

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

Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Minutes**

**Date: February 1, 2018**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

Aaron Largent (Chair)

Dr. Ngozi Onuora

Michael Sexton

Louise Greene

**Staff:** Rick Meyer, City Librarian

**Absent:**

**Guests:**

**Call to order**

The meeting was called to order by Mr. Largent at 4:31 p.m.

**Agenda**

Motion to approve the agenda by Mrs. Greene, seconded by Dr. Onuora, unanimously approved

**Minutes**

Motion to approve the minutes by Dr. Onuora, seconded by Mrs. Greene, unanimously approved

**Old Business**

Mr. Meyer discussed the issues with the parking lot and the complaints that he has been going. He said that he had discussed with the library building manager the how to address the big hole in the parking lot. There was discussion parking, public relations and the City repairing the lot. Mr. Largent suggested the board should probably draft an email and Cc to specific individuals at the City.

Staff Identification Policy

Mr. Meyer discussed the comments provided from staff concerning providing their names to the public. Mr. Meyer discussed the sample policy that he had shared with the staff. He explained the changes that would come into play if they adopted the modified policy. Mr. Sexton said that he thought that a first name on the name tag should be enough. Dr. Onuora discussed some exceptions that might call for first and last names. Mrs. Green commented that the information is was on the website. Mr. Largent asked if they really needed a policy. There was more discussion.

Circulation Policy

Mr. Meyer talked about the circulation policy. He said they could bring it back at a later date. Mr. Largent said he would be ok with reviewing it at a later date. Mr. Sorensen said they could send Mr. Meyer suggestions.

There was discussion about the circulation policy. There was discussion about the young adult card and juvenile cards. Mr. Meyer said he would like to get feedback from the board. Mr. Largent said they should provide feedback to Mr. Meyer about the policy before February 15 to allow time to present a newly red-lined copy by March, 2018. There was more discussion about the policy. There was discussion about the fines and fees schedule. Mr. Largent said the goal should be to remove monetary fines with some separate enforcement attached to get materials back.

#### Marketing Plan

Mr. Meyer said the marketing plan has been presented to the board. He thought that there were some significant changes. There was discussion about the changes proposed. There was discussion about the state of the library building. The board shared various ideas about changes that could be made on the exterior. There was more discussion about the name change. Mr. Meyer suggested inviting Jones and Thomas to the next board meeting to discuss the proposed changes.

#### Exception Requested by Illinois Department of Revenue

Mr. Meyer talked about a recent request by a group from the Internal Revenue Service to use the meeting rooms. There was discussion. The consensus was to lean to Mr. Meyer discretion with regards to the current policy,

#### **Meeting Adjourned**

Motion to adjourn by Mr. Sexton, seconded by Dr. Onuora at 5:31 pm, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approval pending