

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

Board Members

President:

Donna Williams

Members:

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Sofia Xethalis

Minutes

Date: September 5, 2019

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Donna Williams

Michael Sexton

Samantha Carroll

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent:

Dr. Ngozi Onuora

Guests: Sofia Xethalis

Call to order – Mrs. Williams

Meeting called order by Mrs. Williams at 4:31 p.m.

Agenda – The agenda was unanimously approved

Minutes- Motion to approve the minutes by Mrs. Williams, seconded by Mr. Sexton, unanimously approved

Communication from the Public

Mark Girdler commented about his treatment from library staff. He complained about how the director was running the library. He said staff was harassing him while he was at the library and asked to be left alone.

Old and New Business

FOIA Update

Mr. Meyer updated the committee on the recent FOIA. He said that all the requests are reviewed by the library attorney.

Personnel

Mr. Meyer reported that one I/2 half-time Page had been added, Alan Harrison. He said the library was one position away from being fully staffed again.

Equity, Diversity, Inclusion

Dr. Onuora spoke about the sessions that she had taken online. She said a lot of libraries were currently looking at equality, diversity and inclusion. She had sent links out for anyone interested. She said that she was glad for the information that had been provided to the

board. She asked that the minutes show that equity, diversity and inclusion had been discussed.

Job Descriptions

Mr. Meyer recommended the committee narrow their review to job descriptions. There was discussion about modifications for the job descriptions. The committee suggested that there should be changes and maybe some removal of some language.

There was discussion about the newly added Programing, Resources and Services (PRS) job description. The committee decided that they would review the job descriptions and revisit the changes again in September 2019.

Circulation Policy Review

Mr. Meyer stated he would like to add a section about damaged items. He said if patrons are charged for damaged items, they will be charged the list cost. Mr. Sexton noted that the cost for return checks was \$10.00. There was discussion about changing the amount to \$25. There was discussion about library service boundaries and taxes. Motion by Mr. Sexton to recommend that the revised policy be recommended with the \$25 check charge change, seconded by Mrs. Williams, unanimously approved

Other

There was discussion about the probability of that there would be changes to the library service boundaries

Adjourn

Motion to adjourn at 5:15 PM by Mr. Sexton, seconded by Mrs. Williams, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/4/2019