



## DECATUR PUBLIC LIBRARY

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### BOARD OF TRUSTEES

#### Personnel, Policy, and Public Relations Committee

Thursday July 11, 2019 4:30 p.m.

Decatur Public Library ADM Media Lab

### AGENDA

- I. Call to order – Donna Williams
- II. Approval of agenda
- III. Swearing in of Jonathan Downing
- IV. Minutes
  1. Minutes of June 6, 2019 meeting
- V. Communication from the Public
- VI. Old Business
  1. Management Pay Scale Update
  2. Other
- VII. New Business
  1. FOIA Report
  2. Personnel Update
  3. Equity, Diversity, Inclusion
  4. Continuing Education and Travel Policy
  5. Other
- VIII. **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.
- IX. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian  
421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

**From:** Marc Fusion [REDACTED]  
**Sent:** Thursday, June 27, 2019 11:54 AM  
**To:** Request for Information  
**Subject:** FOIA Request

This is a FOIA request for all documents (emails, messages, texts) in regard to the incident on June 18th involving Katie Eytchison and Marc Girdler. This incident is well documented by emails from me to management and the board, as well as the mayor. I have already been told the board was notified, so I expect those documents to be included as well. Via email is fine.

Thank you,

Marc Girdler

**From:** Marc Fusion [REDACTED]  
**Sent:** Tuesday, June 18, 2019 4:37 PM  
**To:** Rick Meyer  
**Subject:** Re: Meeting room and Board of Trustees Agenda

Rick,

Can you send me documentation that similar religious based events were charged and the rates paid? I asked for this information already via FOIA but you claimed no payment records existed.

Thanks,

Marc Girdler

On Tue, Jun 18, 2019 at 3:27 PM <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)> wrote:

Dear Mr. Girdler,

I am in receipt of your request for use of meeting room. Assuming you are not planning a social function or sales, you appear to meet the criteria for use and for the discounted rental rate. The discounted rate for the Madden Auditorium is \$50 for four hours (this is the minimum rate). Decatur Public Library has reserved the room in your name, but the reservation will not be final until payment is received.

As to the Board of Trustees Agenda for June, I had misunderstood Board President Sorensen's decision. He only intended to welcome you to make remarks during the public comments section of the meeting, in accordance with the bylaws of the Board of Trustees.

Cordially,

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

Decatur, IL 62523

P:217.421.9713



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**From:** Marc Fusion [REDACTED]  
**Sent:** Friday, June 7, 2019 8:25 AM  
**To:** Rick Meyer  
**Subject:** Re: FOIA Request

Rick,

I'll take the first 50 pages from Feb. 1. I'm assuming the last one will have a date visible somewhere. I'm also still waiting (since May 24th) for documents on why I am being treated differently from other patrons (no broken rules), and documentation on what the staff is and isn't allowed to discuss with me as library representatives. Even they are confused and your strange, personally motivated mandates need to be clarified. I am also still waiting for approval on five events for Satanism, as equal religious representation. I'd also like to speak with staff members (which again your strange, personally motivated mandates make difficult) on getting Satanic displays in the library proper and in local history.

Thanks,

Marc Girdler

On Fri, Jun 7, 2019 at 8:10 AM <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)> wrote:

Dear Mr. Girdler,

I have obtained all management emails and with Mr. Sorenson within the requested time frame. So far, with all management staff emails and mine up to February 15 (starting at February 1) I have reached 50 pages. This does not yet include the 2-3 printed pages of text messages or any emails between Mr. Sorenson and me *after* February 15. My estimation is that there is a probably 75-100 printed pages of email and message communication left in the requested time frame—at \$.15 per page this would be \$11.25 to \$15.00. Do you wish for the library to complete the fulfillment of this request or would you prefer to narrow your request further?

One additional item: assuming you make further FOIA requests, please submit them to the administrative offices on the second floor during regular business hours (i.e. 9am-5pm) *or*, if you would prefer, you mail email requests directly to me.

Thank you for your interest in Decatur Public Library,

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

Decatur, IL 62523

P:217.421.9713



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**From:** Marc Fusion [REDACTED]  
**Sent:** Tuesday, June 4, 2019 3:12 PM  
**To:** Rick Meyer <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)>  
**Subject:** Re: FOIA Request

Rick,

Feb/March 2019 would be fine for now, if that falls within agency allowances.

Thanks,

Marc Girdler

On Tue, Jun 4, 2019 at 3:00 PM <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)> wrote:

Dear Mr. Girdler,

A rough estimate would be 200 pages, but we will provide you with a more accurate count by Thursday June, 6.

Thank you for you interest in Decatur Public Library,

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

Decatur, IL 62523

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**From:** Marc Fusion [REDACTED]  
**Sent:** Tuesday, June 4, 2019 2:57 PM  
**To:** Rick Meyer <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)>  
**Subject:** Re: FOIA Request

I think the public interest will be served best by disclosing documents from 2/14/19 forward to the present, if that doesn't narrow it down enough, let me know.

Thanks,

Marc Girdler

On Tue, Jun 4, 2019 at 2:47 PM <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)> wrote:

Dear Mr. Girdler,

The request referenced is expected to exceed 300 pages. The cost will be at least \$37.50. Would you care to narrow your request before we proceed?



The library is also in receipt of your request dated June 4, 2019. The library will respond by June 11, 2019.

Thank you for your interest in Decatur Public Library,

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

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**From:** [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org) <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)>

**Sent:** Saturday, June 1, 2019 8:36 AM

**To:** 'Marc Fusion' [REDACTED]

**Subject:** FOIA Request

Dear Mr. Girdler,

The library is in receipt of your FOIA request dated 05/31/2019. The library will respond by 06/07/2019. This request is likely to far exceed 50 pages---it is likely to be in the hundreds. The library will be unable to provide you with an exact page count until the search for relevant documents is complete.

Thank you for your interest in Decatur Public Library,

Rick Meyer

City Librarian

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**rmeyer@decaturlibrary.org**

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**From:** Marc Fusion [REDACTED]  
**Sent:** Thursday, June 27, 2019 11:41 AM  
**To:** rmeyer@decaturlibrary.org  
**Subject:** Re: Request  
**Attachments:** image001.png

Rick,

Are you claiming you aren't aware Katie was arrested on library property and has a hearing set in July?

Marc Girdler

On Thu, Jun 27, 2019 at 11:32 AM <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)> wrote:

Dear Mr. Girdler,

Decatur Public Library is not aware of any criminal charges against Ms. Eytchison and as such has no responsive documents to the first part of your FOIA request. The library has no responsive documents to the [REDACTED] of your request.

Cordially,

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

Decatur, IL 62523

P:217.421.9713



**From:** Robert Edwards <[redwards@decaturlibrary.org](mailto:redwards@decaturlibrary.org)>

**Sent:** Friday, June 21, 2019 2:25 PM

**To:** Marc Fusion [REDACTED]

**Cc:** Rick Meyer <[rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)>; [requestforinformation@decaturlibrary.org](mailto:requestforinformation@decaturlibrary.org); Mark Sorensen <[msorensen@decaturlibrary.org](mailto:msorensen@decaturlibrary.org)>

**Subject:** Re: Request

Mr. Girdler,

Your request has been received on 6/20/2019 12:22 pm.

It will be forwarded to [requestforinformation@decaturlibrary.org](mailto:requestforinformation@decaturlibrary.org) where a library FOIA officer will review your request and began the process of supplying the information requested. If we have need for clarification we contact you through the [REDACTED]

email address that you used to submit the request.

Thank you.

----- Original Message -----

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**From:** Marc Fusion [REDACTED]


**Date:** 06/20/2019 12:22 pm

**To:** [redwards@decaturlibrary.org](mailto:redwards@decaturlibrary.org)

**Subject:** Request

Robert,

I'd like to submit a FOIA request for any documents (emails, texts, messages) from DPL staff in regard to Katie Eytchison's criminal actions on 18th June. I'd also like to know if she's being allowed to return to work and if so, what steps are being taken to ensure the safety of myself and other patrons, in the wake of her unacceptable and outright dangerous behavior. I would also like to see



Thank you,

Marc Girdler

Robert L. Edwards  
Asst. City Library Director/Circulation Manager  
Decatur Public Library  
130 North Franklin  
Decatur, IL 62523  
P. 217-421-9702  
cell. 217-201-1567

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### **Continuing Education and Travel Policy**

#### **I. Conferences, Seminars, and Workshops**

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration. Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals. Requests for reimbursement of registration fees must be made to the City Librarian at least one month prior to the event. Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian. Employees may be asked to give a verbal report to Division Heads, Board of Trustees, and or library staff.

## **II. Travel reimbursement**

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. In the case of air travel, the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration

(<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging will be considered for major conferences (e.g. American Library Association, Public Library Association). Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense.

*Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.*

**Approved by the Decatur Public Library Board of Trustees**

**March 19, 2015**

**Amended June 16, 2016**