalf of the Decatur Public Library on social media. Unless discussing work related matters on social media is in the scope of employment and as a part of job duties, employees should clearly state on public websites that any opinions posted about work-related issues are their own, and not those of Decatur Public Library.

Nothing in this policy is intended to prevent employees from engaging in protected, concerted activity. Further, notwithstanding any provision to the contrary in this policy, all employees retain all rights set

forth under Section 7 of the National Labor Relations Act. This policy is intended to specifically exclude any restriction on protected Section 7 activity or any other protected non-work activity.

**Approved by Decatur Public Library Board of Trustees November 2016,
Reviewed November 2022.**