

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL, POLICY AND PUBLIC RELATIONS COMMITTEE
Minutes**

Date: November 6, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Eugene King (Chair)
Jim Alpi
Mark Sorensen
John Phillips
Susan Kruml

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Absent: Dr. Priscilla Palmer

Guests:

Call to order

Mr. King called the meeting to order at 4:37 p.m.

Agenda

Motion to approve the agenda made by Mr. King, seconded by Mr. Sorensen, unanimously approved

Minutes of Previous Meeting

Motion to approve minutes with the correction of a name spelling by Mr. Sorensen, seconded by Mr. Alpi, unanimously approved

Old Business

None

New Business

Library Use Guidelines policies

Mr. King stated that Mr. Meyer had more policies to present before the Board. Mr. Meyer stated that he wanted to present the Board to review the Library Use Guidelines policies. He said the first policy in the packets was the current policy. He stated that the policy had been modified and that he had created a workgroup to review the policy. He said the Division heads had reviewed the policies also. He mentioned that the groups had discussed adding a few things, such as silencing phones, vapor cigarettes and having a secure lid on drinks. Mr. Meyer discussed

some of the conversations that the groups had. Mr. Meyer mentioned that the groups had found inconsistencies which created problems when attempting to enforce previous policies. He stated that they had agreed that patrons should not be sleeping in the library, preventing indecent exposure such as underwear showing and having only "service animals" in the building. There was discussion about the definition of "service animals". Mr. Meyer said that he thought that at the present ADA only recognizes dogs as "service animals". Mr. Meyer discussed his plan to initiate training to staff. There was discussion about the conceal carry law and signage. Ms. Kruml mentioned that Nancy Curtin, who helped with the Library realignment in the past, has done similar staff training with other groups. Mr. Meyer mentioned that he would look into contacting her. There was discussion about patrons who came in with their pants below their waist.

There was discussion about food and drink in the library. Mr. Alpi stated that they should give the presented changes a try and if they didn't work they could come back and make changes. Mr. King stated that there seemed to be some redundancy in the security policy. Mr. Meyer stated that he didn't see the need to have both. Motion by Mr. Sorensen to recommend Library Use Guidelines be accepted to the full board with the amendments and the January 2000, Library Security policy not be renewed, seconded by Mr. Alpi, unanimously approved by the committee

There was discussion about the process of removing and restoring a patron's library privileges. Mr. Meyer asked if the committee was comfortable with that authority being designated to library administration. The consensus from the committee was that they were fine with library administration having the authority to eliminate or restrict library privileges. Mr. Sorensen asked how the Board would know about the suspensions. Mr. Alpi asked if the library gave out a document. Mr. Meyer answered that there is a patron report that is mailed out and filed if the suspension is more than a day. Mr. Alpi asked if the suspended patrons can make an appeal. Ms. Kruml added that she thought the appeal process might be beneficial, because someone might change their life. Mr. Meyer mentioned that there had been discussion about an appeal process, but there are some circumstances that would be automatic regardless. Mr. Sorensen stated that he thought the board should be notified if the suspensions were for a significant amount of time. There was more discussion about bans and the appeals process.

Strategic Planning Committee

Mr. Meyer discussed the steps in progress for forming a planning committee. There was discussion about choosing the committee and how to include the community. There was more discussion about the strategic plan and mission planning. Ms. Kruml discussed some of the past strategic planning efforts by the library. Mr. Alpi discussed ideas about getting input from the public. There was discussion about getting participation from non-users.

Staff Development Day

Mr. Meyer discussed the staff development day results. He stated that the ratings ranged from good to very good. Mr. Meyer stated his thoughts on teamwork and moving forward with the staff training.

Closed sessions

Mr. Meyer stated that he had been gathering past closed sessions to begin presenting them to whomever the Board selected to review them. There was discussion about the closed sessions. Motion by Mr. Alpi to keep the past sessions closed for the time being, seconded by Ms. Kruml, unanimously approved by the committee

Hiring additional Library Counsel

There was discussion about the RFP sent out to the attorneys who responded. Mr. King asked about the respondents. Mr. Alpi stated that Mr. Davis had relayed to him that he would excuse himself from taking part in the selection process. Mr. Meyer summarized the responses that he had received. Mr. King discussed past experience using Robbins-Swartz in union negotiations. There was more discussion about the RFP responses. There was discussion about the rates and the amount spent on professional services. Mr. Alpi stated that he thought that both firms that they were interested in were reputable firms. Mr. King asked if they were at the point that they would be hearing proposals. There was more discussion about references, the criteria in the RFP and preparing interviews with the candidates.

Mr. Alpi proposed that 2 of the firms Erickson/Davis and Robbins, Schwartz, Nicholas, Lifton and Taylor be recommended for review to the full board.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml

Adjourned at 6:18 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 12/4/2014