



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, August 5, 2021 4:30 p.m.

Board Room

- I. Call to Order – Michael Sexton
- II. Approval of agenda (Action)
- III. Minutes of July 1, 2021 meeting (Action)
- IV. **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.
- V. Written Communications from the Public
- VI. New Business
 1. Personnel Update (Discussion)
 2. Other (Discussion)
- VII. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. FMLA Leave Expansion and Emergency Paid Sick Leave (Action)
 3. Remote Work Policy (Action)
 4. Asset Disposition Policy (Action)
 5. Gates Lab Policy (Action)
 6. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

Date: July 1, 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

Kathleen Wrigley

Karl Coleman

Absent:

Susan Avery

Michael Sexton

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Michelle Whitehead, Administrative Secretary

Guests:

Call to Order:

Ms. Carroll called the meeting to order at 4:32 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- Ms. Carroll requested a motion to approve the agenda, Ms. Wrigley made the motion, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Minutes of April 1, 2021 Ms. Carroll requested a motion to approve the April 1, 2021 minutes, Ms. Wrigley made the motion, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Public comments: None

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer reported the resignation of a page position, and 2 retirements. An interim will be named for the Circulation department and Administrative duties will be consumed by Betti Jo, Michelle, and Rick at this time. An announcement will be made in August on organizational and personnel changes.

Old Business

Diversity, Equity, and Inclusion (Discussion) Robert reported that we have received proposals and he is setting up a doodle poll to establish a meeting, and a ranking. Hoping to present next steps by mid-July. All staff have been a part of at least one DEI training.

Meeting Room Policy (Action) Rick shared the possible language changes and a discussion was held. Ms. Wrigley made a motion to make the changes to the policy and present them to the full board, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Interlibrary Loan Policy (Action) Rick shared possible language changes and a discussion was held. Mr. Coleman recommend the changes be presented to the full board, seconded by Ms. Wrigley. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Other (Discussion) A discussion was held about new Board member candidates and their skill sets. Senator Turner will be in town 2 times in the next week and a half. It's possible to arrange a visit to the Library.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:14 p.m. Ms. Wrigley made the motion, seconded by Mr. Coleman. Ms. Carroll requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Carroll yes.

Scribe,
Michelle Whitehead Administrative Secretary

Draft 7/1/21



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).



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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.



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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;



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

- 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

Objective

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Decatur Public Library considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a library wide benefit, and it in no way changes the terms and conditions of employment with Decatur Public Library.

Procedures

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the employee or the Library. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal remote work arrangements must be employed with Decatur Public Library for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any remote work agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and City Librarian department concurs, a draft remote work agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of remote worker performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of remote worker performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and remote worker will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Decatur Public Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The City Librarian and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Decatur Public Library accepts no responsibility for damage or repairs to employee-owned equipment. Decatur Public Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote worker must sign an inventory of all Decatur Public Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Decatur Public Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Decatur Public Library will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Decatur Public Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Decatur Public Library will provide each remote worker with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members prior to entering a trial period.

Time Worked

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Decatur Public Library's timesheets. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the Remote work agreement.

Ad Hoc Arrangements

Temporary Remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Other possible language:

1. Working remotely is not an employee entitlement and does not change the terms and conditions of employment with DECATUR PUBLIC LIBRARY.
2. The duties, obligations, responsibilities, and conditions of the employees remain unchanged. Employees' salary, retirement, vacation/personal/sick leave benefits and insurance coverage shall remain the same.
3. Employees must determine any tax or legal implications under IRS, state, and local government laws and/or restrictions of working out of a remote work location. Please work with your tax preparer to determine any tax implications.
4. Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Pursuant to Illinois' workers' compensation laws, injuries sustained by the employee while at their remote work location and in conjunction with their regular work duties are normally covered by the Library's workers' compensation policy. Employees are responsible for notifying their supervisor and the City Librarian of such injuries and for filling out the [IL Form 45](#) promptly. The employee is liable for any injuries sustained by third parties and/or members of the employee's family at their remote work location.
5. Employees will provide a secure location for DECATUR PUBLIC LIBRARY-owned equipment and materials and will not use, or allow others to use, such equipment for purposes other than DECATUR PUBLIC LIBRARY business. Employees must protect the confidentiality of all electronic and verbal communications as well as City and patron information accessible from the remote work location. All equipment, records, and materials provided by DECATUR PUBLIC LIBRARY shall remain DECATUR PUBLIC LIBRARY property. DECATUR PUBLIC LIBRARY accepts no responsibility for damage or repairs to employee-owned equipment.
6. Employees who use DECATUR PUBLIC LIBRARY computer equipment for remote work will implement adequate virus prevention techniques to ensure that viruses are not transmitted to DECATUR PUBLIC LIBRARY's equipment and that data isn't lost due to virus infection. Employees will not save passwords on shared computers. Any work product or documents submitted to supervisors will be submitted via employees' DECATUR PUBLIC LIBRARY email accounts or Office 365 to ensure data security.
7. Employees agree to report to their immediate supervisor instances of loss, damage, or unauthorized access of DECATUR PUBLIC LIBRARY equipment at the earliest reasonable opportunity.
8. Employees agree to be bound by DECATUR PUBLIC LIBRARY policies and procedures while working remotely. Failure to do so could result in disciplinary action.
9. Employees understand that DECATUR PUBLIC LIBRARY reserves the right to modify these remote work guidelines due to necessity and that they in no way imply a contract.

Decatur Public Library

Asset Disposition

The Decatur Public Library Board of Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes including, but not limited to 75 ILCS 5/4-16, and according to the following procedures:

1. Only property having a monetary value need be declared as surplus or unwanted. Property that is obsolete or broken and has no useful value may be disposed of without notice.
2. Print and non-print materials: The City Librarian is authorized to donate to the Friends of the Library all materials that are withdrawn from the collection, per the Collection Development Policy. The Friends of the Library is a tax-exempt, non-profit organization that, among other things, raises funds for Library purposes.
3. The City Librarian is authorized to sell or dispose of any library materials, including, but not limited to furniture, equipment, etc. that the City Librarian, in his or her sole discretion, reasonably believes has with an estimated unit value of \$1,000.00 or less. The method of disposal shall be one that efficiently and effectively provides the library with the greatest monetary return.
4. Property of any value may be donated or be sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the City Librarian may determine, subject to Board approval if the unit value exceeds \$1,000.00.
5. The Decatur Public Library Board of Trustees may authorize public sale of materials, furniture and equipment with an estimated unit value of \$1,000.00 or more but less than \$2,500.00. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of the proposed sale shall be posted.
6. In all cases not governed by Subsections 1-5 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in a local newspaper. On the day of a sale conducted pursuant to the provisions of this Section the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the highest bidder. Where the board deems the bids inadequate, it may reject such bids and re-advertise the sale.
7. With regard to any bid place for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families or any Decatur Public Library employee or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities. No such persons shall participate in the sale unless through public sale or sealed bids.
8. The forgoing sections 1-7 shall be construed and carried forth consistent with the provisions of the Illinois Local Library Act (75 ILCS 5/4-16). In the event of any conflict between the statute and this Policy, the statute shall control.

Approved by Decatur Public Library Board of Trustees

November 17, 2016



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

STATEMENT OF POLICY FOR USE OF THE BILL & MELINDA GATES FOUNDATION COMPUTER LAB

1. The Decatur Public Library welcomes the use of the Gates Computer Lab by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. The library's Internet policy applies to all users of the Gates Computer Lab.
3. Requests for use of the Gates Computer Lab must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The Gates Computer Lab can be booked tentatively by phone, but the completed application must be received within three (3) working days.
4. The Gates Computer Lab is normally available at all hours the library is open, up until 15 minutes before close.
5. The Gates Computer Lab can be booked for up to four hours. Seating capacity in the Lab is twelve plus a trainer.
6. Organizations may use the Gates Computer Lab as many as twelve times per calendar year.
7. The Library is not responsible for personal belongings left in the Lab.
8. Free on-site parking is available. Participants are encouraged to park in the back of the lot so as not to inconvenience library patrons.
9. Any organization not abiding by the regulations and policies governing the use of the Gates Computer Lab and the library's Internet policy may lose their privileges of use in the future.
10. Any software/hardware changes must be approved & executed by library staff.

**Approved by the Decatur Public Library Board of Trustees
May 18, 2015**

Revised by the Board of Trustees August 16, 2018

APPLICATION FOR USE OF THE GATES COMPUTER LAB

Name of Organization _____

Contact Person _____

Address _____

Phone _____ (home) _____ (business) _____ (fax)

Email address _____

Date room desired _____

Time _____ a.m./p.m. to _____ a.m./ p.m. Meeting starts at _____ a.m./p.m.

Purpose of meeting _____

Expected attendance _____

In the event of a library building emergency or a weather related emergency, meetings may be cancelled.

Use of the Gates Computer Lab does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Gates Computer Lab must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for attendees.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

date of application

signature

Approved by _____

**PLEASE RETURN THIS FORM TO LIBRARY ADMINISTRATION
FAX (217) 233-4071**