



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, May 5, 2022

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda, April 7, 2022 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. Materials Challenge Report (Discussion)
 3. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. City Librarian Annual Review (Discussion)
 3. Remote Work Policy (Action)
 4. Adult Computer Use and Internet Access Policy (Action)
 5. Library Use Guidelines (Action)
 6. Continuing Education and Travel Policy (Action)
 7. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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

Date: April 7, 2022
Time: 4:30 p.m.
Children's Auditorium

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

Present

Samantha Carroll
Karl Coleman
Shelli Brunner
Susan Avery

Absent:

Staff: Rick Meyer, City Librarian
Michelle Whitehead, Executive Administrative Assistant
Alissa Henkel, Head of Programs, Resources, and Services

Guests: None

Call to Order: Mr. Coleman, called the meeting to order at 4:31p.m.

Public comments:

Agenda- Mr. Coleman requested a motion to approve the agenda. Ms. Avery made a motion to approve the agenda, seconded by Ms. Brunner. All in favor. The motion was adopted.

Minutes of January 10, 2022 Mr. Coleman requested a motion to approve the January 10, 2022 minutes. Ms. Carroll made the motion to approve the minutes, seconded by Ms. Brunner. All in favor. The motion was adopted.

Written Communications from the Public: One complaint about moving to HOOPLA. Mr. Meyer spoke to her about the change. The issue was resolved.

New Business

Personnel Update (Discussion) Mr. Meyer stated that The Library hired a new librarian who will start

on May 2, 2022. His name is Tye Pemberton. The process of hiring has been adjusted to include staff member involvement and input.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer met with the rep from DeEtta Jones recently. They just finished up focus groups with all of the staff. They encouraged me to get more engagement from staff. Hopefully, we will get some recommendations on policies. Ms. Ziese is the leadership liaison and will give us an update in the full board meeting.

City Librarian Annual Review (Discussion) Ms. Carroll discussed the 3 steps involved for a formal review including: performance, compensation, and goal setting. She suggested a test run of the new format, to be reviewed in 6 months. Mr. Meyer will complete a self-evaluation that will be shared with the Board. All Board members will provide feedback. Items to be included: input from staff, suggestions for improvements, any deficiencies, and pay for performance. Two Board members and Rick can meet to discuss the performance review. Ms. Carroll will send Mr. Meyer a list of the goals from his last evaluation by the next Board meeting on April 21, 2022.

Remote Work Policy (Action)

Mr. Meyer found out that workman's compensation does cover remote work. The Library will need to establish parameters. The City of Decatur is working on how to define the remote work space and whether we will inspect the work space. Mr. Meyer recommends waiting to get the final detail from the City. Ms. Carroll recommend the Remote Work Policy be tabled, second by Ms. Brunner. All in favor. The motion was adopted.

ASC Collection Policy (Action)

Mr. Meyer presented a discussion on updating the policy with a few minor changes. Ms. Carroll recommended sending this to the Board, seconded by Ms. Brunner. All in favor. The motion was adopted.

Program Policy (Action)

Mr. Meyer stated that DeEtta Jones may give ideas to strengthen this policy. The committee recommended the font and size should be made to match. Mr. Meyer will follow up with DeEtta Jones about the timeline for sending policy recommendations. Ms. Brunner made a motion to approve the policy as written, seconded by Ms. Avery. All in favor. The motion was adopted.

Other (Discussion)

Ms. Whitehead requested to move the future meetings to the Board Room. This was acceptable to the committee.

Mr. Meyer mentioned The Library has a policy that sleeping on library property isn't allowed. This policy has not been applied consistently. There was a discussion about strengthening our approach to this including safety and security. Mr. Meyer will speak to staff about an increase wellness checks on patrons. Mr. Meyer spoke to the Deputy City Manager about adding cameras and security officers to increase a security presence. Mr. Wilkerson is going to run some reports to narrow down the time frame of our most frequent trouble times.

Adjournment

Mr. Coleman requested a motion for adjournment at 5:28 p.m. Ms. Carroll made the motion to

adjourn, seconded by Ms. Brunner. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 4.7.22

Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.

ADULT COMPUTER USE AND INTERNET ACCESS POLICY

The Decatur Public Library provides access to a broad range of electronic resources including those available through the Internet. The Library makes this service available as part of its mission of connecting people to the power of knowledge.

Rulings Governing Use of Computer Resources

Decatur residents who wish to use the library's public access computers must present acceptable identification. Library cardholders may login without assistance from staff. Visitors from outside of Decatur may be granted access to the library's computer resources upon presentation of acceptable identification. Access is limited to adults and minors ages 13-17 with written parental permission. Children 12 and under may access the library's adult computers only when accompanied at all times by an adult with acceptable identification.

Computer users may not:

- Make any attempt to modify or damage library computer equipment or software. Only software owned and installed by the Decatur Public Library may be used on its computers. Downloading or installing anything from the Internet or other software is not permissible.
- Use the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

Violation and Enforcement

Unacceptable or inappropriate use of the library's computer resources may result in suspension or revocation of library privileges and expulsion from the library. Includes but is not limited to not staying in the time management system and/or not following the library computer rules.

Users will be held financially responsible for any damage to library computer equipment and software.

Using computer access obtained at Decatur Public Library to perpetrate illegal acts will be subject to prosecution by local, state, or federal authorities.

Disclaimers

The Library assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that, in addition to valuable and reliable information, the Internet does contain inaccurate, dated, incomplete and controversial material. Users should exercise good judgment and discretion in the use of Internet information sources.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the Internet.

The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

Privacy

Patrons should have no expectation of privacy, as all Internet workstations are in view of other patrons and staff.

Security

Every effort will be made to maintain a secure environment; however Internet transactions, communications and activities are potentially vulnerable to unauthorized access. Decatur Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation for the Library.

Behavior

It is the policy of the Library to provide an atmosphere conducive to the appropriate use of Library services and facilities. The rules of conduct outlined in the Library Use Guidelines apply to all computer users. Patrons shall not use Library computer resources in a way that disturbs or interferes with other patrons, employees or operations of the Library.

Compliance

The Decatur Public Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The Library reserves the right to terminate an Internet session at any time.

Policy Modification

The Library reserves the right to modify this policy at any time.

Approved by the Library Board of Trustees

April 19, 2007

REVISED Feb 2013

Reviewed September 18, 2014

Reviewed October 19, 2017

REVISED January 21, 2021



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Library Use Guidelines

To aid all patrons of the Decatur Public Library in their use of Library facilities, the Library Board of Trustees has published the following use guidelines.

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
Patrons not reading, studying, or using Library materials may be required to leave the building.
- **Respect the rights of other patrons & staff.**
Patrons shall not harass or annoy others by behaving in a manner which can be reasonably expected to disturb others.
- **Turn cell phone ringers to silent or vibrate.**

PATRONS SHALL NOT:

- **Bring food into the Library, smoke, or use tobacco, tobacco products, or vapor devices.**
Drink containers with a secure lid are allowed except in the computer area. Drinks without a secure lid are not allowed in the Library.
- **Sleep anywhere on Library property.**
- **Interfere with the use of the Library by other patrons or interfere with Library employees' performance of their duties.**
- **Deface or mar Library materials.**
Patrons shall not deface, mar, or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- **Enter the building without a shirt or shoes.**
Patrons must wear a covering of their upper body and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building. Underwear should not be visible.
- **Bring pets or animals into the Library.**
(Other than authorized service animals.)
- **Leave children under the age of eight years unsupervised.**
Children under the age of eight years must be accompanied by a responsible adult or child over the age of 13.
- **Sell products or services or solicit for charitable organizations.**
Except the Library of Friends of the Library.
- **Carry firearms on Library property.**

In accordance with the Illinois Compiled Statutes, (75 ILCS 5/4-7), the Board of Library Trustees of Decatur Public Library has the following powers:

“To make and adopt...rules and regulations...for the government of the Library...” and

“To exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.”

Therefore, the Board of Trustees of Decatur Public Library adopts the following as its policy on patron behavior:

- The Decatur Public Library Board of Trustees has developed rules and regulations governing appropriate patron behavior. These rules are available for examination in the Library.
- Any patron who engages in any activity that materially disrupts the use of Library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall be given a verbal warning that his/her behavior is unacceptable and informed of the consequences should the behavior continue.
- If, following this direction, the patron fails or refuses to comply, or responds to the request in an abusive manner, he/she will be required to immediately leave the Library property for the balance of that calendar day. If he/she fails to leave, the Decatur Police will be summoned.
- Library staff will maintain a record of instances in which patrons are required to leave the premises.
- Library staff has the right to request to see identification of any person on the premises who is violating Library policies or rules governing patron behavior. Library staff are authorized to direct individuals to leave the Library premises immediately if they continue to violate the Code of Conduct rules after being warned to discontinue unacceptable behavior. Supervisors are authorized to ban the patron for a week. Anyone may, without prior notice or warning, be removed from the Library premises if his or her presence or conduct is threatening, willfully malicious or poses an immediate and imminent danger to any person or property.
- Parents or guardians of minors will be notified in writing, whenever possible, after the first recorded instance in which a minor is required to leave Library property, and advised of the consequences of any further recorded instances.
- Upon the second recorded instance within a four-week period in which a patron is required to leave the Library, the City Librarian shall ban the patron from Library property for a period of thirty days.
- In the event a patron banned from Library property attempts entry to Library property during any such period of exclusion, the police will be immediately summoned to respond to this trespassing violation.
- In the event the patron persists in abusive conduct or disruptive behavior following a period of exclusion, the City Librarian may determine that a long-term period of exclusion of that patron is in order. If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct, the City Librarian has the right to ban up to a year. The Decatur Public Library Board of Trustees may extend the ban beyond one year.

- The Library is not required to go through the entire intervention process detailed in this policy. Intervention may begin at any step, including immediate involvement of the police and/or banning from Library property, depending upon the severity of the incident or behavior.
- Any person who is excluded from the Library for a period in excess of one month will be notified of such in writing by the City Librarian and has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to “Board of Trustees, Decatur Public Library, 130 N. Franklin, Decatur, IL, 62523” or emailed to board@decaturLibrary.org or hand delivered to the Library. Exceptions can be made for oral requests.

Approved by the Library Board of Trustees

11/20/14

Reviewed 5/17/2018

Amended by Board of Trustees

11/19/2020



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Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019