

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

**Minutes**

Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Date: Jan 3, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Dr. Ngozi Onuora (Chair) **Staff:** Rick Meyer, City Librarian

Mark Sorensen

Amy Stockwell

John Phillips

Michael Sexton

Louise Greene

**Absent:**

**Guests:**

**Call to order** – Dr. Ngozi Onuora

Meeting called order by Dr. Onuora at 4:30 pm

**Approval of agenda**

Motion to approve the agenda by Mr. Sexton, seconded by Dr. Onuora, unanimously approved

**Minutes-January 3, 2019 meeting**

Motion to approve the minutes with correction by Dr. Onuora, seconded by Mrs. Greene, unanimously approved

**Communication from the Public**

None

**Old Business**

Mr. Sorensen said he had a question about setting up committees. He asked Mr. Meyer if he had any more thought about setting up committees. Mr. Meyer said he thought the committees were still valuable, however the final decision would rest with the board. He mentioned that quarterly meetings should be able to accomplish what was needed.

**New Business**

City Librarian's Performance Evaluation

**Motion to enter into closed session pursuant to 5 ILCS 120 § 2 (c) (1)), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity** by Mr. Phillips, seconded by Mr. Sexton at 4:40 pm, unanimously approved

Motion to exit closed session by Mr. Phillips at 5:19 pm, seconded by Dr. Onuora, unanimously approved

Mr. Sorensen asked for a motion regarding the evaluation. Motion by Mr. Phillips that the committee would recommend to the full board that the City Librarian receive a salary increase from his current salary to \$103,000.00 annually, effective 1/1/2019, seconded by Dr. Onuora, unanimously approved  
No further discussion

#### 2019 Meetings Schedule

Mr. Sorensen presented the 2019 meetings schedule. Mr. Meyer said the July 4, 2019 meeting would be the only meeting not scheduled on the first Tuesday.

#### Management Personnel Policy

Mr. Meyer presented the old copy and the modified copy of the Management Personnel Policy. He said there were also comments from the library attorney to be included he'd received after the packets were completed. He said in the past they had taken some time to review the changes. He asked about the "bump back" rights for management staff. He gave an example of librarian Bev Hackney returning to her former position after receiving a promotion to a supervisory position. He said there was an opening at the time. Mr. Sexton asked if the option had to be included. He said he could understand if the old position was still available it could be an option, but if the old position was not available he didn't feel they should offer the option to return. Mr. Phillips said he had an objection to salaried staff being treated like union employees. Mr. Meyer discussed the rolling over of vacation benefits into the following fiscal year. He said he thought that there should be a cap on how much would be paid out if pay out were to occur. He gave the example of the occurrence of having to roll over Mr. Edwards vacation time when he started as director. He said this occurrence was due to Mr. Edwards not being able to take vacation time during the period that he served as interim director. He said that if Mr. Edwards had resigned, there would have been a payout of the entire amount of vacation time owed. He said it was an example of what could happen without a cap on payouts. There was discussion about vacation and the use of vacation time. He talked about civil service status and its relation to management staff. He discussed his investigation of salary comparisons with other libraries in the surrounding areas. Dr. Onuora asked about the levels of different management staff, she asked about the Asst. City Librarian's salary placement level. Mr. Meyer discussed the correlations between the levels and staff. He said there were components of the old scale that he struggled with. He said he working to simplify the scale and process. Mr. Phillips suggested that he take the City's scale into consideration when considering a revision of the library's scale. There was further discussion about classifications. Mr. Sorensen said a future goal was to go over the management schedule in February 2019. He suggested they bring their comments and questions. He said Mr. Meyer would be prepared to answer them.

#### **Other**

Mr. Sorensen said he had spoken with City leadership to keep the parking lot agenda in their minds. He said he'd received a response back from the interim City Manager Billy Tyus. He said that Mr. Tyus and Mr. Zientara had informed him that the City was working on numbers and would get back to them. Mr. Sorensen said that he felt they should present the idea to the City Council as soon as possible. Mr. Sorensen said that even though the City has made a placeholder for the funds, the library would want something actual. Mr. Phillips said they would want something real and approved. There was discussion about the process.

#### **Public Comment**

No public comment

**Adjourned**

Motion to adjourn by Mrs. Greene at 5:43 pm, seconded by Mr. Sexton, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 3/7/2019