



## DECATUR PUBLIC LIBRARY

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### BOARD OF TRUSTEES

### Personnel, Policy, and Public Relations Committee

### AGENDA

**Thursday, September 1, 2022**

**4:30 p.m.**

**Board Room**

- I. Call to Order Karl Coleman
- II. Consent agenda (Agenda; August 4, 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. City Librarian Compensation (Action) (This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)) (Action)
  3. Other (Discussion)
- VI. Old Business
  1. Diversity, Equity, Inclusion (Discussion)
  2. Remote Work Policy (Action)
  3. Management Personnel Policy (Action)
  4. Collection Development Policy (Action)
  5. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



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

**Date: August 4, 2022**

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

**Board Room**

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

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#### **Present**

Karl Coleman  
Susan Avery  
Sofia Xethalis

#### **Absent:**

Shelli Brunner

**Staff:** Rick Meyer, City Librarian  
Alissa Henkel Head of Programs, Resources, and Services

**Guests:**None

**Call to Order:** Mr. Coleman called the meeting to order at 4:33 p.m.  
Ms. Xethalis was sworn in as a Board Member.

#### **Public comments:**

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

**Minutes of July 7, 2022** Mr. Coleman requested a motion to approve the July 7, 2022 minutes. Ms. Avery made a motion to approve the minutes, seconded by Ms. Xethalis. All in favor. The motion was adopted.

**Written Communications from the Public:** Mr. Meyer stated he received several comments for and against the book challenge decision. The Library also received a freedom of information request regarding the book challenge.

#### **New Business**

Personnel Update (Discussion) Mr. Meyer stated he had nothing new to report.

## **Old Business**

Diversity, Equity, Inclusion (Discussion) Mr. Meyer stated they have begun work on the strategy. Mr. Meyer will resend the guidelines to the committee.

Remote Work Policy (Action) Mr. Meyer is waiting on guidelines from the City. Ms. Xethalis made a motion to table, seconded by Ms. Avery. All in favor. The motion was adopted.

Management Personnel Policy (Action) Mr. Meyer discussed the marked-up version of the policy. A copy was also sent to The Library attorney for review. Mr. Meyer suggested removing the text that is in all caps, adding time off for the birth of a baby for men and women, reviewing the pay increase schedule, considering removing the nepotism clause, also considering whether it's acceptable for staff to have a second job, and increasing tuition reimbursement. Mr. Coleman moved to table this discussion, seconded by Ms. Xethalis. All in favor. The motion was adopted.

Other (Discussion) There was a discussion about the City Librarian salary increase. Mr. Meyer will send the link to the Board for the Board application.

## **Adjournment**

Mr. Coleman requested a motion to adjourn. Mr. Coleman made a motion to adjourn at 5:09 pm, seconded by Ms. Avery. All in favor. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant

Draft 8/11/22

# 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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### Collection Development Policy

#### Purpose

- The Collection Development 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.
- Decatur Public Library believes that collections 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 collections we work to facilitate equitable experiences for engagement, education, and inspiration.

#### Principles

- The Library strives to achieve broad participation in its services, including the sustained use of materials. Decatur Public Library will regularly review the collection to ensure it reflects 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, or language will not be cause for automatic inclusion *or* exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community assets.

#### Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Programs, Resources and Services and Archives and Special Collections. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

## **Scope**

The Library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

## **Selection**

Material selection criteria are informed by:

- Community interests & impact
- National and international news and events
- Publishing and social trends
- Professional reviews and journals
- Collection analysis software
- Staff professional expertise
- Holdings by other libraries in the SHARE consortium
- Cost
- Available space
- Maintenance

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The Library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

## **Formats**

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

## **Special Collections**

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

## **Networks**

No library has the resources available to meet the needs of all users all the time. The Library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The Library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the Library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our Library's patrons.

## **Deselection**

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the Library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. Staff may use collection analysis software to inform deselection decisions.

## **Gifts and Donations**

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the Library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Decatur Public Library does not accept gifts of self-published materials. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the Library cannot be returned to donor.

## **Reconsideration of Library Materials**

Any citizen may request that the Library reconsider materials that are part of the collection. If a citizen wishes to make a complaint they should do so by calling the library administration office or contacting the City Librarian at [citylibrarian@decaturlibrary.org](mailto:citylibrarian@decaturlibrary.org). 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. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The complainant will be notified in writing of the City Librarian's decision. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the Library Board.

## **Review of Policy**

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

**Approved by the Decatur Public Library Board of Trustees  
October 18, 2018**

**Amended by the Decatur Public Library Board of Trustees  
November 19, 2020**