



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy and Public
Relations Minutes

Date: June 4, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Donna Williams

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Dr. Ngozi Onuora (Chair) **Staff:** Rick Meyer, City Librarian
Michael Sexton Robert Edwards, Asst. City
Librarian Samantha Carroll

Absent: Donna Williams

Guests: None

Call to Order:

Ms. Carroll called the meeting to order at 4:41 p.m. Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18,

which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- There was a motion to approve the agenda by Mr. Sexton, seconded by Dr. Onuora, unanimously approved.

March 5, 2020 - There was a motion to approve the minutes as presented by Michael Sexton, seconded by Dr. Onuora, unanimously approved.

Public Comments

None.

Old and New Business

Equity, Diversity, Inclusion

Mr. Meyer said there was a Diversity Committee formed in February, Mr. Edwards is the chair of this committee, and is planning on having a virtual meeting soon. Mr. Edwards was scheduled to go to Springfield for a diversity training, but it was put on hold due to COVID 19. Mr. Edwards stated he was currently working on a draft to call attention to the Diversity Committee and will send to Ms. Williams and Ms. Carroll. Mr. Edwards said he feels good about being a part of this committee, and the staff was very excited about the opportunity for this committee.

Public Relations/Marketing Plan

Mr. Meyer discussed the targeted marketing tool Patron Point, Mr. Meyer is requesting the committee to give them a couple of months to get this in order and see how it works before deciding to hire a marketing consultant or develop a marketing plan. The committee agreed with Mr. Meyer to give it a couple of months.

Strategic Plan

Mr. Meyer asked the committee to table this issue for a few months as COVID-19 pandemic may have changed community needs drastically. The committee agreed that it is good to wait a few months to see what the community needs and wants.

Drug- and Alcohol-Free Workplace Policy & Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs

Mr. Meyer said the committee asked him to make some language changes to the policy and send it to the library attorney for vetting. He was unable to send it till last week, due to COVID19. Mr. Meyer asked for the committee to table till the library attorney can give his advice on the policy. Ms. Carroll made a motion to take a vote on tabling the Drug-and Alcohol-Free Workplace Policy, Mr. Sexton made a motion, seconded by Dr. Onuora, unanimously approved.

FOIA

FOIA report - no new FOIA's

Mr. Meyer said the Public Access Counselor (PAC) did rule against the library determination of considering DPL Watchdogs and Mr. Mark Girdler as one and the same entity, for the purpose of determining the current requester status. This is non-binding opinion and comes with no penalties. He said while it is non-binding, we intend to abide by it.

Personnel Update

Mr. Meyer said the two ½ time positions are on hold, he is not ready to proceed with any hiring at this time.

Curbside Service

Mr. Meyer said the patrons were happy to use curbside service and it went smoothly. On Monday, division heads and a few librarians provided the service, while the clerks and pages did the setup work. He said it seemed to work better with

fewer employees, so on Wednesday the division heads provided curbside service (it worked out better) so on Friday they planned to try it with just three employees working at one time. Monday, management will provide the service, then on Tuesday they will meet and discuss handing it over to circulation. He feels this will be a service that stays with DPL, but he does not know exactly how big it will be. Ms. Carroll asked when book deliveries from other libraries would begin? Mr. Meyer said tentatively the first week of July.

Opening Date Target

Mr. Meyer said that DPL's interpretation of following the Governor's orders for retail is the same as the state libraries, it seems to be the best analogy. Mr. Meyer's target date for

reopening is June 16, 2020. His plan is for DPL to open with limited days and hours, then expand the days and hours depending on the health considerations, staffing, and demand. He wants to limit this to ensure that staff can concentrate on getting more experienced with curbside service and limit the face to face interaction with patrons by shelving before the library opens and after it closes. Mr. Meyer discussed all that has been put in place in making sure to take precautions by following the Governor's retail guidelines, and the information from the Macon County Health Department. Mr. Meyer went over the list and touched base of each requirement that had to be done by the library before reopening in detail, he explained what had been completed and what would be completed before the targeted opening date of June 16. There was discussion regarding patrons being required to wear face masks, the committee feels that the library should make patrons aware face masks are required but not try to police it. Dr. Onuora suggested the library provide face masks for patrons that did not have any and Mr. Sexton suggested having hand sanitizer available for patrons to use and Mr. Meyer agreed. Mr. Sexton inquired about having a waiver to protect the library from liability, if someone that had the coronavirus thought they caught it at the library. Mr. Meyer was assured after speaking with the library attorney that the library was covered under Tort Immunity.

To keep patrons and staff safe the library services will be limited, the seating was removed so that patrons would grab and go and not come and stay, during this time. He knows patrons need computer access and is hoping to provide that service in a safe manner.

Sick Leave Policies

Mr. Meyer said the sick leave policy currently has built in incentives so that employees will not call in sick, which at the time it was made it served a purpose of getting employees to not use all of their sick time by giving them a reward. But with the pandemic, the library needs everyone that is sick to stay at home, but that will be hard if the employee thinks they are being penalized by not getting the reward and if they also have to have medical documentation after missing a certain amount of hours per year.

There was discussion about the U.S. Government passing major bills in a very short time due to the COVID-19 and one of the bills passed was the FMLA Leave Expansion and Emergency Paid Sick Leave Act, allowing someone that has coronavirus to have more paid sick leave. The Decatur Public Library has a contract

with HR Source, which developed a policy for FLMA Leave Expansion & Emergency Paid Sick Leave, it covers all of this and it basically can be adopted wholesale and used for the Decatur Public Library. The committee gave Mr. Meyer the direction to bring a clause with the language that amends the Sick Leave Policy to the next full board meeting. Mr. Sexton made a motion adopt the FMLA Leave Expansion and Emergency Paid Sick Leave Policy, seconded by Dr. Onuora, all I's, and unanimously approved.

Travel Policy

The committee reviewed a temporary travel policy that was sent by the city, and Mr. Meyer was able to cut out certain language and make it work for a temporary travel

policy for the library. The library attorney reviewed and liked it as a temporary travel policy during COVID-19, with the addition of adding a sunset date to the policy. Mr. Sexton made a motion to adopt the Temporary Travel Policy with the addition of a sunset date at Phase 5, seconded by Dr. Onuora, all I's, unanimously approved.

By Laws

Discussed adopting the rules for electronic participation, since the Governor suspended the certain parts of the Open Meeting Act, the library attorney wrote up a resolution stating the rules that would be followed during electronic participation. He recommended adopting this policy to send to the full board. Ms. Carroll requested a motion to adopt this policy, Dr. Onuora made a motion to recommend this be sent to the full board for adoption, seconded by Mr. Sexton, all I's, unanimously approved.

Meeting Room Policy

It was time to review the Meeting Room Policy, the committee reviewed and discussed the fees for not for profit and for profit organizations, Mr. Meyer said that the library wants the not for profit organizations here, and if they partner with the library there is no charge. He recommends the committee send to full board for consideration of removing the fee's for not for profit organizations. Ms. Carroll requested a motion, Dr. Onuora made a motion to recommend the statement of policy for use of meeting rooms go to the full board, seconded by Mr. Sexton, all I's, unanimously approved.

Motion to adjourn at 5:47 by Ms. Carroll, seconded by Mr. Sexton, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide

Approved 10/01/2020