



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, June 2, 2022

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda, May 5, 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. Tool Library (Action)
 3. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. City Librarian Annual Review (Discussion)
 3. Remote Work Policy (Action)
 4. Unattended Children Policy (Action)
 5. Continuing Education and Travel Policy (Action)
 6. Other (Discussion)
- VII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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

Date: May 5, 2022

Time: 4:30 p.m.

Board Room

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

Present

Samantha Carroll
Karl Coleman
Shelli Brunner
Susan Avery

Absent:

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Executive Administrative Assistant
Alissa Henkel, Head of Programs, Resources, and Services

Guests:

Call to Order: Ms. Carroll, called the meeting to order at 4:31 pm.

Public comments:

Consent Agenda and Minutes of April 7, 2022- Ms. Carroll requested a motion to approve the agenda and April 7, 2022 minutes. Ms. Avery made a motion to approve the agenda and minutes as presented, seconded by Ms. Brunner. All in favor. The motion was adopted.

Written Communications from the Public: none

New Business

Personnel Update (Discussion) Mr. Meyer stated the new librarian, Tye Pemberton, started on Monday, May 2. There will be a civil service retirement coming up soon that will need to be filled. Mr. Meyer is considering combining the circulation staff job duties into 1 title. He is also considering hiring a local history staff member.

Mr. Coleman joined the meeting at 4:35pm

Material Challenge Report (Discussion) Mr. Meyer reported on the material challenge that was brought forth during the last Board meeting. The form has been sent to the requester. He has not heard back from her yet. Mr. Meyer will answer the questions that were raised during the Board meeting. Once the form comes back, an ad hoc committee will be formed. The committee will review the challenge, which could take up to 30 days, if needed. Mr. Meyer will report back to the Board and the patron within that 30 days.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer stated the DEI engagement committee will discuss the handout tomorrow. Mr. Meyer stated he would like to hear from that committee once they have a chance to discuss the handout. Nikki Bond is being considered as a local consultant.

City Librarian Annual Review (Discussion) The committee has not had an opportunity to review the material.

Remote Work Policy (Action)

Mr. Meyer does not have an update. As of the last meeting, workman's comp does cover working at home, however, we are waiting on guidelines.

Adult Computer Use and Internet Access Policy (Action)

Mr. Meyer stated the portion of this policy to be addressed is patrons having appropriate identification. We have had to turn patrons away from being able to use the computers due to lack of identification. This has been reported as an equity issue. There is a small population that does not have any identification. Ms. Carroll moved to strike the sentence from the policy, seconded by Mr. Coleman. All in favor. The motion passed.

Library Use Guidelines (Action) The topic being addressed is sleeping on Library property. Currently, the staff are performing wellness checks for those patrons that appear to be sleeping. This guideline applies to the interior portion of the Library. The exterior of the Library is City Property. Ms. Avery moved to leave the Library use guidelines as is, seconded by Ms. Carroll. All in favor. The motion passed.

Continuing Education and Travel Policy (Action) Mr. Meyer stated we need more guidance on who is going to attend what event. We currently use government service guidelines to keep everyone on track. This policy includes staff and trustees. Mr. Meyer will ask some colleagues about how they handle this action. Ms. Avery made a motion to table, seconded by Ms. Carroll. All in favor. The motion was passed.

Adjournment

Ms. Carroll made a motion to adjourn, seconded by Ms. Avery at 5:12 pm. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

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 our company'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

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.

Unattended Children Policies at Other Illinois Libraries

Schaumburg

Unattended Children

Parents or legal guardians are responsible for the behavior of their children in the Library, whether or not the parents or guardians are in attendance.

Schaumburg Township District Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children ages 8 and over are free to use the Library's facilities and resources, provided that their behavior conforms to the Code of Conduct and does not disrupt other Library users or staff members. Children under age 8 must be attended and supervised by a parent or a caregiver age 14 years or older at all times while on Library premises.

The Library welcomes the use of its facilities and services by children. Library staff members are committed to the well-being and safety of children, and are happy to help children use the Library. Any public place may be dangerous for a child who is left unattended and unsupervised by a parent or caregiver. It is impossible for Library staff to guarantee a safe environment. Library facilities are not licensed or designed to provide basic child care needs such as adult supervision, nutrition or emergency care.

Parents and caregivers must control and prevent behavior that disrupts or interferes with the normal operation of the Library or disturbs Library users or staff.

If at any time a child under age 8 is unattended and/or unsupervised the following will occur:

- The parent or caregiver will be paged in order to determine if they are in the Library. If the parent or caregiver is in the Library, they will be directed to stay with and supervise the child.
- If it is determined that the child is in the Library without a parent or a caregiver age 14 years or older, a staff member will call the parent or guardian and request that they pick up the child. If the parent or guardian cannot be reached within 30 minutes or does not respond within 30 minutes, the police will be asked to assume responsibility.
- Anyone not complying with this Unattended Children Policy will first be warned by Library staff and will be advised of the next course of action to be taken by the Library should noncompliance continue.

Library staff may notify the appropriate authorities if they have reason to suspect abuse or neglect.

When visiting the Library without an adult, children ages 8 and older should have definite arrangements to be picked up at closing time or in emergencies. If a minor child is left unattended at closing, staff will first call a parent or guardian. If the parent or guardian cannot be reached or does not arrive within 30 minutes, the police will be asked to assume responsibility.

Two Library staff members will stay with the child inside the Library until the parent or the police arrive.

Oak Park:

If unsupervised children and other patrons who require care are unable to tell staff their full name; parent, guardian, or caregiver's name; and parent, guardian, or caregiver's phone number upon request or if a guardian cannot be reached, the police will be notified.

Urbana:

Parents or legal guardians are responsible for the behavior of their children while their children are in the Library. Children under the age of 8 must be under the direct supervision of a parent or caregiver (age 14 or over) at all times. If a young person under the age of 14 is left unattended after closing, staff are instructed to call the police for a ride home. Library staff are specifically instructed not to provide transportation for children left after closing.

Bloomington

The Library is committed to helping all children with activities related to the Library. However, it is not the responsibility of staff to serve as caregivers, disciplinarians or teachers. Children, just as all library patrons, are subject to all Library rules and policies concerning behavior, conduct, and demeanor. And it is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

Therefore, the staff will try to notify the parent/caregiver of an unattended child whenever:

- *The child is not meeting the Library's Patron Expectations.*
- *The child's behavior disturbs other patrons of the Library.*
- *The child's health or safety may be in danger.*
- *The child is frightened or anxious while alone at the Library.*
- *The child is still at the Library 15 minutes after the Library closes to the public.*

If the parent /caregiver cannot be reached, then the Library will contact the Bloomington Police Department or Child Protective Services as deemed appropriate by the staff. In no instance will staff take the child home.

Peoria

Examples of unacceptable behavior include, but are not limited to:

...

Neglecting to provide proper supervision of children

...

Progressive discipline will be used relative to violations of this policy.

Consequences of misconduct may include one or more of the following: a verbal warning, eviction from the Library, loss of Library privileges, and arrest.

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Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019