



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

Thursday, March 5, 2020 4:30 p.m.

Decatur Public Library Board Room

AGENDA

- I. Call to Order – Samantha Carroll
- II. Approval of agenda
- III. Minutes
 1. Minutes of January 2, 2020 meeting
 2. Minutes of February 6, 2020 meeting
- 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. Old Business
 1. Equity, Diversity, Inclusion (Discussion)
 2. Public Relations/Marketing Plan (Discussion)
 3. Strategic Plan (Action)
 4. Drug- and Alcohol-Free Workplace Policy (Action)
 5. Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs (Action)
 6. Other (Discussion)
- VII. New Business
 1. FOIA Report (Discussion)
 2. Personnel Update (Discussion)
 3. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



STRATEGIC PLAN 2017 - 2021



GOALS and STRATEGIES

MISSION

The Decatur Public Library strengthens the community by:
encouraging lifelong learning & creativity, offering connections to the digital world, partnering with the community, and providing a welcoming environment for all.

VISION

The Library will be recognized as an invaluable center of the community for its educational, economic, and cultural services, and in its role as a gathering place for all residents.

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

STRATEGIES:

1. Adopt a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future.
2. Improve both exterior and interior signage.
3. Enhance the appeal of the exterior entrance, lobby and interior entry area.

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

STRATEGIES:

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services.
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library.
3. Advance connections to local schools to promote Library use.
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households.

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

STRATEGIES:

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community.

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

STRATEGIES:

1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Maintain adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate

GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

STRATEGIES:

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons

Decatur Planning Committee

Susan Bishop

Library Assistant, Children's Division

Samantha Carroll

Friends of the Decatur Public Library

Robert Edwards

Assistant City Librarian

Alissa Henkel

Head of Adult Division

Rick Meyer

City Librarian

Mark Sorensen

Vice President, Board of Trustees

Amy Stockwell

Decatur Public Library Foundation

Vicky Wrigley

Decatur Public Library Foundation

Sophia Xethalis

Friends of the Decatur Public Library

Gregg Zientara

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DECATUR PUBLIC LIBRARY

route locally inspired

130 N Franklin Street
Decatur, IL 62523

(217) 424-2900
www.decaturlibrary.org

PROCEDURE FOR DETERMINING ON-THE-JOB INTOXICATION -ALCOHOL AND DRUGS

1.0 POLICY STATEMENT:

Alcoholism and drug dependence are fully recognized by the Library as treatable illnesses and will be regarded as such by the Library. The Library is sensitive to the impact alcoholism and drug use can have on the lives of employees and their families. For this reason, the Library makes an Employee Assistance Program (EAP) available for the purpose of helping employees cope with these illnesses. However, the use of illegal drugs, abusing prescribed drugs, being under the influence of alcohol, drugs, cannabis, or consuming or using alcohol, drugs, cannabis or cannabis-infused products in the workplace while performing job duties or while on call represents grounds for discipline and possible dismissal from service with the Library. A policy of on-the-job detection of drug or alcohol abuse should not be interpreted as barring voluntary entry into the EAP prior to detection or disciplinary actions arising out of on-the-job drug or alcohol abuse. Supervisors who suspect an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, whose work performance may be impaired by drugs or alcohol, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties, or while on call, will order the employee to take a breath test or drug screen test to determine such.

2.0 DEFINITIONS:

2.1 **Drugs:** Controlled substances including, but not limited to any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act, but which have adverse effects on perception, judgment, memory or coordination.

2.2 **On-call:** An employee is deemed on-call when the employee is scheduled with at least twenty-four (24) hours notice to be on standby or otherwise responsible for performing tasks related to the employee's employment either at Library premises or other previously designated location by the employee's supervisor or other Library employee to perform a work-related task.

2.3 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonable prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer or while on call for work. Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;

- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility, coordination or movement;
- g. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- h. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- i. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, including vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the City's premises or worksite.

3.0 PROCEDURES:

3.1 If a supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call, the supervisor will complete the Reasonable Suspicion Checklist Form attached to this Policy and if reasonable suspicion exists, will order the employee to take a breath test or drug test which could be a urine drug screen test, blood test, hair follicle test or saliva test and will also notify the Human Resources Department of said order.

3.2 All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call. If the employee refuses, the refusal will be treated as

refusing a direct order from a supervisor as well as a positive test and the employee will be subject to discipline up to and including dismissal.

3.3 If the employee agrees to the appropriate test, the employee's supervisor will request the police command officer to give the breath test or request personnel in the Human Resources Department to arrange for the drug screen test. The supervisor will transport and accompany the employee for the appropriate test and transport or arrange for transportation home for the employee.

3.4 If there is evidence of intoxication or the presence of illegal drugs, the appropriate action can be taken.

3.5 The employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

3.6 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis for the imposition of discipline.

3.7 Nothing in this Policy should be interpreted as superseding terms set forth in a collective bargaining agreement.

4.0 RESPONSIBILITY:

It is the responsibility of all supervisors to take the above steps should an employee be suspected of using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call. All department directors are responsible for insuring that this policy is implemented by their supervisors.

**REASONABLE SUSPICION CHECKLIST
POLICY F-130**

Reasonable Suspicion: A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer, or while on call for work.

Please check all that apply.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

Abnormal, irrational, erratic or unusual demeanor, behavior or conduct. Please specify.

Excessive unexcused absenteeism, tardiness, or deterioration in work performance. Please specify.

Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property. Please specify.

Negligence or carelessness in the operation of Library equipment or machinery. Please specify.

Carelessness that results in any injury to the employee or others. Please specify.

Slurred speech or unsteady walking, loss of dexterity, agility, coordination or movement. Please specify.

Illegal possession of drugs or controlled substances. Please specify.

Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated. Please specify.

Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol. Please specify.

DRUG AND ALCOHOL-FREE WORKPLACE

POLICY STATEMENT

It is the policy of Decatur Public Library to maintain a safe, healthful, productive and drug free work environment. The unlawful possession, use, manufacture, distribution, smoking, storage, consumption or dispensing of a controlled substance or alcoholic beverage is prohibited in the workplace, while performing job duties or while on call.

2.0 DEFINITIONS

2.1 **Drugs:** Controlled substances including, but not limited to, any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory or coordination.

2.2 **On-call:** An employee is deemed on-call when the employee is scheduled with at least 24 hours notice to be on standby or otherwise responsible for performing tasks related to the employee's employment either at Library premises or other previously designated location(s) by the employee's supervisor or other Library employee to perform a work-related task.

2.3 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms that an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer, or while on call for work.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;
- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility,

coordination or movement;

- g. Illegal possession of drugs or controlled substances;
- h. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- i. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the Library's premises or worksite.

3.0 PROHIBITED CONDUCT AND ACTIVITIES

3.1 The following conduct is prohibited by the Library:

- a. The unauthorized use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs, drug paraphernalia, or alcohol while on or in Library property (owned or leased), in the workplace, while performing job duties or while on call.
- b. Being under the influence of drugs or alcohol while on or in library property (owned or leased), in the workplace, while performing job duties or while on call.
- c. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in Library property (owned or leased), in the workplace, while performing job duties or while on call.
- d. The illegal use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs or drug paraphernalia whether on or off duty.
- e. Storing of any illegal drug, drug paraphernalia, cannabis or alcohol in or on Library property (owned or leased).
- f. Failing to notify an employee's supervisor, prior to starting work, of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking or has taken which might affect the performance of the employee's duties.
- g. Refusing to immediately submit to and failing to comply with an alcohol and/

5.1 The Library strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies the Library of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.

5.2 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to any of the following:

- a. The employee testing positive for illegal drugs, cannabis and/or alcohol;
- b. The employee being notified of an upcoming or impending drug and/or alcohol test;
- c. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
- d. Any return to duty or related follow-up testing for drugs and/or alcohol;
- e. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

5.3 Employees who seek treatment voluntarily for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of Library policy whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

5.4 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this or other policies even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this or other policies.

5.5 Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family Medical Leave Act and other applicable laws. Such leave requests shall be treated in the same manner as any other request for leave pursuant to administrative policy.

6.0 PENALTIES

6.1 Employees found in violation of this Policy will be subject to disciplinary action up to and including termination or be required to satisfactorily participate in a drug abuse assistance

or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

6.2 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis of the determination.

7.0 RESPONSIBILITIES

7.1 The City Librarian will be responsible for the administration of this Policy.