



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

Date: September 2, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

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

Present:

Samantha Carroll
Karl Coleman

Shelli Brunner
Kathleen Wrigley

Absent:

Susan Avery

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Administrative Secretary

Guests: None

Call to Order:

Ms. Wrigley called the meeting to order at 4:34 p.m.

Mr. Meyer swore in Ms. Shelli Brunner as a Library Trustee.

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.

Agenda- Ms. Wrigley requested a motion to approve the agenda. Mr. Coleman made the motion to approve the agenda, seconded by Ms. Carroll. The motion was adopted.

Minutes of August 5, 2021 Ms. Wrigley requested a motion to approve the August 5, 2021 minutes. Ms. Carroll made the motion to approve the minutes, seconded by Mr. Coleman. The motion was adopted.

Public comments: None

Written Communications from the Public:None

New Business

Personnel Update (Discussion) Mr. Meyer reported there is a half-time Library Assistant position open. Candidates have been interviewed.

During school hours we have noticed more kids coming into the library. This is an uncertain situation and Mr. Meyer will contact DPS 61 regarding this issue. The Library could put up a sign asking anyone who is subject to quarantine, please refrain from entering.

Old Business

Diversity, Equity, and Inclusion (Discussion) Mr. Coleman reviewed the proposals and the cost differential. Another DEI committee meeting is planned for either the 7th or the 14th of September. The function of the committee is to increase the diversity of staff, boards and volunteers. The budget for the proposals falls under professional services and will be brought to the Finance and Properties committee.

Remote Work Policy (Action)

Mr. Meyer will review this policy with our legal counsel to alleviate concerns. Language will be added on how to request working from home. Mr. Meyer is also working with HR Source on this policy. Ms. Wrigley moved to table this policy, seconded by Ms. Brunner. The motion was adopted.

Asset Disposition Policy (Action)

Mr. Meyer has been working with legal counsel regarding who decides the value of material and that materials are disposed of in an environmentally friendly way. Ms. Carroll made a motion to table, seconded by Ms. Wrigley. The motion was adopted.

Circulation Policy (Action)

Mr. Meyer is coordinating policy updates with Ms. Carol Ziese. The goal is to get unserved families, served by the Library. Mr. Coleman requested to remove the sentence, "Patrons 13 and under will be restricted to borrowing items from the juvenile (J) collection." Possibly add, "pending approval of Library Staff" or leave it up to the parent to monitor the books that children check out. Mr. Coleman moved to table this discussion, seconded by Ms. Brunner. The motion was adopted.

Covid-19 Vaccination Policy (Action)

Mr. Meyer discussed the mask mandate for those vaccinated vs. unvaccinated. Should we pursue this policy for our employees? Mr. Coleman moved to table this item, seconded by Ms. Brunner. The motion was adopted.

Ms. Wrigley left the meeting at 5:30 pm

Other

Mr. Meyer discussed meeting rooms being offered free of charge for government and non-for-profit entities. Some groups are selling tickets to attend their event. Should we reconsider our position on whether or not we charge non-for-profit groups? Please reach out to Rick if you want to review this

policy.

Adjournment

Ms. Carroll requested a motion for adjournment at 5:46 p.m. Mr. Coleman made the motion, seconded by Ms. Brunner. The motion was adopted.

Scribe,
Michelle Whitehead Administrative Secretary