



DECATUR PUBLIC LIBRARY

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

Date: February 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Kathleen Wrigley

Present: Samantha Carroll

Michael Sexton

Kathleen Wrigley

Karl Coleman

Susan Avery

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Administrative Aide

Absent:

Guests: None

Call to Order:

Mr. Sexton called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- Mr. Sexton requested a motion to approve the agenda, Ms. Carroll made the motion, seconded by Ms. Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, unanimously approved.

Minutes- Minutes of January 7, 2021 meeting Mr. Sexton requested a motion to approve the January 7, 2021 minutes, Ms. Wrigley made the motion, seconded by Ms. Carroll. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes, unanimously approved.

Public comments

None

Written Communications from the Public

None.

New Business

Personnel Update

The Secretary position was re-opened. 12 candidates were interviewed. An offer will be made to a candidate next week.

Board of Trustees Bylaws

Discussed board members term limits & liason assignments to the Friends of the Library and Foundation board meetings. The process for selecting Board officers was discussed. Decided to give it a fuller reading next month and make changes to the language. Mr. Sexton requested a motion to table the Board of Trustees Bylaws, Ms. Carroll made a motion to table it, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote Ms. Carroll yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Avery yes, and Mr. Sexton yes.

Library Records Confidentiality Policy

Mr. Sexton requested a motion to recommend the Library Records Confidentiality Policy to the full board, Ms. Wrigley made the motion to recommend it to the full board, seconded by Ms. Avery. Mr. Sexton requested a roll call vote, Ms. Avery yes, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, motion passes.

Sexual Harassment and Retaliation Policy

Ms. Carroll made a motion to table the Sexual Harassment and Retaliation Policy, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Sexton yes, motion passes.

Workplace Discrimination, Harassment, Violence, and Retaliation Policy

Ms. Carroll made a motion to table the Sexual Harassment and Retaliation Policy, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Sexton yes, motion passes.

Diversity, Equity, Inclusion

Mr. Edwards said there is not much to report, that he is waiting on a couple of contact to get back with him. He did speak with Karen Lyons to review the proposal that was presented and discussed grants for the training.

Ms. Avery asked if Ms. Carroll scheduled Mr. Meyers evaluation, and

Adjournment

Mr. Sexton, requested a motion for adjournment, Ms. Carroll made the motion seconded by Ms. Avery. Mr. Sexton requested a roll call, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, Ms. Wrigley yes, and Mr. Sexton yes, adjourned at 4:54 p.m.

Scribe,
Betti Jo Heckwine
Administrative Aide

(Approved 03/04/21)