

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

Minutes

Board Members

President:

Donna Williams

Members:

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Sofia Xethalis

Date: February 6, 2020

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

Betti Jo Heckwine, Admin. Asst.

Absent: Dr. Ngozi Onuora

Guests:

Call to order – Samantha Carroll

Meeting called to order by Mrs. Carroll at 4:30 p.m.

Agenda

There was a motion to accept the agenda as presented by Mrs. Carroll, seconded by Mr. Sexton, unanimously approved.

Minutes

Need more detail, table till the next month. There was a motion to table the minutes by Mr. Sexton, seconded by Mrs. Williams, unanimously approved.

Written Comments

None

Public Comments

None

Old and New Business

Equity, Diversion, Inclusion

Mr. Meyer talked about the book he is reading “Moving Diversity Forward” with subtitle “How To Go From Well-Meaning To Well – Doing” by Verna A. Myers. Mr. Meyer announced that Mr. Edwards is chair of the newly founded diversity committee. Mr. Meyer discussed the recruiting process.

Volunteer Policy

Mr. Meyer discussed the changes in the revised volunteer policy. He said that he didn't put the disclosure in stating that the policy does not apply to the Friends of the Library or the Decatur Public Library Foundation but it needs to be added. Mrs. Williams asked about background checks, Mr. Meyer said the background checks cost about \$80.00 per person. Mr. Meyer stated we would need to add a waiver form for the volunteer to sign, before submitting a background check. Volunteers like teachers wouldn't need additional background checks due to their jobs already require them. Mr. Meyer said the children's area usually has the most teachers, as volunteers. Mrs. Carroll suggested that past DPS volunteers be grandfathered in, and asked Mr. Meyer if he could find out what

other libraries do. Mr. Sexton said he thought most of the concern was for volunteers that would be working in the children's area, and he wanted to be sure they are doing the right thing not the easiest. There was more discussion about background checks. Mr. Sexton made a motion to accept the volunteer policy as amended, seconded by Mrs. Williams, unanimously approved.

FOIA Update

Mr. Meyer said something worth noting is that the FOIA request dated 01/31/2020 puts it in a yearly recurrent requester status, due to its over fifty requests in a rolling (12 month) period, makes it where the body has 21 days to respond rather than 5 days to respond.

Personnel Updates

Mr. Meyer said that the issues with the city regarding civil service hires has been rectified. The half-time librarian assistant position will be internally posted and then to the public. The half-time page position will go to the registry to fill the position.

Public Relations/Marketing Plan

Discussed revising the proposed marketing plan by Jones & Thomas to see what will work, or get another Public Relations/Marketing firm to give a new proposal. Mrs. Carroll liked all that she reviewed, except the name change. Mr. Meyer said he could have a meeting with management staff to make suggested revisions to the Jones & Thomas proposal. Mr. Meyer suggested using specific library staff to assist with marketing. Mrs. Williams said she liked the idea of having someone focused on marketing. Mr. Meyer said he would present a revised plan next month.

Strategic Plan

Discussed some of the revisions to the strategic plan and how much simpler and easier to read. The library has done a lot in regards to diversity, Ms. Young has met with teachers and schools, and Mr. Meyer has met with Herald and Review Sales Team to work out ideas to promote reading. There's been lots of progress made with the Team Advisory Group, working with Millikin to get a new liaison, and the Space Planning Committee. Mr. Edwards through grants for Project Next Generation, has purchased gaming and virtual reality equipment, and 3D Printers. Mrs. Carroll said she felt like there are still barriers. Mr. Meyer gave some examples of things that could help improve the process of removing barriers. Mrs. Carroll said she felt like there were still many people that weren't aware of the services the library offered. Mrs. Carroll suggested that the topic be revisited again in February.

Drug and Alcohol-Free Workplace Policy

Mr. Meyer discussed some of the proposed revisions. He said that he would be comfortable with some of the changes suggested. There was a motion to table until the next meeting. There was a motion to table until the next meeting by Mr. Sexton, seconded by Mrs. Williams, unanimously approved.

Adjourn

There was a motion to adjourn at 5:44 p.m. by Ms. William, seconded by Ms. Carroll and unanimously approved.

Scribe,
Betti Jo Heckwine
Assistant Administrative Aide

Approval Pending
(Draft 03/03/2020)