



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

Thursday June 6, 2019 4:30 p.m.

Decatur Public Library Board Room

AGENDA

- I. Call to order – Mark Sorensen
- II. Approval of agenda
- III. Minutes
 1. Minutes of May 2, 2019 meeting
- IV. Communication from the Public
- V. Old Business
 1. Management Pay Scale
 2. Other
- VI. New Business
 1. Board of Trustees Bylaws
 2. FOIA Report
 3. Other
- VII. **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.
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org

Filed 5/31/19

This is a FOIA request for all emails, messages, and communications between Board President Mark Sorinson and members of DPL management, including librarians. If this goes over 50 pages, contact me to discuss the charges. 2019 documents are fine for now.

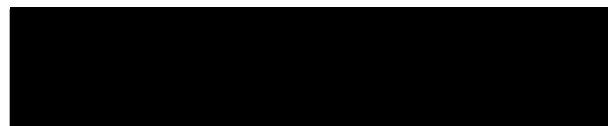
Marc Gindler



Hello,

This is a FOIA request for any/all messages, emails, and communications in regard to St. Paul's Lutheran Church and its partnership with DPL, but not limited to event related communications. From ~~XXXXXXXXXXXXXXXXXXXX~~ 4/11/19 to present

Thanks,
Marc Gindler



From: rmeyer@decaturlibrary.org
Sent: Tuesday, June 4, 2019 10:26 AM
To: 'Steven Luker'
Subject: RE: Additional FOIA Request Luker
Attachments: Luker FOIA Response 5.pdf

June 4, 2019

Steven Luker

Dear Mr. Luker,

Thank you for writing to Decatur Public Library with your request of information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On May 29, you requested [a report of] "the patron incident between Shelley and Kent". A diligent search produced one record of a patron report involving a person named Kent. Your request is granted with the exception that the patron's surname and other personally identifying information redacted under exemption 7(1)(c).

We have attached a copy of the document you requested.

Sincerely,

Rick Meyer
City Librarian
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523
P:217.421.9713



DECATUR PUBLIC LIBRARY

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From: Steven Luker [REDACTED]
Sent: Wednesday, May 29, 2019 6:54 PM
To: Rick Meyer <rmeyer@decaturlibrary.org>
Subject: Additional FOIA Request Luker

May 29th, 2019

Dear Mr. Meyer:

I have reviewed the FOIA request information you provided and I don't see a report from Shelley Whiteside concerning the aforementioned incident with Kent (Katie Eytchison's friend).

I personally witnessed that Shelley banned Kent from DPL for one day. Of course, I only originally asked for incidents that results in police called.

Since I am alleging that you provided a harsher punishment than was given Kent, I am requesting the patron incident between Shelley and Kent be provided to me (redacted with the names black out) under FOIA. Your comment that you want everything documented about me henceforth speaks volumes.

I also notice that mine is patron report #274. It appears that you have had quite a few patron reports; almost on a weekly basis. Don't you think there might be an underlying problem here?

Please review your records again. But first I need all the facts. Then I can present my side of the story. I will criticize the library when I feel it is needed.

Lastly, has the library made any attempt to remediate the noise problem or revise it's policies since 1999, the last time the building was remodeled? Times have changed since 1999. Since 1999, the only changes in layout that have been made was consolidation of the individual reference desks which was made by Lee Ann Fisher. She credits it resulting in greater efficiency.

I look at other libraries such as the Champaign Public Library and I see a more progressive administration. Sunday hours, glass walls, conference rooms, a business center, an auditorium. Then I see the Springfield Public Library where the library chases out the homeless and spends money on new furniture and security.

Since you are at the helm, I hope you will give some thought about where the Decatur Public Library is headed and whether you want the library to be welcoming to all in the next few years regardless of social standing or income. I suggest that the Board be provided monthly statistics about patron incidents in addition to your usual spiel of usage statistics.

Lastly, I am entitled to privacy like any other citizen. I have been approached by strangers asking me whether I've been banned from DPL. I am already judged guilty without presenting my side of the story.

Very Truly,

Steven Luker


BOARD OF TRUSTEES

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Illinois Library Act (75 ILCS/5).

Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter 21 of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

Officers

The officers of the Board shall be President, Vice-President, and Secretary.

Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, assist in developing the agenda with the City Librarian, and perform all other usual duties of a presiding officer. The president shall serve as a voting member of all standing committees.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the board. The secretary may delegate the recording of the proceedings of the meetings to a library staff member designated by the City Librarian.

These officers are empowered to execute contracts relating to library service for patrons residing outside of the City upon such terms and conditions as the Library board shall deem best, provided that the contract is not in conflict with the related IL Statute or ordinances of the City.

Removal

Any officer elected as provided in the bylaws may be removed by a majority vote of the Trustees when, in their judgment, the best interest of the Board will be served by such a removal.

Resignation

Any officer may, at any time, resign his or her office by writing to the President or Vice President of the Board of trustees. Such resignation shall be effective upon receipt unless it states another date.

Article 2. MEETINGS

Regular Meetings

The Board shall meet regularly on a day, time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. In the event that the meeting date falls on a holiday, the regular meeting shall be held the following week. This meeting day and time may be changed by majority agreement of the Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

Annual Meeting

The Annual Meeting shall be held on the same day as the regular February meeting of the Board. Reports of the City Librarian, Board of Trustees, and the Illinois Public Library Annual Report (IPLAR) shall be presented for approval. Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

Special Meetings

Special meetings may be called by the President or City Librarian or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the door of the library Board Room except in the case of a bona fide emergency.

Absences

In the absence of both the President and the Vice-President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

A majority of the Board members currently seated on the Board shall constitute a quorum for the transaction of business at any regular or annual meeting.

Election of Officers and Term of Office

Officers shall be elected in February of each year and shall serve for one year, said term to end on the last day of February or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of March.

Meeting Structure

Meetings shall be conducted following the current edition of Roberts Rules of Order to the extent possible.

Article 3. ORDER OF BUSINESS

The order of business at the regular meetings shall be presented in writing to each board member and shall be as follows:

Call to Order	Reports of Committees
Approval of Minutes	Old Business
Communications	New Business
City Librarian's Report	Public Comments
Adjournment	

Vote on all matters involving the expenditure of funds will be by roll call.

Article 4. COMMITTEES/REPRESENTATIVES

The following standing committees shall be appointed by the President to serve for one year and shall each consist of five Board members to include a chairman, three other Board members, and the President:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

Each of these committees shall meet regularly at a day time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois

Open Meetings Act. The meeting day and time may be changed by majority agreement of the Committee, provided written notice is given seven days prior to the meeting. If no agenda items have been identified or if a quorum of the members will not be present, the meeting will be cancelled and notification of the cancellation will be given.

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library and the Decatur Public Library Foundation.

Special committees for the study and investigation of special problems may be appointed by the President, and will serve until completion of the work for which they were established.

Article 5. RECORDS OF THE BOARD

1. All records of the Library Board shall be kept in the Library and any other locations designated by the Board of Trustees. All such records, except those of closed sessions, shall be open to public inspection during regular hours of operation of the Library Administrative Office. All Board minutes shall also be available on the Library website within 5 business days after approval by the Board.

Article 6. CITY LIBRARIAN

The City Librarian shall:

1. Serve at the pleasure of the Board of Trustees.
2. Be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.
3. Attend all Board and committee meetings, except where the City Librarian's salary, performance, or continued employment is under discussion.
4. Be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.
5. Appoint or hire members of the staff in accordance with Decatur Civil Service Commission regulations.

6. Be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services, and preparing reports showing the library's current progress and future needs.
7. Prepare an annual budget request for the library in consultation with the Board.
8. Oversee the selection and ordering of all books and library materials within the framework of book selection policies approved by the Board.
9. Be expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.
10. Make statistical and evaluative reports to the Board, subject to the review and approval of the Board, and control expenditures of library funds under regulations established by the City of Decatur.
11. Maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. Use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.
13. Fulfill other duties as directed by the Board.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled committee meetings or 3 consecutive full Board meetings, the Board President or designee will contact the absent member and consult about their possible resignation.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library, including contracting for necessary expenses.
4. Excuse himself or herself from any voting where a conflict of interest might be determined.
5. Comply with all applicable statutes regarding bids.
6. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
7. Know the program and needs of the library in relation to the community, know the local and

state laws, keep abreast of standards and library trends and support action to improve the library program.

8. Establish, support, and participate in a planned public relations program.
9. Review the program and operation of the library and make policy decisions regarding its management.
10. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.

Article 8. PUBLIC PARTICIPATION

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, 5 ILCS 120 et. seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.
2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the President of this Board, in his discretion, may permit public comment at any other time during the meeting.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the President of the Board, in his or her discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The President's allowance of public comment on such matters shall be non-precedential in character.

5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 3 minutes per speaker
 - b. 15 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

In his or her discretion, the President may recognize such persons in any sequence or order.

If a substantial number of members of the public desire to comment at any meeting, the President of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

Article 9. AMENDMENTS

These bylaws may be amended or repealed at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting. Bylaws in their entirety will be reviewed every 3 years by the President and at least one additional Trustee and amended as needed.

Article 10. PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974, August 21, 1980, August 15, 1985, January 21, 1988, November 17, 1988, July 24, 1995, May 28, 1998, May 23, 2002, September 18, 2008, December 17, 2009, January 17, 2013, September 17, 2015, and November 16, 2017.

PROPOSAL:

DECATUR PUBLIC LIBRARY

Benchmark Analysis & Structure/Range Development Project

May 16, 2019

SUBMITTED BY:

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation/Survey Analyst

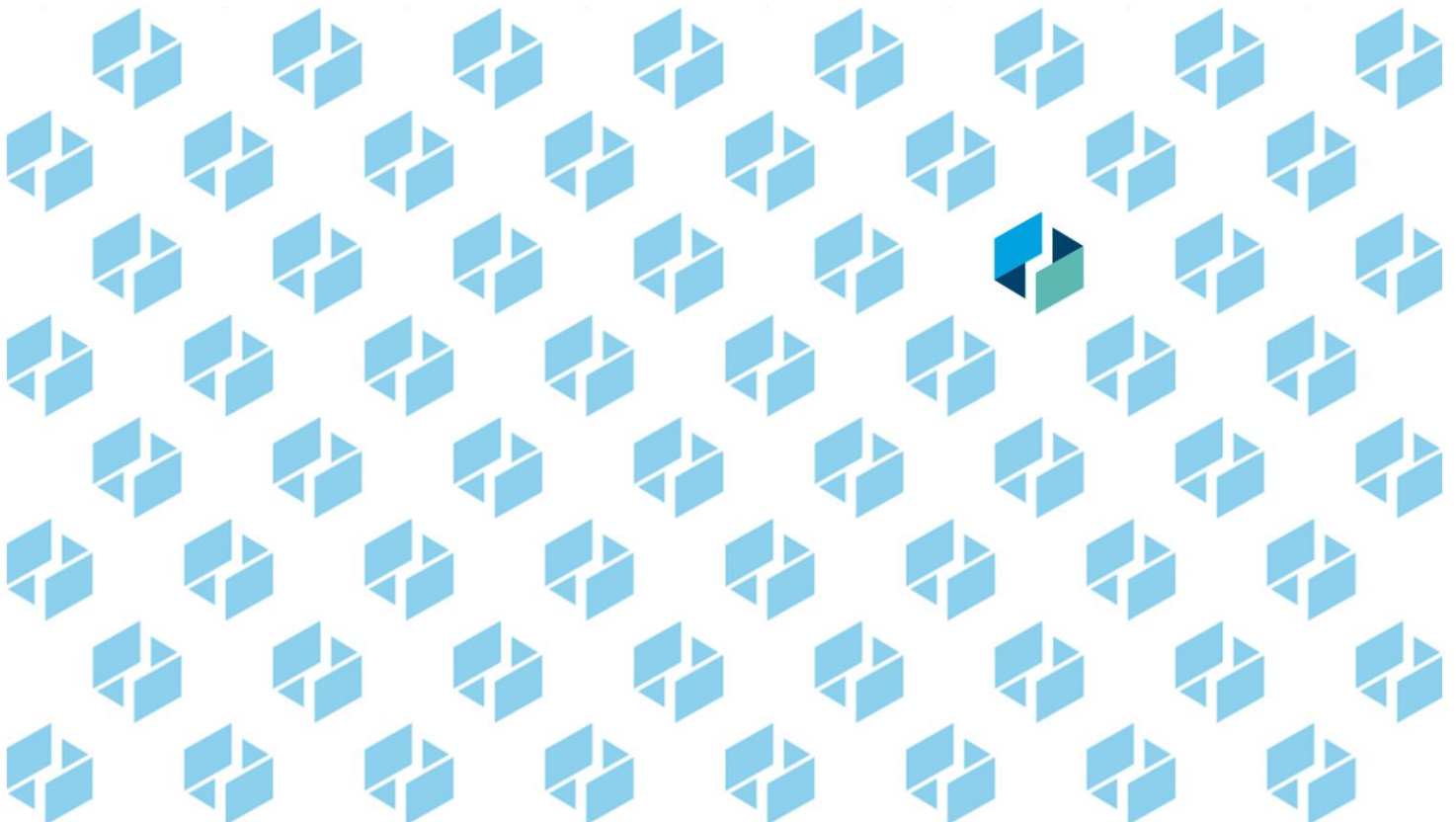


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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1000 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930s. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

- Organizations turn to HR Source for compensation and benchmarking services for many reasons including:
- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

Our Approach

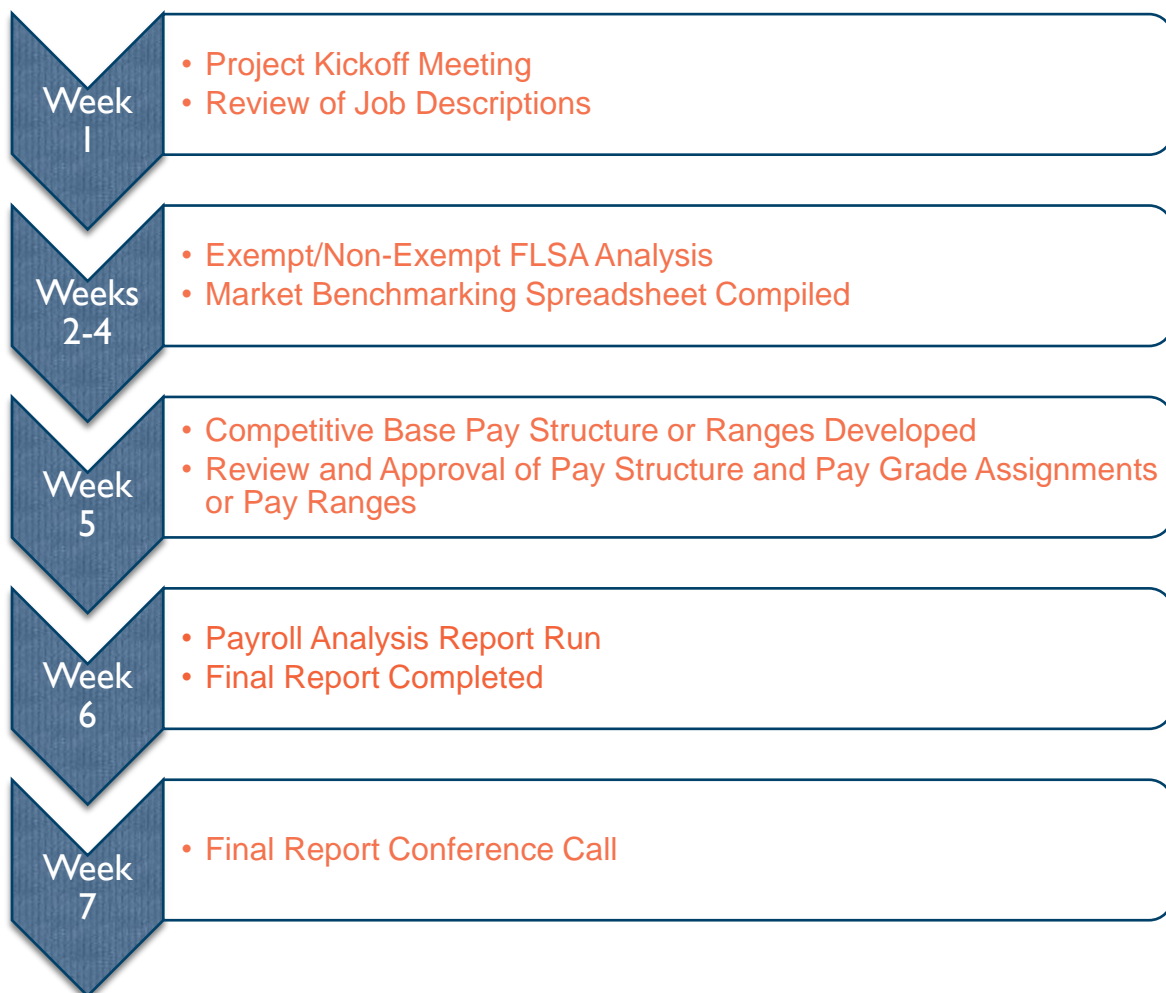
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.
- The analyst will develop a competitive base pay structure or individual pay ranges based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.

Timeline

Below is a proposed timetable. Should the Decatur Public Library agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.





Investment

The scope of the project represents all time and activities involved in the benchmarking study.

10 positions (Member Rate) \$2,350.00

Additional minimum wage consulting (Member Rate) . . . \$185/hr.

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the Decatur Public Library prior to purchase for final decision.

Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

Letter of Agreement

May 16, 2019

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Decatur Public Library
 Contact Name: Rick Meyer
 Address: 130 N. Franklin Street, Decatur, IL 62523
 Telephone: (217) 424-2900

Services to be offered: Per the proposal dated May 16, 2019, Market Benchmarking and Structure/Range Development for 10 positions.

In exchange for these services, the above organization agrees to pay \$2,350.00 plus \$185/hr. for any minimum wage consulting. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



HR Source Authorization

5/16/2019
Date

Decatur Public Library Authorization

Date