



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, June 1, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; May 4, 2023 minutes) (Action)
- III. **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.
- IV. Written Communications from the Public
- V. New Business
 1. Personnel Update (Discussion)
 2. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Viewpoint Project (Discussion)
 3. City Librarian Job Description (Action)
 4. Strategic Plan Draft (Action)
 5. Results of Staff Survey on Security (Discussion)
 6. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: May 4, 2023

Time: 4:30 p.m.

Board Room

Board President: Sofia Xethalis **Board Members:** Alana Banks,
Shelli Brunner, Susan Avery, Karl Coleman, Jacobie Jones

Present

Karl Coleman
Shelli Brunner
Sofia Xethalis

Absent:

Susan Avery

Staff: Rick Meyer, City Librarian

Alissa Henkel, Director Programs, Resources, and Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:32 p.m.

Public comments: none

Consent Agenda with April 6, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Written Communications from the Public: Mr. Meyer received a complaint about The Library changing our electronic resources.

New Business

Personnel Update (Discussion) Mr. Meyer stated Mr. Jason Butterick took the full-time Library Assistant as of May 1, 2023. The full-time clerk 1 position has been filled. There is now a part-time Library Assistant position posted.

Viewpoint Project (Discussion) Mr. Meyer presented the video.

City Librarian Job Description (Discussion) Mr. Meyer requested input on his job description. He will present a more complete job description at the next committee meeting.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Coleman was unable to attend the most recent meeting.

Strategic Plan Draft (Action) Mr. Meyer requested a meeting with Mr. Coleman and another Board member to address staff concerns to adjust the Strategic Plan before the next full Board meeting. Ms. Xethalis made a motion to table the discussion, seconded by Ms. Brunner. All in favor. The motion was adopted.

Results of Staff Survey on Security (Discussion) There was a discussion about the staff survey.

Adjournment

Ms. Xethalis made a motion to adjourn, seconded by Ms. Brunner at 5:01p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 5.4.23

Position: City Librarian

Reports to Decatur Public Library Board of Trustees

Position Summary: Under the policy guidance and direction of the Board of Trustees, the City Librarian performs the administrative, supervisory, and professional work in planning and delivering library services. The City Librarian works closely with internal and external groups, including the City of Decatur, the Board of Trustees, the Library Foundation, and the Friends of the Library to promote the vision and goals of the Library. Using strong written and verbal communication skills, the City Librarian is an effective motivator, good negotiator, and tactful partner. A Master's degree in Library and Information Sciences from an ALA-accredited program is required, with at least five years of professional experience in an administrative capacity. Public library experience is preferred.

Essential Functions and Job Accountability:

Provides leadership to the staff, the Board of Trustees, and general library operations.

Has primary responsibility for patron services and is aware of needs and interests of current and potential patrons.

Clearly communicates and maintains a positive relationship with internal and external partners, including city officials, community members, and library support groups.

Has primary responsibility for collaboration with the City of Decatur staff and management.

Provides leadership for and maintains an effective, positive relationship with staff at all levels to ensure proper service, collaboration, and understanding of library trends and needs.

Prepares and manages the Library's budget, including expenditures, revenues, trusts, and grants, following state and local policies; provides accurate and timely budget information to the Board of Trustees.

Works with the Library Foundation and the Friends of the Library on identified opportunities for fundraising and for supporting the services of the Library, and provides timely information to the Board of Trustees.

Conducts an impartial evaluation system for staff and provides resolution of deficiencies in staff performance in a timely manner.

Is responsible for hiring, training, firing, and discipline of all staff.

Serves as the primary agent of the Board of Trustees in collective bargaining and other union-related issues.

Provides guidance for public programming for all ages, including the Local History Room.

Provides well-rounded library services within budgetary constraints.

Is on call at all times and responds to all emergency situations.

Maintains an open line of communication with the Board of Trustees, including timely and relevant information for the regular Board and committee meetings and the required annual report for the City of Decatur.

Implements policies and procedures that support efficient library operation and appraises the Board of potential policy and procedural concerns, and ensures compliance with state, federal, and local laws.

Ensures strong relations with regional and state library systems.

Continues professional development to remain current on trends, opportunities, and challenges for public libraries.

Decatur Public Library Strategic Plan

EDIT 5/8/2023

Visibility & Outreach: Engage the community by raising awareness and increasing access of the library's offerings

- Explore the feasibility and effectiveness of providing outreach services to residents, especially those facing barriers
- Market digital resources and collections as outreach services
- Develop a mission statement that is short, memorable, and captures the aspirations of the library to serve all of its residents
- Develop a marketing plan to communicate and engage with the greater Decatur Community

Programming & Partnerships: Strengthen and expand partnerships to increase programming that targets Decatur's social and educational challenges and highlights the city's strengths

- Expand early-literacy efforts that encourage family engagement, school-readiness, social skills, and emotional skills, especially for those facing barriers to literacy
- Increase the number and variety of programs geared towards teens
- Increase accessibility to programs and spaces especially to those programs that address topics such as aging and inclusion
- Deliver more programming through the library's exterior green spaces

Resources & Services: Expand resources and implement services that remove barriers and ensure all members of the community have access to the tools they need to succeed and thrive

- Continue to acquire and implement self-service technology that increases ease-of-use and improves customer service.
- Focus customer service on removing barriers to technology and collections
- Develop an approach to collection development that sets goals for growth and change according to user demand

Customer Service & Staffing: Continue to streamline internal processes for greater efficiency and effectiveness, and build upon efforts that have led to improved customer service

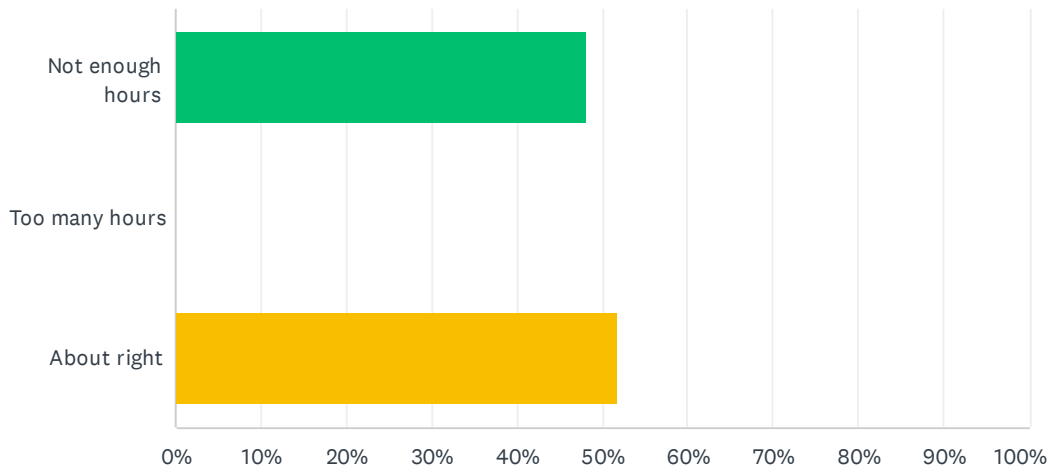
- Review effective organizational structures and practices of other libraries for possible implementation
- Create an organization-wide onboarding process that is assessed periodically and will ensure all staff are similarly trained when hired
- Each year, create a calendar of training that is scaffolded and perceived by staff as relevant to their jobs
- Continue to improve upon DPL's reputation as a place that is welcoming to all
- Build upon the benefits of the on-site social worker by analyzing how the services are being used and what changes might make them even more accessible to patrons and staff

Facilities & Grounds: Establish Decatur Public Library as an attractive and welcoming destination in the community

- Assess previous facility and layout plans in light of current usage patterns and changing service model
- Create an atmosphere at the entryway that ensures every member of the community immediately feels welcomed
- Replace all library spaces with furniture, furnishings, and decorations for a more appealing, modern space

Q1 What do you think of the current off duty police officer schedule?

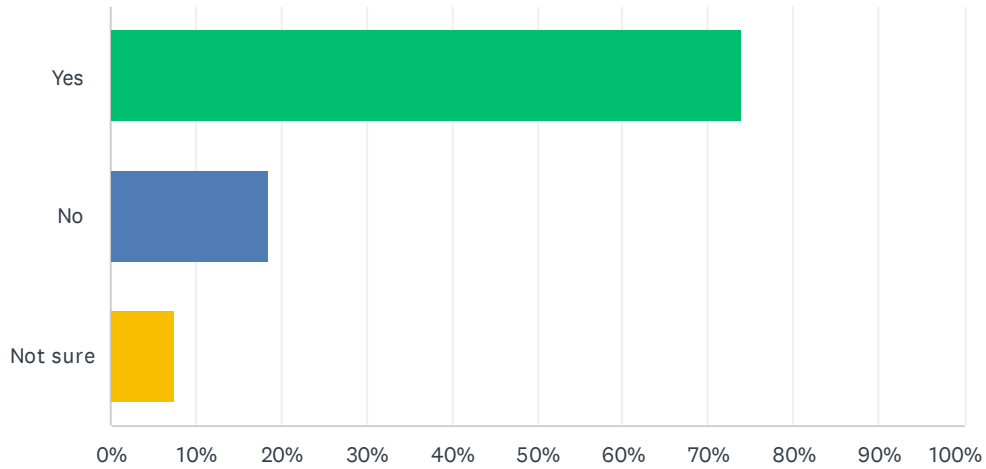
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not enough hours	48.15%	13
Too many hours	0.00%	0
About right	51.85%	14
TOTAL		27

Q2 Has the addition of off duty police officers made you personally feel more safe?

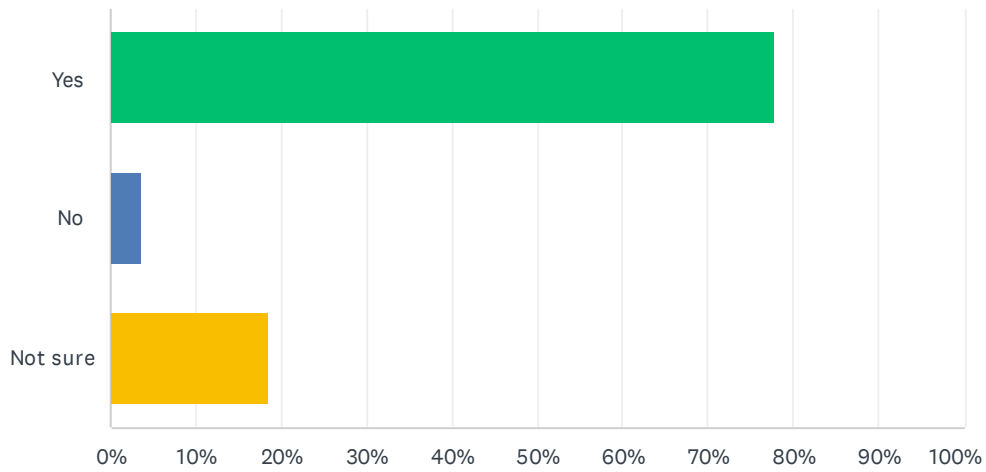
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	74.07%	20
No	18.52%	5
Not sure	7.41%	2
TOTAL		27

Q3 Has the presence of off duty police had a positive impact on safety?

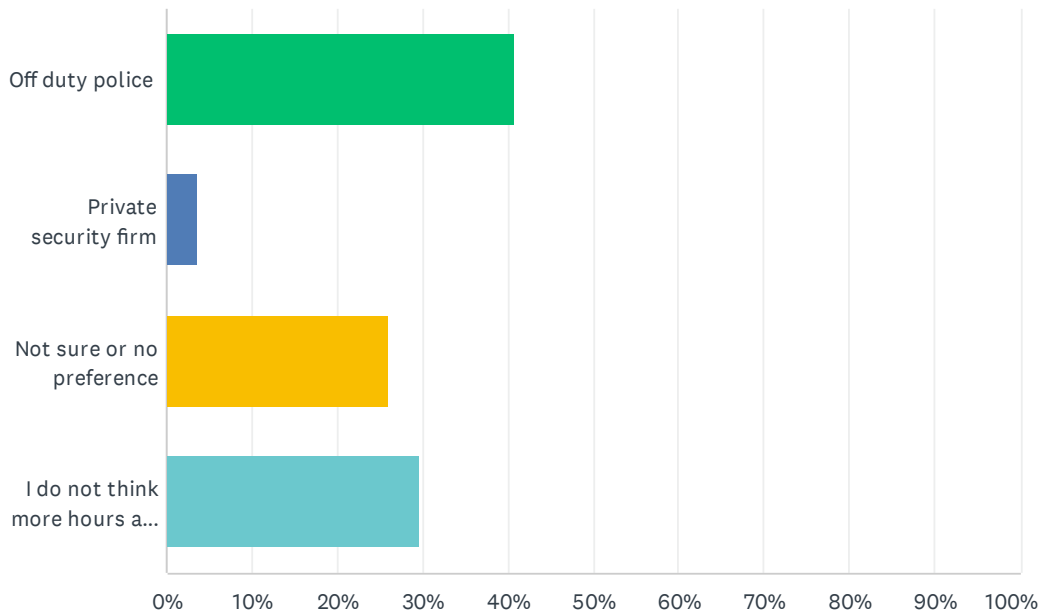
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.78%	21
No	3.70%	1
Not sure	18.52%	5
TOTAL		27

Q4 If you feel more hours are needed, would you prefer:

Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Off duty police	40.74%	11
Private security firm	3.70%	1
Not sure or no preference	25.93%	7
I do not think more hours are needed	29.63%	8
TOTAL		27