

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

**Minutes**

Board Members

**President:**

Donna Williams

**Members:**

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Sofia Xethalis

**Date:** January 2, 2020

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

**Location:** Decatur Public Library Board Room

**Present:** Donna Williams  
Librarian Michael Sexton  
Librarian

Dr. Ngozi Onuora  
Assistant Samantha Carroll

**Staff:** Rick Meyer, City  
Robert Edwards, Asst. City

Betti Jo Heckwine, Administrative

**Absent:**

**Guests:**

**Call to order** – Dr. Onuora

Meeting called to order by Dr. Onuora at 4:30 p.m.

**Agenda**

There was a motion to accept the agenda as presented by Mr. Sexton, seconded by Ms. Carroll, unanimously approved.

**Minutes**

There was a motion to accept the minutes by Ms. Carroll as revised, seconded by Mr. Sexton as amended, unanimously approved.

**Written Comments**

None

**Public Comments**

None

**Old and New Business**

FOIA Update

The committee reviewed the FOIA report.

Personnel Updates

There was discussion about the vacant ½ time positions at the library.

### Equity, Diversity, Inclusion

Mr. Meyer brought the book “Moving Diversity Forward” with subtitle “How to Go from Well-Meaning to Well – Doing” by Vernā A. Myers to share with the board. It is more about inclusion than diversity and intended for staff not programs. Mr. Meyer said the book was a part of the library’s non-circulating professional collection but he would be willing after reading it to loan to board members if they are interested.

### Volunteer Policy

Reviewed policy and discussed if volunteers should require background checks. Decided to table it, until Mr. Meyer finds out if other libraries are requiring back ground checks on their volunteers.

### Public Relations/Marketing Plan

Discussed what would be the best approach to developing a PR/Marketing Plan, to review the proposed marketing plan by Jones & Thomas and re-write it, or get another Public Relations/Marketing firm to give a new proposal. There was discussion about the cost and whether it would be paid by the library or the Foundation.

### Strategic Plan

Discussion about the strategic plan and what changes should be made to the plan and adding a timeline to show progress of the strategic goals.

Several changes to the plan were recommended that reflect goals that have been accomplished, changed priorities, or clarification/simplification of the language.

The committee asked to see the administrations implementation plan.

### **Adjourn**

There was a motion to adjourn at 5:57 p.m. by Mrs. Carroll and seconded by Mrs. Williams, and unanimously approved.

Scribe,  
Betti Jo Heckwine  
Assistant Administrative Aide

Approved March 5, 2020