



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, August 3, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; July 6, 2023 minutes) (Action)
- III. **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.
- IV. Written Communications from the Public
- V. New Business
 1. Personnel Update (Discussion)
 2. Lost and Found Policy (Action)
 3. Volunteer Policy (Action)
 4. Management Pay Grades and Benchmarking (Action)
 5. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: July 6, 2023

Time: 4:30 p.m.

Board Room

Board President: Sofia Xethalis **Board Members:** Alana Banks,
Shelli Brunner, LaTonya Ricks, Elizabeth Rivera, Karl Coleman, Jacobie Jones

Present

Karl Coleman
Shelli Brunner
LaTonya Ricks
Elizabeth Rivera

Absent:

Staff: Rick Meyer, City Librarian

Guests:

Call to Order: Mr. Coleman called the meeting to order at 4:36p.m.

Swearing-in of LaTonya Ricks, Elizabeth Rivera, and Karl Coleman (Action) Ms. Brunner swore in the two new Library Trustees, and Mr. Coleman as the new Board President.

Consent Agenda with June 1, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent

Public comments: None.

Written Communications from the Public: None.

New Business

Personnel Update (Discussion) Mr. Meyer stated Jason Butterick went from part-time Library Assistant to full-time Library Assistant. That left a part-time Library Assistant position open that is posted publicly. There is also a newly created part-time Library Assistant position in Local History that was filled with an internal candidate. That move left a second part-time Library Assistant position open.

Committee Chair Appointment (Action) Mr. Coleman appointed Ms. Brunner as the Chair for the Personnel, Policy, and Public Relations Committee. Ms. Brunner accepted.

COVID Leave Expansion (Action) Mr. Meyer suggested the COVID Leave Expansion be terminated. Ms. Brunner made a motion to remove the COVID Leave Expansion as of July 6, 2023, seconded by Ms. Rivera. All in favor. The motion was adopted.

Security Camera Policy (Action) Mr. Meyer recommended the policy as written. Ms. Brunner made a motion to approve as written, seconded by Ms. Ricks. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer stated that Representative Sue Scherrer appropriated funds for the Decatur Public Library to buy a book mobile. There was a discussion of operating costs for a book mobile. It was suggested to collaborate with Work Force Investment Solutions.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Coleman attended the last meeting virtually.

Viewpoint Project (Discussion) Mr. Meyer stated the video will be introduced by Dennis Quade. There is a 1-minute version that airs regionally. There is a full-length 7-minute film that will be played by other outlets.

Other (Discussion) Mr. Meyer stated the Illinois Library Association Conference will be held in Springfield, Illinois this year. There is a Library Trustee day on October 25. The Library will pay your expenses if you want to attend.

Adjournment

Ms. Brunner made a motion to adjourn, seconded by Ms. Ricks at 5:09 p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 7.6.23



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Lost and Found Policy

Decatur Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost and Found items will be dated and stored for a period of fourteen (14) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days become Library property.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Decatur Police.

Flash drives left in the library will be held for 14 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be wiped and discarded.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.

The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

**Approved by the Decatur Public Library Board of Trustees
August 20, 2020**



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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work, and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive a general orientation on the purpose of the Library, the program they will be working with and a tour of the Library.

Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of Trustees

February 16, 2017

**Decatur Public Library
Competitive Pay Structure
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	Annual Minimum	Annual Midpoint	Annual Maximum
3	\$39,343	\$49,178	\$59,014
4	\$44,384	\$55,480	\$66,576
5	\$50,071	\$62,589	\$75,107
6	\$56,488	\$70,610	\$84,732
7	\$63,726	\$79,658	\$95,589
Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum
3	\$18.91	\$23.64	\$28.37
4	\$21.34	\$26.67	\$32.01
5	\$24.07	\$30.09	\$36.11
6	\$27.16	\$33.95	\$40.74
7	\$30.64	\$38.30	\$45.96

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Range Minimum	Range Midpoint	Range Maximum
E	City Librarian	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$139,921	\$125,229	\$129,508	16.67%	\$126,908	\$101,527	\$126,908	\$152,290
		A	1	Director, Population 50,000 or more	\$147,735	\$132,223	\$136,740	16.67%				
		A	1	Director, Employment Size 25 to 49	\$116,414	\$104,191	\$107,750	16.67%				
		B		Director	\$139,540	\$124,888	\$129,155	50.00%				
Survey Sources												
A	HR Source 2023 Library Survey											
B	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)											

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

2019 - \$111,148

**Decatur Public Library
Pay Grade Assignments
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
7	E	IT Manager	\$63,726	\$79,658	\$95,589
			\$30.64	\$38.30	\$45.96
6	E	Head of Technical Services	\$56,488	\$70,610	\$84,732
	E	Head of Programs, Resources & Services	\$27.16	\$33.95	\$40.74
	E	Head of Circulation Division			
	E	Head of Archives and Special Collections			
5		No positions evaluated	\$50,071	\$62,589	\$75,107
			\$24.07	\$30.09	\$36.11
4	E	Librarian	\$44,384	\$55,480	\$66,576
	NE	Executive Administrative Assistant	\$21.34	\$26.67	\$32.01
3	NE	Technical Services Assistant Supervisor	\$39,343	\$49,178	\$59,014
	NE	Library Administrative Aide	\$18.91	\$23.64	\$28.37