

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: January 5, 2017

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Chair)
John Phillips
Gregg Zientara
Keyria Rodgers

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

Other Board Members:

Absent: Paula Heinkel

Call to order

Mr. Sorensen called the meeting to order at 4:37 p.m.

Agenda

Motion to approve the agenda by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Minutes

Motion to approve the minutes by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Strategic Plan

Mr. Meyer informed the committee that he had received the raw data from the staff survey. There was discussion about the library strategic plan, the community survey going out and the email blast. Mr. Sorensen asked about the list of invitees. Mr. Meyer said the responses had been very positive. There was discussion about the responses and demographics of the responders. Mr. Meyer discussed his concerns about the responses not being as diverse as he would've liked for them to be. There was more discussion about the responses in the demographics. Mr. Sorensen asked if there was can be a general invitation to the public. Mr. Meyer answered no. There was discussion about how to organize the meeting and to how to fit it into the guidelines of the open meetings act. There was discussion about adding additional candidates and some of the challenges of doing so.

Labor Negotiations update

Mr. Sorensen announced that the Library Board would be going into closed session for this part of meeting.

Motion to enter into closed session pursuant to Section 5 ILCS 120 § 2 (c) (2)

“Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees” by Mr. Phillips, seconded by Mr. Zientara at 4:47 pm, unanimously approved.

Motion to exit closed session at 5:13 pm by Mr. Zientara, seconded by Ms. Rodgers, unanimously approved

Mr. Sorensen reported that the closed session had been to discuss the terms of the AFSCME union negotiations.

There was discussion about the entrance door to library not working. There was discussion about past and present maintenance processes. Mr. Zientara said he would check in to the process.

New Business

Mr. Sorensen discussed the preferred language changes for the volunteer policy. He suggested the possibility of adding language about vetting the volunteers for the safety of children. There was discussion by the committee about training. Mr. Meyer said he had discussed about the issues that could come up with the policy and children's safety with the Library attorney Chris Siudyla. There was discussion about background checks and the volunteers. Mr. Meyer talked about previous experiences working with volunteers and background checks. Mr. Sorensen suggested that they speak with Katie Gross the Head of Children's and again with Mr. Chris Siudyla. There was more discussion. Mr. Meyer said he would contact the library attorney about the language.

2017 Meeting Dates

Mr. Sorensen announced dates for meeting dates for 2017. Motion by Ms. Rodgers that the 2017 meeting dates be recommended to the full board, seconded by Mr. Zientara, unanimously approved

Other

Consent Agenda

Mr. Meyer discussed the use and benefits of adopting a consent agenda. There was discussion about the consent agenda.

Public comments

None

Meeting Adjourned

Motion to adjourn by Mr. Zientara at 5:35 pm, seconded by Mr. Phillips, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 2/2/2017