

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

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Minutes

Date: June 6, 2019

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen

Donna Williams

Samantha Carroll

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Michael Sexton, Dr. Ngozi Onuora

Guests:

Call to order – Mr. Sorensen

Meeting called order by Mr. Sorensen at 4:30 p.m.

Approval of agenda

Motion to approve the by Mrs. Carroll, seconded by Mrs. Williams, unanimously approved

Minutes

Minutes approved by Mrs. Williams, seconded by Mrs. Carroll, unanimously approved

Communication from the Public

None.

Old and New Business

Mr. Meyer said that he had contacted HR Source and with their assistance had come up with a proposal to investigate 10 management job descriptions and structures. He said the total cost of the proposal would be \$2350 total. Mr. Meyer explained the scope of the work to be done by HR source. Mr. Sorensen asked how the proposal fit in with the job audit that had been discussed. There was discussion about the current job descriptions. Mr. Meyer described some of the job descriptions currently on file. He said some of the descriptions were outdated and not a good fit for what the library currently does. Mr. Sorensen asked Mr. Meyer his recommendation. Mr. Meyer said he thought the good price is a good price and they could get additional information from HR Source for about \$185. There was discussion. Mr. Meyer said he recommended the library acquired the services of HR source. Motion to approve by Mrs. Carroll, seconded by Mrs. Williams, unanimously approved

New Board Members

Mr. Sorensen discussed the submission for candidates. He said the topic would be brought up again in July. He said there were two additional candidates to consider. There was discussion. Mr. Sorensen said he didn't remember any of the previous mayors being as hands on as the current mayor, Julie Moore-Wolfe.

Mr. Sorensen said that new members could also be sworn in at the committee meetings. There is was discussion about the appointment deadlines.

Bylaws

Mr. Sorensen presented the bylaws changes that had been submitted by Mr. Meyer. There was discussion about the modified bylaws. Mrs. Carroll asked if there was any other information that would be useful to have in the bylaws. Motion to recommend the the bylaws with the modifications approved by the committee by Mrs. Williams, seconded by Mrs. Carroll, unanimously approved

FOIA

Mr. Meyer discussed the FOIA requests that the library had received to date. Mr. Sorensen asked if all of the library's records that had been requested were kept in one place. Mr. Meyer answered that the records were in the administration area or on the library server. Mr. Meyer informed the committee about the protester that was protesting the library.

Public comment

None

Adjourn

Motion to adjourn at 5:05 p.m. by Mrs. Carroll, seconded by Mrs. Williams, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/11/2019