

Policies, Public Relations and Personnel Committee

February 4, 1987

The Committee met on Wednesday, February 4, 1987, at 7:09 p.m. in the City Librarian's office. Mrs. Alpi (Chairperson), Mrs. Martin, Mrs. Murphy and Mr. Seidl (City Librarian) attended.

The first item on the agenda was a request from Mr. Seidl for the two clerical personnel in the Administrative Department to be supervised by the Administrative Secretary. Presently, both clerks are supervised by the City Librarian. The Administrative Secretary would assume the responsibility of supervision as part of her duties. The Committee approved the request.

The Committee discussed the exit interview. Mrs. Alpi told the Committee about a discussion she had with Chuck Phillips, Director of the City Department of Human Resources. Mr. Phillips explained that the exit interview is an administrative tool used by the City. Results of the interview are made available to the appropriate department head. Results of the Library exit interview would be provided to the City Librarian. After a short discussion, the Committee requested that Mr. Phillips address the Board at its February 11 meeting to answer any questions.

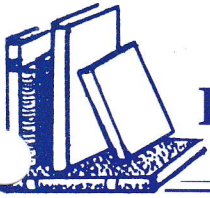
The seven day grace period was then discussed. Several patrons complained recently about having fines when the Library was closed (due to snow) on the seventh day of the grace period. The problem developed when patrons with audio-visual materials could not return their items through the book returns while books could be returned.

The seven day grace period is used as an emergency method to return materials past the due date because of illness, forgetfulness, etc. Use of the grace period as an extension of the circulation period is not encouraged. A major problem has been that the policy was never published. Some patrons are aware of it while many are not. Patrons become upset when they find the library closed on the seventh day of the grace period.

The Library could extend the circulation period and drop the grace period. However, this would require purchasing additional popular titles and result in fewer titles purchased. More overdue notices and fines would have to be sent to patrons. The Committee recommended that the grace period be retained, but publicized, and that patrons must be responsible for returning items on time. If they use the grace period and return materials late, they will be responsible for the fines.

The Committee discussed the materials selection policy. It was decided that the entire Board would meet (possibly on a Saturday) to discuss this policy. Mr. Seidl would present a talk outlining the major aspects used in material selection.

The meeting was adjourned at 8:45 p.m.



# DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



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

February 4, 1987 - 7 p.m.

**City Librarian's Office**

- I. Job Descriptions
- II. Grace Period
- III. Exit Interview
- IV. Book Selection