

DECATUR PUBLIC LIBRARY

MINUTES OF PERSONNEL AND PUBLIC RELATIONS COMMITTEE

November 6, 1986

Members present: John Mueller, ex officio, Mark Sorensen,
and Sharon Alpi

Others present: James C. Seidl, City Librarian

The meeting was called to order at 7:07 p.m. in the Librarian's office.

The first item on the agenda was a change in the personnel policy. Mr. Seidl checked surrounding libraries regarding their policy on scheduling vacations. All major libraries allow staff to schedule vacation in one day increments. Our present policy allows vacations in increments of not less than one week. This has caused staffing problems when two staff members want time off during the same week. After discussion, Mrs. Alpi recommended, and the committee agreed, that the personnel policy be amended to read:

Article III Personnel, part F, Section 2 (a) (viii)

During the period January 1 to December 31, 1987, one week of vacation may be scheduled in increments of one day. Vacation time will be scheduled on a first-come first served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacations. Any additional vacation time must be taken in increments of not less than five days.

The committee then reviewed the citizen survey which is to be conducted in early 1987 by the University of Illinois Library School. The survey is required by the State Library, with completion by October, 1988. The survey results will provide the State Library with information concerning (1) people's awareness level of various library services, and (2) library users and usage. A copy of the proposed telephone survey questionnaire is attached.

Meeting room policies were discussed. "Avenues to Excellence" requires the Library and its Trustees to review annually all library policies. The committee reviewed meeting room policies from Bloomington, Champaign and Springfield. The committee recommended that the following changes be made to Article III. (Organization of Resources and Extension of Services).

Part 2, Section 2

Part D, Section 2

FROM:

Effective September 1, 1976, meeting rooms are available upon payment of a fee, to civic, cultural, and educational groups, organizations and institutions for membership meetings or to conduct other public or private business of such organization.

TO:

Effective January 1, 1987, meeting rooms are available upon payment of a fee, to civic, cultural and educational groups, organizations, individuals and institutions for meetings or to conduct other public business.

Part D, Section 2 (a) (iii)

FROM:

Such meetings shall be individually scheduled.

TO:

Such meetings shall be individually scheduled with a maximum of twelve meetings per group/individual per year.

Part D, Section 2 (a) (10)

FROM:

Requests for the use of meeting rooms must be submitted not less than three weeks nor more than six weeks prior to time of proposed use.

TO:

Requests for the use of the meeting rooms must be submitted not less than one week nor more than one year prior to the proposed meeting. Requests for rooms will be filled on a first-come, first served basis.

Part D, Section 2 (b) (v)

There is a \$10.00 fee (paid at the time of the booking) if there is a major change in the standard room set-up.

Respectfully submitted,

James C. Seidl, City Librarian

PERSONNEL & PUBLIC RELATIONS COMMITTEE

AGENDA

November 6, 1986

7:00 P.M.

- I. Meeting room policies (enclosure #1)
 - A. Who can use the room?
 - B. Open to non-profit/for-profit groups
 - C. Advance notice required
 - D. Uses per year per group
 - E. Fees charged
- II. Change in the minimum number of days taken (Section 2, Part A (viii)), page 27.
- III. Citizens Survey
 - A. Recommend survey

Seed.