



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, April 6, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; March 2, 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. Credit Card Policy (Action)
 3. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Tuition Reimbursement (Discussion)
 3. Emergency Response Plan (Discussion)
 4. 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: March 2, 2023

Time: 4:30 p.m.

Board Room

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

Present

Karl Coleman
Shelli Brunner
Sofia Xethalis

Absent:

Susan Avery

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Executive Administrative Assistant
Alissa Henkel, Director Programs, Resources, and Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:33p.m.

Public comments: None

Consent Agenda with February 2, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated Taneshia Cunningham's position of Clerk 1 is posted.

Drug and Alcohol-Free Workplace (Action) Mr. Meyer stated he has no changes. This is a review of the policy. Ms. Brunner made a motion to approve as presented. Ms. Xethalis seconded the motion. The motion was adopted.

Procedure to Determine On-the-Job Intoxication (Action) Ms. Xethalis accepted policy as presented. Seconded by Ms. Brunner. The motion was adopted.

Other (Discussion) Mr. Meyer stated the Library attorney is taking a new role and will no longer be assigned to the Library. His replacement is Jordan T. Klein. Mr. Meyer will add this to the Board agenda to be discussed. There was a discussion about Ms. Brunner remaining on the Foundation board, and having a sign-up sheet for the Friends of the Library meeting.

Old Business

Diversity, Equity, Inclusion (Discussion) The next DEI meeting is on 3/8/23 at noon in the Staley conf. room.

Tuition Reimbursement (Discussion) There was a discussion about options for tuition reimbursement.

Emergency Response Plan (Discussion) Mr. Meyer stated the City has taken the lead on the plan. The Library is waiting on additional information. The upgraded radios have been ordered. Additional hours will be offered for increased security.

Adjournment

Ms. Xethalis made a motion to adjourn, seconded by Ms. Brunner at 5:09p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 3.2.23



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DECATUR PUBLIC LIBRARY CREDIT CARD POLICY

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

Credit card accounts will be established in the name of the Decatur Public Library; cards will be issued with the City Librarian's name.

Retail store-issued cards are required to be used at the issuer's store in order to ensure tax-exempt purchases.

Credit cards will be used for registration and travel expenses related to conferences and/or workshops, prepayment for materials when required by a vendor, online purchases of Library materials and equipment, as well as for all other purchases where practical.

Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to or including termination.

Credit Card Oversight and Audit

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use.

In the event of activity which does not comply with this policy, or in case of unauthorized use of the credit card, appropriate disciplinary action, up to or including termination, will be taken. In addition, the employee will be required to reimburse the Library for any improper credit card purchases.

Credit cards are the property of the Library and must be returned to the Administrative office upon termination of employment with the Library. The Administrative Assistant is required to immediately close such credit card accounts.

Payment of the monthly balance must be made in such a fashion that no finance charges are incurred.