

POLICIES, PUBLIC RELATIONS & PERSONNEL COMMITTEE

January 14, 1987

The Committee met Wednesday, January 14, 1987 at 7:08 p.m. in the City Librarian's office. Mrs. Martin, Mr. Sorensen, Mrs. Alpi (Chairperson), Mr. Mueller (ex-officio) and Mr. Seidl (City Librarian) attended.

The first item on the agenda was a report from Mr. Seidl requesting the Committee's recommendation concerning his proposal to include \$1,500 in the 1987/88 budget for staff training. Presently, no line item for personnel training exists. When staff attends meetings, the conference and training line item is used to fund the training. Types of training proposed include sending several staff members for supervisory training, sending Mr. Seidl to the Decatur Leadership Training seminar, OCLC meetings, etc. The Committee agreed that since one of Mr. Seidl's goals as City Librarian is staff training, a line item should be established for training.

The Committee then discussed who should conduct the exit interviews for staff leaving Library employment. At the December Board of Trustees meeting, the Board requested that this Committee formulate a recommendation. Mr. Seidl explained that the City had established a policy for exit interviews.

In October, 1986, the City Personnel Department asked Mr. Seidl if the Library would like to participate in the program. Mr. Seidl agreed that all permanent employees leaving the Library would be given an exit interview.

The exit interview is an administrative tool used to determine if and where problems exist. Appropriate actions can then be taken to correct the problems. The City Personnel Department has the experience and staff to conduct such interviews. Since they are removed from the Library, they are able to make impartial evaluations. Results of the interviews are forwarded to the City Librarian.

The Committee proposed the following addition to the Library Personnel Code:

Article III, F, Section II, N. The City of Decatur Personnel Department will conduct an exit interview for all permanent Library employees leaving employment with the Decatur Public Library. The results of the interview will be reviewed by the Chairperson of the Policies, Public Relations and Personnel Committee.

The final item on the agenda was a discussion of the materials selection policy. "Avenues to Excellence" requires that all Library policies be reviewed annually. Mr. Seidl started the discussion by explaining the philosophy of material selection.

Material selection should provide the right material for the user at the right time. A library cannot be all things to all people. Since money is limited and the quantity of available resources is unlimited, staff is required to make appropriate selections when purchasing materials. Materials

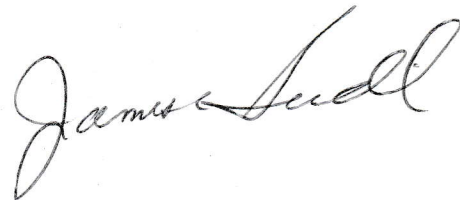
include books, magazines, pamphlets, newspapers, government documents, microforms, records, maps, audio and video cassettes, etc.

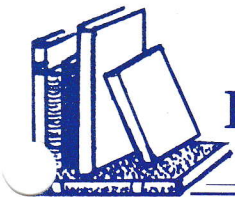
When a library bases its selection on patron demands, the Library will have only those resources that a small percentage of the public requires. The vast majority of the public does not ask; they look for what they want, and if the item or subject is not available, they leave. Libraries that base their selection on demand are unable to develop a well-rounded collection because most of their money is spent on the whims of a few patrons. Selection based upon quality is based upon authoritativeness, accuracy, effective expression, significance of the subject, and responsibility of the author's opinion. This is especially important when controversial issues such as sex, morality, religion, politics and new ideas are presented.

The DPL material selection policy is based upon three levels. First, the material is selected by clientele (adult, young adult and children). Second, the material is selected by format (physical form, content, demand and relationship to other materials). Finally, the selection is made by subject to determine if the subject is owned and if there is need for additional material on the subject. Only those materials that have an acceptable review will be considered for purchase.

The Committee asked for copies of the Champaign and Springfield libraries' selection policies.

The meeting was adjourned at 8:45 p.m.

A handwritten signature in cursive script, reading "James Sudd". The signature is written in dark ink and is located in the lower right quadrant of the page.



DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE

January 14, 1987 - 7 p.m.

City Librarian's Office

- I. Exit Interviews
- II. Staff Training
- III. Book Selection Philosophy