



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

Date: March 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathleen Wrigley

Present: Samantha Carroll

Michael Sexton

Kathleen Wrigley

Karl Coleman

Susan Avery

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Michelle Whitehead, Administrative Secretary

Betti Jo Heckwine, Administrative Aide

Absent:

Guests:

Call to Order:

Mr. Sexton called the meeting to order at 4:30 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- Mr. Sexton requested a motion to approve the agenda, Samantha Carroll made the motion, seconded by Kathleen Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, Ms. Avery yes.

Minutes- Minutes of February 4, 2021 meeting Mr. Sexton requested a motion to

approve the February 4, 2021 minutes, Susan Avery made the motion, seconded by Samantha Carroll, Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, Ms. Wrigley yes, and Mr. Sexton yes.

Public comments: None

Written Communications from the Public: None.

New Business

Personnel Update (discussion)

Discussion of promotions of current employees and newly hired employee in Administration.

Building Use Policy (Action)

No recommendations on content change. The only addition is to capitalize the letter L in the word “Library”. This was recommended to be passed and reviewed again in another 3 years. Ms. Carroll made a motion to leave the content the same with the correction in capitalization. Ms. Avery seconded. Mr. Sexton requested a roll call vote Ms. Carroll yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Avery yes, and Mr. Sexton yes.

City Librarian’s Professional Goals for 2021(Discussion only)

Discussion of the City Librarian’s Professional Goals for 2021. Mr. Meyer will proceed with drawing up measurable goals for next month’s meeting.

Old Business

Board of Trustees Bylaws (Action)

Reviewed samples of bylaws of other libraries. The discussion was to change the bylaws to resemble Oak Park. Mr. Meyer will make the changes to the bylaws and present next month.

Sexual Harassment and Retaliation Policy (Action)

No new information to share.

Workplace Discrimination, Harassment, Violence, and Retaliation Policy(Action)

Waiting on additional information.

Diversity, Equity, Inclusion (Discussion)

Mr. Edwards updated that there are prospective meeting dates set. Reached out to the boys and girls club, the City of Decatur and Library Strategies. There is a zoom meeting Tuesday. Staff members are currently engaged in conferences.

Ms. Wrigley had to leave the call. 5:16pm.

Adjournment

Mr. Sexton, requested a motion for adjournment at 5:19 pm. Ms. Carroll made the motion seconded by Ms. Avery. Mr. Sexton requested a roll call, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, and Mr. Sexton yes, adjourned at 5:19 p.m.

Scribe,
Michelle Whitehead Administrative Secretary