



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, October 5, 2023

4:30 p.m.

Board Room

- I. Call to Order – Shelli Brunner
- II. Consent agenda (Agenda; August 3, 2023 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. Lost and Found Policy (Action)
 3. Child Abuse and Neglect Reporting Policy (Action)
 4. Management Pay Grades and Benchmarking (Action)
 5. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Narcan Dispenser Box (Action)
 3. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: August 3, 2023

Time: 4:30 p.m.

Board Room

Board President: Karl Coleman **Board Members:** Alana Banks,
Shelli Brunner, LaTonya Ricks, Elizabeth Rivera, Sofia Xethalis, Jacobie Jones, Emily West

Present

Karl Coleman
LaTonya Ricks
Elizabeth Rivera

Absent:

Shelli Brunner

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4.34 p.m.

Consent Agenda with July 6, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent

Public comments: None

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated a part-time Library Assistant position is being offered and should be filled in a few weeks.

Lost and Found Policy (Action) Mr. Coleman made a motion to table, seconded by Ms. Ricks. All in favor. The motion was adopted.

Volunteer Policy (Action) Mr. Coleman made a motion to amend the Volunteer Policy as

suggested, and approve with changes, seconded by Ms. Ricks. All in favor. The motion was adopted.

Management Pay Grades and Benchmarking (Action) Mr. Meyer recommended this be tabled for further discussion and review. Mr. Coleman made a motion to table, seconded by Ms. Rivera. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer stated Katie Eytchison will be presenting at the ILA conference regarding a new program that provides tablets to those who are experiencing social isolation.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Coleman attended the most recent meeting where the discussion included reviewing DPL policies and hiring procedures.

Adjournment

Mr. Coleman made a motion to adjourn, seconded by Ms. Rivera at 4:55 p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 8.3.23



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Lost and Found Policy

Decatur Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost and Found items will be dated and stored for a period of thirty (30) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within thirty (30) days become Library property.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Decatur Police.

Flash drives left in the library will be held for 30 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 30 days, flash drives will be wiped and discarded.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.

The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

**Approved by the Decatur Public Library Board of Trustees
August 20, 2020**

Decatur Public Library

Child Abuse and Neglect Reporting Policy and Procedures

Library Policy:

Library employees may encounter situations where they suspect that a child is being abused or neglected during the course of their daily work with the public.

Library employees are not considered mandated reporters as defined in Illinois code 325 ILCS in chapter 5 section 4.

Library employees are encouraged to report suspected child abuse or neglect to the Library Director or designee as long as they have an objectively reasonable cause for such suspicions. Reports should be made immediately and by telephone or in person.

This policy shall be reviewed annually.

Employees will receive online training on child abuse and neglect annually.

Procedure:

1. After making an oral report, the employee will immediately submit a Security Incident report to the Director or designee, including as much of the following as possible:
 - a. The name and address of the child and his/her parents or other person responsible for his/her care;
 - b. The age and gender of the child;
 - c. The nature and extent of the child's injury or injuries, maltreatment or neglect;
 - d. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
 - e. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the employee (including date, time, and location);
 - f. Any other relevant, factual information.
2. The Director or designee will review all reports and, based on advice from the Library Counsel, will determine if a report needs to be made to the Illinois Department of Children and Family Services (DCFS). If the office is unavailable, local law enforcement may be consulted.
3. Reports should be made to DCFS via their website. If a report is made via the emergency hotline, both the Director or designee and the original reporting employee will participate in the call.
4. Reports of abuse can be made online at [Illinois Department of Children & Family Services](#). In an emergency, reports of abuse may be made to the hotline is 1 (800) 252-2873.

The employee's name is always kept confidential. The only time an employee's information is released is if a Judge orders that in the name be released for court proceedings.

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Range Minimum	Range Midpoint	Range Maximum
E	City Librarian	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$139,921	\$125,229	\$129,508	16.67%	\$126,908	\$101,527	\$126,908	\$152,290
		A	1	Director, Population 50,000 or more	\$147,735	\$132,223	\$136,740	16.67%				
		A	1	Director, Employment Size 25 to 49	\$116,414	\$104,191	\$107,750	16.67%				
		B		Director	\$139,540	\$124,888	\$129,155	50.00%				
Survey Sources												
A	HR Source 2023 Library Survey											
B	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)											

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2019 - \$111,148