

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Personnel, Policy, and Public Relations Committee Meeting**  
**December 3, 2009**

**I. CALL TO ORDER**

Eugene King, Chair, called the meeting to order at 4:03 p. m. Members present: Edward Costa, Mary Gendry, and Teena Zindel-McWilliams, President. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Assistant City Librarian.

**II. AGENDA**

Approved with a motion by Mrs. Zindel-McWilliams and seconded by Mr. Costa. Motion carried unanimously.

**III: NEW BUSINESS:**

Mrs. Zindel-McWilliams presented the draft of the revised Board Bylaws to the committee and discussed the changes in the wording.

Motion by Mrs. Zindel-McWilliams and seconded by Mr. Costa to present the Revised Bylaws to the Board at the December 17, 2009, board meeting. Motion carried unanimously.

Ms. Fisher explained the Interlibrary Loan Policies and Procedures to the Board and that the library needs to update its policy to charge out-of-state Interlibrary Loans to cover the cost of postage involved in returning the item borrowed.

Motion by Mrs. Zindel-McWilliams and seconded by Ms. Gendry to send the revised Interlibrary Loan Policy to the board on December 17, 2009, for approval. Motion passed on a voice vote.

Motion by Mr. King and seconded by Ms. Gendry at 4:30 pm that the committee go into closed session: "I move that the Board enter into closed session for the purpose of discussing individual employments, as specific in Section 2 (c) (1) of the Open Meeting Act." Motion carried unanimously.

Motion by Mr. King at 5:00 pm that the committee return to open session. Seconded by Mr. Costa. Motion carried unanimously.

Decatur Public Library is in compliance with Public Act 93-0523, requiring the taping or recording of all executive sessions.

**IV. ADJOURNMENT**

Motion by Ms. Gendry at 5:10 and seconded by Mr. Costa to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

*Karen Bjorkman*

Karen Bjorkman Assistant City Librarian