

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee Minutes of Meeting

Date: November 7, 2013

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Teena Zindel-McWilliams (President) **Staff:** Robert Edwards, Asst. City Librarian
Mark Sorensen
Dr. Priscilla Palmer
Ed Costa

Guests: Garry Davis
John Phillips

Absent: Eugene King

1. Call to order

Mrs. Zindel-McWilliams called the meeting to order at 4:40 p.m.

2. Agenda

Motion to approve agenda made by Dr. Palmer, seconded by Mr. Costa

3. Minutes of Previous Meeting

Motion to accept agenda by Mr. Costa, seconded by Dr. Palmer

4. OLD BUSINESS

Mrs. Zindel-McWilliams mentioned that Mr. King would not be able to make the meeting. She covered the recent developments of the Search Committee. Mr. Sorensen mentioned that the links on the Library website didn't seem to be working properly. Mrs. Zindel-McWilliams asked Mr. Edwards to send out a PSA. Mr. Phillips mentioned that it seemed like a good idea. Mr. Phillips mentioned that he hadn't seen the final job ad yet. Mrs. Zindel-McWilliams mentioned that she would get a copy out to everyone.

5. New Business

Mr. Edwards introduced the policies to be reviewed by the Board. There was discussion about the WiFi policy. Mr. Edwards explained that that the Wi-Fi policy was the computer login

policy. There was discussion about the change of dollar amount. Motion to approve Dr. Palmer, seconded by Mr. Costa

Mr. Edwards discussed the camera policy proposal and need for a policy. There was discussion about the time that the images and tapes should be keep. Mr. Davis mentioned the subpoena statement. There was discussion about the police need for the library tapes. Motion to approve, Dr. Palmer, seconded by Mr. Costa

Mr. Edwards discussed the present return book policy, the 2-year time period and the past library procedure of returning money up to 2-years. There was discussion about the amount of time that should be given to return books. Motion by Mr. Phillips to approve policy and that the library should not return money after the patron has paid for lost items, seconded by Mr. Costa

Mr. Edwards discussed the present fines and fees and the desire for the children's fines for the print materials to be lower than the adults and changing the threshold. There was discussion about the fines, the threshold and the collection fines. Motion to change present policy, adjusting fees and changing threshold to \$10.00 Mr. Costa, seconded by Dr. Palmer

Mrs. Zindel-McWilliams mentioned the nominations and that the terms were out of sync. Mr. Sorensen discussed his concerns about the nomination periods and timeframe. The Board discussed the terms and keeping members. Mrs. Zindel-McWilliams mentioned that the City ordinance defined the terms.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Costa

Adjourned at 5:20 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 12-5-2013