



## DECATUR PUBLIC LIBRARY

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### BOARD OF TRUSTEES

### Personnel, Policy, and Public Relations Committee

### AGENDA

Wednesday, March 16, 2022

4:30 p.m.

Children's Auditorium

- I. Call to Order – Karl Coleman
- II. Approval of agenda (Action)
- III. Minutes of January 10, 2022 meeting (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. Personnel Update (Discussion)
  2. Other (Discussion)
- VII. Old Business
  1. Diversity, Equity, Inclusion (Discussion)
  2. City Librarian Annual Review (Discussion)
  3. Remote Work Policy (Action)
  4. ASC Collection Policy (Action)
  5. Program Policy (Action)
  6. Other (Discussion)
- VIII. Adjournment

If you have any questions, please contact: Rick Meyer, City Librarian.  
Phone: 217-421-9713 email address: [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



## DECATUR PUBLIC LIBRARY

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

**Date: January 10, 2022**

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

**Remote Meeting Via Zoom**

**Meeting Video Link:** <https://us02web.zoom.us/j/85496307665>

**Meeting Phone Number: 1 312 626 6799 US**

**Meeting ID: 854 9630 7665**

REMOTE ATTENDANCE. PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.

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**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Anay Hunt, Alana Banks, Shelli Brunner, Susan Avery, Karl Coleman, Jecobie Jones

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**Present Via Zoom:**

Samantha Carroll  
Karl Coleman  
Shelli Brunner  
Susan Avery

**Absent:**

**Staff:** Rick Meyer, City Librarian  
Michelle Whitehead, Administrative Secretary  
Alissa Henkel, Head of Programs, Resources, and Services

**Guests:** None

**Call to Order:** Mr. Coleman, called the meeting to order at 4:32 p.m.

**Public comments:** Due to the pandemic mitigation efforts The Decatur Public Library's Personnel, Policy, and Public Relations meeting will not be open to the public. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary](mailto:rmeyer@decaturlibrary) by 4:00 pm Monday, January 10, 2022. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom.

**Agenda-** Mr. Coleman requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, Ms. Brunner seconded the motion. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

**Minutes of November 4, 2021** Mr. Coleman requested a motion to approve the November 4, 2021 minutes. Ms. Avery made the motion to approve the minutes, seconded by Ms. Carroll. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

**Written Communications from the Public:** None

## **New Business**

### Personnel Update (Discussion)

Mr. Meyer noted that Michelle Whitehead was promoted to Executive Administrative Assistant from her current position. The Library is now searching for a full-time Librarian. There are 7 qualified applicants who will be interviewed via zoom and prospective candidates will move onto a second round. Covid has affected a number of employees. It's possible The Library may have to close briefly due to being understaffed. There are other staff out at this time for reasons other than Covid. The focus is on the safety and health of our patrons and staff.

Intergovernmental Agreement (Action) Mr. Meyer stated this is for joint purchasing of Library programming events and services. This allows The Library to get a more reasonable cost. To initiate the agreement it will cost \$750 annually. This is for 2022. The deadline for the agreement has been extended until the end of January. This is a trusted partner. Ms. Carroll made a motion to send to the full board, seconded by Mr. Coleman. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

City Librarian Annual Review (Discussion) Ms. Carroll mentioned we were going to talk to HR Source about the evaluation form. It has a self-evaluation for Mr. Meyer. Mr. Meyer stated he is looking for consistency. This tool can help Mr. Meyer get to where the Board wants him to be. It feels like there ought to be some input from staff. Ms. Carroll plans to ask HR Source some additional questions about the review form.

2022 Meeting Schedule (Action) Mr. Meyer discussed the meeting schedule. This schedule just needs the Board approval. Mr. Brunner made a motion to approve and send to the full board. Ms. Avery seconded the motion. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

Other (Discussion) Mr. Meyer recommended we extend the emergency Covid sick time. Mr. Coleman recommended we extend it through the end of the 2022 calendar year. Mr. Meyer will take it to the full board next week.

Mr. Meyer stated that he has not met with the DeEtta Jones yet. The next meeting is currently set up for January 20, 2022 from 8-8:50am. We have a meeting scheduled every month after that.

Remote Work Policy (Action) Mr. Meyer thought this topic might be an action item, although he has not heard back from insurance. He will follow up on this. Ms. Carroll moved to table the remote work policy. Ms. Brunner seconded the motion. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

Equipment Circulation Policy (Action) Mr. Meyer suggested we add some clarifying language to the equipment list or designate equipment that The Library will allow to be checked-out. The content is good. Mr. Meyer will work on the language without substance changes. Ms. Carroll moved to recommend the policy to the full board with changes. Mr. Coleman seconded the motion. Mr. Coleman requested a roll call vote. Ms. Avery yes, Ms. Brunner yes, Ms. Carroll yes, Mr. Coleman yes. The motion was adopted.

Other (Discussion) The change in The Library Circulation Policy has been well accepted by the patrons.

### **Adjournment**

Mr. Coleman requested a motion for adjournment at 5:14 p.m. Ms. Carroll made the motion to adjourn, seconded by Ms. Avery. The motion was adopted.

Scribe,  
Michelle Whitehead, Administrative Secretary

Draft 1.10.22

# 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 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 most 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.

## How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

## 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**

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.



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## ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT LOCAL HISTORY COLLECTION POLICY

### **Mission**

The Local History Room at the Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of Macon County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

### **Collection Statement**

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images. (August 2011)

### **Selection Criteria**

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Decatur and Macon County history
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke,

or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for. The Library will assist the donor in finding a more suitable institution for their material.

### **Additions to the Collection**

Because history is created daily, materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the library. The Local History Room staff/volunteers will not create any new historical documents, only collect, preserve, and make accessible those created by other people and/or organizations. In order to establish the transfer of ownership, the Library requests that a deed of gift be completed by the donor/representative and the Local History Librarian/Archivist. The deed of gift documents the donation of property and transfer of copyright (if applicable) to the Library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the Library. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the Local History Room.

The Library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the Library. All restrictions will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library (See Reappraisal and Deaccession).

### **Reappraisal and Deaccession**

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

### **Care of Collections**

The Local History Room at the Decatur Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid (a description of a collection with a content list) will be prepared for each collection, and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

### **Monetary Appraisals**

The Library will not conduct any monetary appraisals for donors.

### **Policy Review**

This policy will be reviewed, along with an overall evaluation of the collection, by the Decatur Public Library Board of Trustees every five(5) years, or sooner at the discretion of the City Librarian.

Adopted: August 2014

Revised: 2018





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### Program Policy

#### Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

#### Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

### **Scope**

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

### **Selection**

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

### **Discontinuation of Serial Programs**

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values.

### **Volunteer Led Programs**

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

### **Reconsideration of Library Programs**

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (see attached). The

City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

### **Review of Policy**

This policy will be reviewed by the Board of Trustees at least once every three years.

**Approved by Decatur Public Library Board of Trustees April 18, 2019**