

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**Personnel, Property and Public Relations Committee  
Minutes**

**Date: November 3, 2016**

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

**Location: Decatur Public Library Board Room**

**In Attendance:** Mark Sorensen (Chair)  
John Phillips  
Paula Heinkel  
Keyria Rodgers

**Staff:** Rick Meyer, City Librarian  
Robert Edwards, Asst. City Librarian

**Other Board Members:**

**Absent:** Gregg Zientara

**Call to order**

Mr. Sorensen called the meeting to order at 4:34 p.m.

**Agenda**

Motion to approve the agenda by Mrs. Heinkel, seconded by Ms. Rodgers, unanimously approved

**Minutes**

Motion to approve the October 6, 2016 minutes by Mrs. Heinkel, seconded by Ms. Rodgers, unanimously approved

**Strategic Plan**

Mr. Meyer spoke about the conversations with Library Strategies and Jones and Thomas. He said the library had its first meeting with the strategic planning group. He said the meeting was mostly an informational and data-gathering meeting. He discussed the surveys, SWOT analysis and staff and community involvement. He discussed the coordination with Jones and Thomas and the community retreat. He talked about the participation scheduled for late January or early February. Mrs. Heinkel talked about her past experiences, giving her insight on challenges that might come up during the planning. There was discussion about the participants to be involved.

**Asset Disposition Policy**

There was discussion about the name of the policy. Mr. Meyer said he had looked that the City's policy but it was a little too complex for library use. He said the policy in hand was derived from discussions with the Library's attorney. There was discussion about disposing of library property. Mr. Sorensen asked if the money would go back to library. Mr. Meyer discussed the process of the library receiving funds for items that are sold. There was discussion about the sale of the bookmobile. Mr. Meyer discussed some of the proposals for the bookmobile. Motion to approve the policy with the change of title and the approval of legal counsel by Ms. Rogers, seconded by Mrs. Heinkel, unanimously approved

### **Social Media Policy**

Mr. Meyer stated that he had reviewed the Social Media Policy with staff. He discussed some of the conversations from their meetings. Mr. Sorensen discussed protected activity by other whistleblower policies. He suggested rearranging some of the lines in the policy. Mrs. Heinkel said that she didn't have a problem with the policy as it was presented, which was similar to other policies that she had read. Mr. Sorensen said that the board and possibly the volunteers could be added to the language. Ms. Rogers said she was ok with the policy. Motion to approve the Social Media Policy with the changes, pending the review by the library's attorney by Mr. Phillips, seconded by Mrs. Heinkel, unanimously approved

### **Revision to Continuing Education and Travel Policy**

Mr. Meyer said some of the language in the previous policy needed clarifying, which is what brought about the revision. Motion to adopt the revised policy by Ms. Rogers, seconded by Mr. Phillips, unanimously approved

### **Labor Negotiations update**

Mr. Meyer said, the AFSCME contract expires April 30, 2017. He said they had met with the representatives and would have the next meeting within a few weeks. He asked if anyone on the Personnel, Policy and Public Relations committee wanted to be on the negotiating committee. There was discussion about the meetings and the proposed changes to the contract Mr. Meyer discussed some of his thoughts on what changes he would like to see in the contract. There was discussion about benefits. Mr. Phillips said he would like to have the library's attorney present while they were discussing the contract negotiations with the union. Mr. Meyer said he had thought the attorney would view the contract during the end of the process. Mr. Phillips said he would like to see the attorney also helping the library throughout the process. Mr. Phillips asked if they had discussed terms in the last meeting. Mr. Meyer said yes, but it would also depend on the contract provisions. Mr. Phillips said, maybe the union would be willing to consider a longer term contract than normally. Mr. Meyer said he and Mr. Edwards were meeting with the union representatives next week to discuss the contract negotiations.

### **New Business**

Mr. Meyer informed the committee of the recent retirement of Ms. Lee Wiley and resignation Ms. Mary Aylmer.

### **Other**

Mr. Meyer discussed the upcoming holidays and his thoughts about closing the library for Christmas Eve. Mr. Sorensen asked if he was making a recommendation to do so. There was discussion about if the day would be paid or unpaid leave. Mr. Sorensen asked if a lot of people used library resources on Christmas Eve.

Mr. Sorensen said a citizen had contacted him about the good job Mr. Meyer has been doing.

There was consensus by the committee that they would not have meetings in December.

Mrs. Heinkel said she would not be able to attend meetings for the months of December and January.

### **Public comments**

None

**Meeting Adjourned**

Motion to adjourn by Mrs. Heinkel, seconded by Ms. Rodgers at 5:45 pm, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 1/5/2017