



## DECATUR PUBLIC LIBRARY

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### BOARD OF TRUSTEES

### Personnel, Policy, and Public Relations Committee

### AGENDA

**Thursday, May 6, 2021 4:30 p.m.**

### Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85878259678>

Meeting Phone Number: +1 312 626 6799

Meeting ID: 858 7825 9678

- I. Call to Order – Michael Sexton  
**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.**
- II. Approval of agenda
- III. Minutes
  1. Minutes of April 1, 2021 meeting
- IV. **Public comments** – The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting, and the meeting will be held remotely. For those wishing to provide public input, please email your statement to [rmeyer@decaturlibrary](mailto:rmeyer@decaturlibrary) by 4:00 pm Thursday May 6, 2021. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- V. Written Communications from the Public
- VI. New Business
  1. Personnel Update (Discussion)
  2. Other (Discussion)
- VII. Old Business

1. Sexual Harassment and Retaliation Policy (Action)
2. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
3. Diversity, Equity, Inclusion (Discussion)
4. Meeting Room Policy (Action)
5. Software Use Policy (Action)
6. Board of Trustees Bylaws (Action)
7. Other (Discussion)

VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



## DECATUR PUBLIC LIBRARY

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

**Date:** April 1, 2021

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

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**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathleen Wrigley

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**Present:** Samantha Carroll

Kathleen Wrigley

Karl Coleman

Susan Avery

**Absent:**

Michael Sexton

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Michelle Whitehead, Administrative Secretary

**Guests:**

**Call to Order:**

Ms. Carroll 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-** Ms. Carroll requested a motion to approve the agenda, Ms. Wrigley made the motion, seconded by Mr. Coleman. Ms. Carroll requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

**Minutes- Minutes of March 4, 2021** Ms. Carroll requested a motion to approve the March 4, 2021 minutes, Ms. Wrigley made the motion, seconded by Ms. Avery. Ms. Carroll requested roll call vote, Ms. Carroll requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

**Public comments:** None

**Written Communications from the Public:** None.

## **New Business**

### Personnel Update (discussion)

Discussion by Mr. Meyer advised that 2 civil service staff were promoted.

### Meeting Room Policy (Action)

The discussion led by Mr. Meyer was in regard to individuals using the room vs. organizations. It was suggested to strike the wording, “and individuals” from the current policy and we will do more research before we send this to the full board. Ms. Carroll requested a motion to strike “and individuals” from the policy. Ms. Avery made a motion, seconded by Ms. Wrigley. Ms. Carroll requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

## **Old Business**

### Board of Trustees Bylaws (Action)

Reviewed bylaws with the committee. Mr. Meyer presented a draft of the areas to be stricken and changed. The discussion also included how often this policy will be reviewed. Mr. Meyer will make the changes and will present this at the next meeting. Ms. Carroll requested a motion to table bylaws until next meeting, Mr. Coleman made the motion, seconded by Ms. Avery. Ms. Carroll requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

### City Librarian’s Professional Goals for 2021 (Action)

Discussion of Mr. Meyer’s goals by the committee. Suggested to include a recap of events and upcoming events on a monthly basis to increase awareness. Meeting packets to be received 3-5 business days prior to the meeting. Ms. Carroll recommended changes be updated and present to the full board. Motion made by Ms. Avery, seconded by Mr. Coleman. Ms. Carroll requested roll call vote, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

Ms. Wrigley exited the zoom at 5:14pm

### Sexual Harassment and Retaliation Policy (Action)

Mr. Meyer stated we will have new language added to combine both policies. Ms. Carroll requested a motion to table these two items, motion made by Ms. Avery, seconded by Mr. Coleman. Ms. Carroll requested roll call vote, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes.

### Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)

This discussion was rolled together with sexual harassment and retaliation policy.

### Diversity, Equity, Inclusion (Discussion)

Mr. Edwards commented he is trying to establish a meeting for next week. Looking into some grant opportunities.

**Adjournment**

Ms. Carroll, requested a motion for adjournment at 5:25 p.m. Ms. Avery made a motion, seconded by Mr. Coleman. Ms. Carroll requested roll call vote, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, adjourned at 5:25 p.m.

Scribe,

Michelle Whitehead Administrative Secretary

# DECATUR PUBLIC LIBRARY POLICY AGAINST WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

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**Effective Date**

**Revision 1**

**Page 1 of 7**

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**1.0 POLICY STATEMENT:** The Decatur Public Library (the “Library”) strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the Library. For that reason, the Library will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the Library will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

**2.0 PROCEDURES:** Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

## **2.1 UNLAWFUL DISCRIMINATION**

It is unlawful and a violation of this policy to discriminate in Library employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the Library to ensure all employees of the Library receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the Library. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the Library may contact the City Librarian for guidance to the proper organizations to contact.

## **2.2. SEXUAL HARASSMENT**

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include both verbal and nonverbal behavior such as sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another, statements about other employees, even outside of their presence, of a sexual nature, obscene or sexually suggestive gestures or noises, signs or materials of a sexual nature and/or the use of electronic devices and social media to harass or

threaten. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor or the City Librarian. The City Librarian, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City Librarian. If the City Librarian is the harasser, reports should be made to the Board President. Retaliation for reporting sexual harassment allegations is prohibited as set forth in Section 2.5 of this Policy and may be protected under the State Officials and Employees Ethics Act (5 ILCS 430/15-10); the Whistleblower Protection Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

Sexual harassment is considered a form of sex discrimination. Procedures for filing such complaints are explained herein and in Section 2.1 of this of this Policy. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. The Illinois Department of Human Rights has a State of Illinois Sexual Harassment and Discrimination Helpline. That number is 1-877-236-7703, and the website is [www.illinois.gov/SexualHarassment](http://www.illinois.gov/SexualHarassment). The federal agency that handles sexual harassment is the Equal Employment Opportunity Commission (EEOC). Their number is 1-800-669-4000, and the website is [www.EEOC.gov](http://www.EEOC.gov). Training on this policy will be provided to all new employees by the Library. The City Librarian, or his or her designee, will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be provided annually, and at any time material changes are made to this policy. The City Librarian shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

### **2.2.1 COMPLAINTS OF SEXUAL HARASSMENT OF AN ELECTED OFFICIAL BY ANOTHER ELECTED OFFICIAL.**

Public Act (P.A) 101-0221 amended the State Officials and Employees Ethics Act to require the independent review of complaints of sexual harassment of an elected official, the Library will retain an experience outside consultant to receive complaints of sexual harassment of an elected official by another elected official and independently review those complaints. When completed, that review will be provided to the Library for appropriate action under this policy. Elected officials may also report allegations of sexual harassment to the City Librarian. The Library presently has no elected officials.

### **2.3. HARRASSMENT**

Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The Library encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the Library recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in Section 2.1 of this Policy.

## **2.4 WORKPLACE VIOLENCE**

Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery, and sex offenses (including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the Library's librarian will assess employee and public vulnerability to workplace violence at all locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

The Library will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The Library encourages employees to bring their differences with other employees to the attention of their supervisors or the City Librarian before such situations escalate into potential violence. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Employees should report incidents and threats of workplace violence to their supervisors immediately and can complete the Library's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the Library's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to the City Librarian. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City Librarian. If it is the City Librarian reports should be turned into the Board President.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the Library's premises or directed toward a Library employee conducting library business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the Library's employee assistance program (EAP) and will determine appropriate follow up and disciplinary action. Employees

will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations and is fit to return to duty. Such referrals shall be considered "directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

The Library will maintain an accurate record of all workplace violence incidents. Any on-duty injuries that occur as a result of a workplace violence incident will be reported and recorded. The Library will ensure that all injuries that require more than first aid, that result in a loss-time injury, that requires modified duty or that the cause of loss of consciousness will be recorded on the OSHA 300 log, and, should be reported on the standard job injury reporting forms. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

## **2.5 RETALIATION**

Retaliation is defined as: the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken as a result of an employee's or official's involvement in protected activity pursuant to this policy. This policy prohibits any retaliation against any employee or official for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, sexual harassment, harassment, workplace violence and/or retaliation. No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. Any witness to an incident of sexual harassment will be protected from retaliation.

## **2.6 FALSE REPORTING**

The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy and is prohibited.

## **3.0. RESPONSIBILITY**

It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the librarian. The Library will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Sexual harassment training shall be provided annually.

It is the responsibility of the Library to effect investigations of informal allegations of incidents. Such investigations may be assigned to the appropriate Library personnel.

Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Librarian, or his or her designee, shall have final authority on disciplinary action for policy violations.

APPROVED:

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President, Decatur Public Library  
Board of Trustees

**Workplace Incident Report Form  
Victim's Report**

1. Victim's Name:	2. Job Title:
3. Address:	4. City: <span style="float: right;">ST      Zip:</span>
5. Home Phone:	6. Work Phone:
7. Work Location:	8. Work Address:
9. Department:	10. Division:
11. Incident Date:	12. Incident Time:
13. Incident Location:	
14. Type of Incident: (See definitions on reverse side) (Check one): <input type="checkbox"/> Assault <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Harassment <input type="checkbox"/> Larceny <input type="checkbox"/> Menacing <input type="checkbox"/> Reckless Endangerment <input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Other (Please Specify)	
15. Injuries to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Treatment Location:
17. Describe injuries:	
18. Did police respond to incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Police Agency:
20. Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Police Report #
22. Was supervisor notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Supervisor's Name:
24. Union/employee rep notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Representative's Name:
26. Alleged Assailant/Perpetrator (check one): <input type="checkbox"/> Intruder <input type="checkbox"/> Citizen <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Co-Worker, <input type="checkbox"/> Former Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Relative <input type="checkbox"/> Friend/Acquaintance <input type="checkbox"/> Arrestee/Detainee <input type="checkbox"/> Other (Please specify):	
27. Alleged Perpetrator's Name:	28. Alleged Perpetrator's Age (if known):
29. Address (if known):	30. City: <span style="float: right;">ST      Zip</span>
31. Brief Description of the Incident:	
32. Did incident involve a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No    Description of weapon:	
33. Was inappropriate action/violence directed only at one victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. Was victim alone when the incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No    List other victims/witnesses:	
35. Did victim have any reason to believe that an incident might occur? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, why?	
36. What can be done to prevent a future similar incident?	
37. <b>The victim's confidentiality will be protected as much as practical and this information will be shared on a need to know basis only.</b>	
38. Victim's Signature:	39. Date:
40. Signature of person preparing this form (if different than victim):	

**Definitions of Incidents:**

1. **ASSAULT:** The intentional use of physical injury (impairment of physical conditions or substantial pain) to another person, with or without a weapon or dangerous instrument.
2. **CRIMINAL DAMAGE TO PROPERTY:** Intentional or reckless damage to the property of another person without permission.
3. **DISORDERLY CONDUCT:** Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent or threatening behavior, or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting of persons, or creating hazardous conditions by an act which serves no legitimate purpose.
4. **HARASSMENT:** any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person that:
  - a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
  - b. Has the purpose or effect of unreasonably interfering with an employee's work performance.
  - c. Affects an employee's employment opportunities or compensation.
  - d. May include: intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). Also, using abusive or obscene language or following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
5. **SEXUAL HARASSMENT:** Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker or third party.
6. **DISCRIMINATION:** Occurs whenever an employment decision for a member of any of the protected classes, is based on the employee's membership in that class rather than on the employee's job performance. Discriminatory practices can also include:
  - a. Harassment—see above.
  - b. Retaliation—against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.
7. **LARCENY:** Wrongfully taking, depriving, or withholding property from another (no force involved). Victim may or may not be present.
8. **MENACING:** Intentionally placing or attempting to place another person in fear of imminent serious physical injury.
9. **RECKLESS ENDANGERMENT:** Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.
10. **ROBBERY:** Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft.)
11. **SEX OFFENSE:**
  - a. Public Lewdness: Exposure of sexual organs to others.
  - b. Sexual Abuse: Subjecting another to sexual contact without consent.
  - c. Sodomy: A deviant sexual act committed as in rape.
  - d. Rape: Sexual intercourse without consent.



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### STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests for use of a meeting room must be made no later than the Friday before the meeting, **but no earlier than 2 months prior to the meeting date.** Requests should be submitted on the library meeting room **application form provided by the Library.** Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may rent Library meeting rooms as many as twelve times per calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

**Approved by the Decatur Public Library Board of Trustees**

**March 19, 2015**

**Amended August 17, 2017**

**Amended June 18, 2020**

**Amended April 15, 2021**



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### Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may resulting my termination.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

# **Bylaws of the Board of Trustees of Decatur Public Library**

## **ARTICLE I – DEFINITION**

The name of this body shall be Decatur Public Library (hereinafter referred to as the “Library”).

## **ARTICLE II -PURPOSE**

The Board of Trustees of Decatur Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Decatur community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Promote use of the Library within the community.
7. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

## **ARTICLE III – MEMBERSHIP**

The Board of Trustees shall consist of nine (9) members appointed by the Mayor of Decatur. The term of each member shall be for three (3) years with new Trustees being sworn in at the July meeting. Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

## **ARTICLE IV – OFFICERS**

The officers of the Board Trustees shall be a President, Vice-President, and Secretary, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees.

## **ARTICLE V -DUTIES OF THE OFFICERS**

President: The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as a member of all committees, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.

Vice-President: The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

Secretary: The Secretary shall have charge of such correspondence as is delegated by the President of the Board of Trustees. The Secretary shall be responsible for distribution, collection and tabulation of forms used in the annual Executive Director's evaluation.

Commented [RM1]: PPPR Chair?

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President *pro tem* from among themselves to conduct that meeting only.

## ARTICLE VI – COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. There are two standing committees, all other committees are considered *ad-hoc* committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

### Standing Committees

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. The President will make monthly liaison assignments to the Friends of the Library Board meetings. The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

### ***Ad hoc* Committees**

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. *Ad hoc* committees shall review matters within the scope of their assigned work shall advise the Board of Trustees and the City Librarian thereon. All *ad hoc* committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee is an *ad hoc* committee and will consist of two (2) Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

## **ARTICLE VII – MEETINGS**

The rules contained in the most recent edition of Robert’s Rules of Order shall govern the business of the Board in all matters not covered by the bylaws, and/or the Illinois Open Meetings Act.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Five (5) members of the nine-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board and standing committees shall be held in the Library at times to be established annually. This schedule of monthly meetings shall be posted in the Library buildings and on the Library’s web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

Immediately following the February monthly meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers and conduct any other appropriate business.

Special meetings may be called by the President or the City Librarian, or upon the written request of two Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

#### Electronic Attendance at Meetings Rules

Section 1. Rules Statement. It is the decision of Decatur Public Library that any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or internet connection) provided that such attendance complies with these rules and any applicable laws.

Section 2. Prerequisites. A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions:

- (a) The member should notify the Decatur Public Library Librarian at least one hour before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements may result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
  - 1) The member cannot attend because of personal illness or disability; or
  - 2) The member cannot attend because of employment purposes or the business of the Decatur Public Library; or
  - 3) The member cannot attend because of a family or other emergency.

Section 3. Authorization to Participate.

- (a) The Decatur Public Library Librarian, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.
- (b) After establishing that this a quorum is physically present at meeting where member of the Board of Trustees desires to attend electronically, the presiding officer shall state that (i) a notice was received in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Trustees physically at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the Board of Trustees and the presiding officer shall declare the requesting member present. After such

declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

Section 4. Adequate Equipment Required. The member participating electronically, and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective at the meeting site.

Section 5. Minutes. Any member attending electronically shall be considered an offsite attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Section 6. Rights to Remote Member. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. Committees, Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.

## **ARTICLE VIII – 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. The President's allowance of public comments at other times during the meeting shall be discretionary and non-precedential in character.
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. 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.
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 IX – ORDER OF BUSINESS**

The regular Order of Business of the monthly meeting shall be:

Call to order

Roll Call

Approval of Agenda  
Approval of Minutes  
Public Comments

Written Communications from the Public  
City Librarian's Report

Division Head Reports  
Reports of Committees  
Old Business  
New Business  
Adjournment

## **ARTICLE X – DUTIES AND RESPONSIBILITIES OF TRUSTEES**

### 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 XI – THE CITY LIBRARIAN**

The Board shall appoint a City Librarian, who will be responsible for the administration of the Library. The City Librarian shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The City Librarian shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the City Librarian and determine compensation annually using an agreed upon process.

## **ARTICLE XII – AMENDMENTS**

Amendments to these bylaws may be proposed at any regular meeting of the Board and, when adopted by a majority vote, shall become effective at the subsequent meeting of the Board.

## **ARTICLE XIII – 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, November 16, 2017, June 27, 2019., and June 18, 2020.