



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, January 5, 2023

4:30 p.m.

Board Room

- I. Call to Order Karl Coleman
- II. Consent agenda (Agenda; December 1, 2022 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. Personnel Update (Discussion)
 2. 2023 Meeting Schedule (Action)
 3. Emergency Succession Plan (Action)
 4. Extension of COVID Related Paid Leave (Action)
 5. Test Proctoring Policy (Action)
 6. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: December 1, 2022

Time: 4:30 p.m.

Board Room

Board President: Sofia Xethalis **Board Members:** Alana Banks,
Shelli Brunner, Susan Avery, Karl Coleman, Jecobie Jones, Jeff Cancienne

Present

Karl Coleman
Shelli Brunner
Susan Avery
Sofia Xethalis

Absent:

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Executive Administrative Assistant
Alissa Henkel, Director Programs, Resources, and Services

Guests: none

Call to Order: Mr. Coleman called the meeting to order at 4:35p.m.

Public comments:

Consent Agenda and November 3, 2022 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Written Communications from the Public: none

New Business

Personnel Update (Discussion) Mr. Meyer stated The Library hired a new part-time library assistant. He started last week.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer stated the committee will meet next week. Nothing new to report.

Remote Work Policy (Action) Mr. Meyer emailed the City risk manager today and advised him that the Board may pass the policy as written and if he had any concerns, to let Mr. Meyer know. Ms. Avery made a motion to approve the remote work policy, seconded by Ms. Brunner. All in favor. Motion was adopted.

Ms. Xethalis joined the meeting at 4:40pm.

Management Personnel Policy (Action) There was a discussion about the policy regarding paid new parent leave. Mr. Coleman made a motion to accept the Management Personnel Policy with the removal of the new parent leave section, seconded by Ms. Brunner. All in favor. The motion was adopted.

Trustee Bylaws (Action) A discussion occurred regarding duties and attendance of Board of Trustee members. Mr. Coleman made a motion to amend Article 10 of the Board of Trustee Bylaws to read, "Attend all Board meetings, if the trustee misses more than 3 consecutive regular scheduled meetings or 3 consecutive full Board meetings, the Board President or designee will contact the absent member and consult about their resignation, if the trustee misses a fourth consecutive meeting, the Board President or designee will contact the Mayor and request the trustee be removed, seconded by Ms. Brunner. All in favor. The motion was adopted.

Photography and Video Policy (Action) Mr. Meyer recommended the policy as is, without any changes. Ms. Brunner made a motion to approve as written, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Other (Discussion) Mr. Coleman mentioned he is aware of two applicants for the Board of Trustees that have not been contacted yet by the Mayor. Ms. Xethalis plans to follow-up with the Mayor.

Mr. Meyer started work on the View Point questionnaire.

Mr. Meyer is putting together the strategic planning committee.

Ms. Xethalis discussed the Special Board of Trustee meeting scheduled for December 7th.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:30 p.m., seconded by Ms. Avery. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 12.1.22



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PERSONNEL, POLICY AND PUBLIC RELATIONS REGULAR MEETINGS 2023/2024

The regular meeting of the Decatur Public Library Personnel, Policy and Public Relations for 2023/2024 will be held at Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the first Thursday of each month at 4:30 p.m. If the first Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

July 6, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

January 4, 2024

Decatur Public Library City Librarian Emergency Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, or departure of the City Librarian and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the City Librarian will return to their position once events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or sabbatical.

In the event of an **unplanned absence**, the City Librarian or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting City Librarian (ACL) would be:

- Alissa T. Henkel

The Board may decide to split executive duties as they and the ACL deem appropriate.

Authority and Compensation of the Acting Executive Director

The person appointed as ACL shall have the full authority for decision-making and independent action as the regular City Librarian.

The Board may but is not required to offer a bi-weekly payroll bonus to the ACL for the duration of leave of absence.

Board Oversight

The Board President will be responsible for monitoring the work of the ACL during the leave of absence period and will be sensitive to the special support needs of the ACL in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after transferring the responsibilities to the ACL.

As soon as possible after the ACL assumes their role, Board members and the ACL will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Attorney
- City Manager
- City Treasurer
- Building Maintenance
- SHARE
- IHLS
- DPL Foundation & Friends of DPL

Completion of Temporary Absence: Short Term

The decision about when the City Librarian returns to lead the Library should be determined by the City Librarian and the Board of Trustees. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting City Librarian, to either temporarily fill the management position left vacant by the ACL or hire an interim library director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the ACL to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination if an Interim City Librarian is needed

The criteria that the Board and Acting City Librarian should consider when determining whether or not to hire an Interim Director or consultant to the ACL are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois municipal library
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

Completion of Temporary Absence: Long Term

The decision about when the absent City Librarian returns to lead the Library would be determined by the City Librarian and the Board. They will decide upon a mutually agreeable schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the City Librarian to work their way back to a full-time commitment.

Succession Plan in Event of Permanent Change in City Librarian

A permanent change is one in which it is firmly determined that the City Librarian will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new City Librarian. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim City Librarian if one is not already in place.

Acceptance of Emergency Succession Plan

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the City Librarian.

This plan should be revised as needed and be integrated into the Library’s policy review schedule.

The Library’s financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

Board President: _____

Date: _____

City Librarian: _____

Date: _____

Information and Contact Inventory for Decatur Public Library

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

Attorney

- Name: Chris Siudyla
- Contact:
- Phone Number: 217-428-0949
- Email: csiudyla@ericksondavislaw.com



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such as the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave¹

Employee Eligibility

All employees who have been employed with Decatur Public Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).



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For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee **may** use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Library Administration. If the employee does not continue these pre-arranged benefit payments, the Organization may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees **will** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Library Administration as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of Decatur Public Library Administration and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

² Generally, an employee who takes Emergency FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, the Organization will make reasonable efforts to contact the employee if an equivalent position becomes available.



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The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee **must** use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;



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- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Organization. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Organization, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Approved by the Decatur Public Library Board of Trustees
June 18, 2020

Policy extended through June 30, 2021 by Board of Trustees
January 21, 2021

Policy extended through December 31, 2021 by Board of Trustees
August 19, 2021

Policy extended through June 30, 2022 by Board of Trustees
January 20, 2022

Policy extended through December 31, 2022 by Board of Trustees
August 18, 2022

Test Proctoring Policy

As part of its mission to support lifelong learning, the Decatur Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library administration will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available from 30 minutes after the library opens until 4:30 p. m. Monday through Friday. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

Approved by the Decatur Public Library Board of Trustees

March 17, 2016