



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, October 4, 2022

4:30 p.m.

Board Room

- I. Call to Order Karl Coleman
- II. Consent agenda (Agenda; September 1, 2022 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. Remote Work Policy (Action)
 3. Management Personnel Policy (Action)
 4. Program Policy (Action)
 5. Reference and Readers Advisory Policy (Action)
 6. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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

Date: September 1, 2022
Time: 4:30 p.m.
Board Room

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

Present

Karl Coleman
Shelli Brunner
Sofia Xethalis

Absent:

Susan Avery
Anay Hunt

Staff: Rick Meyer, City Librarian

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

Guests:

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

Public comments: None

Agenda- Mr. Coleman requested a motion to approve the agenda. Ms. Xethalis made a motion to approve the agenda, seconded by Ms. Brunner. All in favor. The motion was adopted.

Minutes of August 4, 2022 Mr. Coleman requested a motion to approve the August 4, 2022 minutes. Ms. Xethalis made the motion to approve the minutes, seconded by Ms. Brunner. All in favor. The motion was adopted.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated a part-time Library assistant took another job

so The Library has 1 position open.

City Librarian Compensation (Action) (This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 §2 (c) (1)) (Action) Mr. Coleman stated the Board requested to have a copy of the COLA adjustment standards, the evaluation policy, staff vs. administrative staff raises, a copy of Mr. Meyer's contract, and a copy of the union contract. Mr. Meyer stated there is a contractual agreement that is in place for the AFSCME staff. It is considered the base for raises for administrative staff. Mr. Meyer does not have a contract. The Board bylaws state it is the Boards responsibility to determine the City Librarians salary adjustment. Ms. Xethalis made a motion to table, seconded by Ms. Brunner. All in favor. The motion was adopted.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer believes the DEI meeting tomorrow is the last meeting and then The Library will receive the deliverables. Further policies will be reviewed using the DEI document.

Remote Work Policy (Action) Mr. Meyer stated he has not received the final word from the City's risk manager. Ms. Brunner made a motion to table, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Management Personnel Policy (Action) A discussion was held about the suggested changes from The Library attorney. Mr. Meyer proposed adding Juneteenth, removing Good Friday, and making the language consistent. Adding new parent leave is also a consideration. Ms. Xethalis made a motion to table, seconded by Ms. Brunner. All in favor. The motion was adopted.

Collection Development Policy (Action) Mr. Meyer stated that under principals, there is some diversity language that we can strengthen. Ms. Brunner made a motion to approve the collection development policy as written, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Adjournment

Mr. Coleman requested a motion to adjourn at 5:01pm. Ms. Brunner made a motion, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of the library's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Work from home arrangements do not affect employees' employment terms. I



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Program Policy

Purpose

- The Program Policy reflects the diverse needs of the Decatur community and the Library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The Library believes that programs are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and interests through this content.
- Through our programs we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The Library strives to achieve broad participation in its services, including attendance at and participation in programs. The Library's programs, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The Library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, speakers, hosts, or partners will not be cause for automatic inclusion *or* exclusion. Each program will be selected on its individual merit and role in the Strategic Plan. Decatur Public Library does not promote all of the ideas found in its programs nor the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the Library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#).
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

Responsibility for Programs

Ultimate responsibility for programs rests with the City Librarian who operates within a framework of policies established by the Decatur Public Library Board of Trustees. The City Librarian delegates responsibility for Programs to the Head of Programs, Resources and

Services. He or she may delegate responsibility for selection and maintenance of specific programs to various staff members, operating within the guidelines provided by the Policy.

Scope

The Library develops meaningful programs that are positioned to meet the needs and interests of the community as measured by attendance and surveys; and less formal inputs via conversations with the community and professional insights in the course of community engagement.

Selection

Program selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Staff professional expertise
- Availability of vetted volunteers
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

Discontinuation of Serial Programs

Ongoing evaluation and review of library programs is necessary to maintain a viable use of space and time that meets the Library's needs and is of current interest to patrons. The Library will at least every six months evaluate all ongoing programs to assess continuing viability. Criteria will include attendance, participant feedback, perceived impact, and alignment with the Library's Strategic Plan, Mission, Vision, and Values.

Volunteer Led Programs

Decatur Public Library encourages and accepts donations of time and expertise to lead programs, with the understanding that the decision whether to conduct a program will be based on the above criteria and the Library reserves the right to not accept any volunteer program.

Reconsideration of Library Programs

Any citizen may request that the Library reconsider programs. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Programs* (see attached). The

City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month or sooner if the time frame requires. In no cases will a reconsideration of a program occur if the request for reconsideration is received less than one week prior to the program. The City Librarian will use the findings of the committee to assist his or her decision regarding the retention of the program. The City Librarian shall include information on any formal complaints, and his or her decision with regard to the challenged programs, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees at least once every three years.

Approved by Decatur Public Library Board of Trustees April 18, 2019



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Reference & Reader's Advisory Services Policy

Definition:

Reference Service Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. (Reference and User Services Association (RUSA))

Readers' Advisory Services is provided by public services librarians who assist in the reading needs of the patrons of a public library. A readers' advisor recommends specific titles and/or authors, based on knowledge of the patron's past reading preferences, and may also compile lists of recommended titles.

Introduction:

Staff trained to provide reference service and materials are available all hours the library is open. Decatur Public Library (DPL) staff will respond to all reference and information questions as efficiently, accurately, and completely as possible, and in a timely manner. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to the appropriate non-library resources. Every attempt is made to provide accurate answers to all questions. When possible, staff will refer patrons to authoritative, reputable sources, and offer supporting documentation or information upon further inquiry. Patrons have a right to be informed of the sources used to answer their questions.

Readers' Advisory Services answer questions that have more to do with the patron's leisure reading than their informational needs. Readers' advisory covers both fiction and nonfiction titles. Readers' advisory shall be provided in the following methods: formal or informal readers' advisory interviews with staff; bestseller lists; displays; genre labels; library resources such as NoveList. Readers' advisory is provided to all ages and without judgment of reading tastes or interests.

Access

The library will provide reference services and materials to all persons regardless of the age, race, gender, national origin, economic status, religion, sexual orientation, or disability. Patrons do not need to be registered DPL cardholders to use library facilities, reference materials or services. Service is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, e-mail, instant message, or other forms of technology as they emerge. The reference questions of patrons present at the library are given the highest priority.

Confidentiality

The needs of library patrons are treated with respect. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

Services

Insofar as it is possible, reference services shall not only meet but also anticipate patron needs. The library shall provide instruction in the effective use of its resources. Such instruction can include individual explanation of information resources, written guides and instructions, group presentations, videos, or other forms of technology as they emerge. Print and electronic resources are available to assist staff and patrons in answering questions. Electronic books and subscription databases are available remotely to DPL cardholders, except where not permitted by license agreements.

Reference staff may be available to work one-on-one with patrons to assist in their information needs. Staff instructional sessions include, but are not limited to, using library's research databases, training on Internet, basic Microsoft products, and specific electronic devices such as e-readers. Staff set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to reference services for all patrons. Staff reserves the right to schedule appointments for one-on-one sessions as time permits.

Staff may assist patrons with basic computer operations and applications and/or refer patrons to other resources for further assistance. When assisting with computer resources, staff will not enter personal information for patrons.

Limits of Services

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice. Staff will not engage in conversation or debate of a personal nature, including but not limited to religious or political beliefs, or their personal lives. Patrons may not expect to work exclusively with a particular staff member.

Evaluation of Reference Service and the Reference Policy

The library will evaluate its service every three years to assure that the service furthers the institution's goals, and the goals reflect the needs and interest of the community served.

Approved by the Decatur Public Library Board of Trustees
November 2019