



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, July 1, 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 May 6, 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 by 4:00 pm Thursday July 1, 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. Diversity, Equity, Inclusion (Discussion)
2. Meeting Room Policy (Action)
3. Interlibrary Loan Policy (Action)
4. Other (Discussion)

VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: May 6, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

Present:

Michael Sexton
Samantha Carroll
Kathleen Wrigley
Karl Coleman
Susan Avery

Absent:

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian
Michelle Whitehead, Administrative Secretary

Guests:

Call to Order:

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

Minutes of April 1, 2021 Mr. Sexton requested a motion to approve the April 1, 2021 minutes, Ms. Carroll made the motion, seconded by Ms. Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, Mr. Sexton yes.

Public comments: None

Written Communications from the Public: None.

New Business

Personnel Update (Discussion) We have only had 1 case of covid. Our Community Resource Coordinator, Jessica Hill, and our librarian, Alix Frazier, will be presenting at ILA.

Old Business

Sexual Harassment and Retaliation Policy (Action)

Mr. Meyer requested to make the current 2 policies null and void and accept the new policy being used by the City. Mr. Sexton requested a motion to make the two prior policies, Sexual Harassment and Retaliation Policy Workplace Discrimination, and the Harassment, Violence, and Retaliation Policy be declared null and void and to adopt the new Decatur Public Library Policy Against Workplace Discrimination, Harassment, Violence, and Retaliation. Ms. Carroll made a motion to accept the new policy and present it to the full board, seconded by Ms. Avery. Mr. Sexton requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, Mr. Sexton yes.

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

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

Diversity, Equity, Inclusion (Discussion)

Ms. Carroll mentioned they are contacting diversity consultants to request information.

Meeting Room Policy (Discussion) Rick reached out to other libraries regarding use of their Library meeting rooms for individuals or pairs vs. organizations. He is waiting on additional details from other libraries. A discussion was held regarding how many times a year a group can use a room. No action taken.

Software Use Policy (Action) The policy was presented by Mr. Meyer. Ms. Carroll recommended to present the Software Use Policy to the full board, seconded by Ms. Avery. Mr. Sexton requested a roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, Mr. Sexton yes.

Board of Trustees Bylaws (Action)

Rick presented the revised Board of Trustee Bylaws. Ms. Wrigley recommended to present the new Bylaws to the full board, seconded by Mr. Coleman. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, Mr. Sexton yes.

Ms. Carroll will attend the first Friends of the Library meeting, and will set up a schedule of attendance for the remaining meetings.

Other

Onsite programming to include this meeting will hopefully resume soon in person

Adjournment

Mr. Sexton, requested a motion for adjournment at 4:57 p.m. Ms. Carroll made a motion, seconded by Ms. Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Mr. Coleman yes, Ms. Avery yes, Ms. Carroll yes, Mr. Sexton, yes, adjourned at 4:57 p.m.

Scribe,
Michelle Whitehead Administrative Secretary

Draft 5/6/21



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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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INTERLIBRARY LOAN POLICY

This policy covers interlibrary loan activity outside of the agreements and policies established by Decatur Public Library's membership in the SHARE consortium of the Illinois Heartland Library System (IHLS).

Decatur Public Library endorses the Illinet Interlibrary Loan Code, 2008, the American Library Association Interlibrary Loan Code for the United States, 2008, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any Decatur resident holding a valid Decatur Public Library card. Decatur Public Library participates in interlibrary loan with U.S. libraries only.

BORROWING:

Decatur Public Library will not request materials that are owned by the Library, or that are available in SHARE. Length of loan periods, renewal options, overdue fines, and conditions for use are determined by the supplying libraries.

Patrons should be prepared to assume the following fees:

- Any cost charged by the lending library.
- \$5.00 per item for all materials requested outside of the State of Illinois.

Every effort is made to obtain requested materials from libraries in Illinois. Any charges must be paid even if the item is not picked up. Charges will be collected by reference staff and held until the library discovers if it can obtain the item. If the library cannot obtain the item, the charges will be refunded.

A limit of 5 audiovisual (DVDs, CDs, VHS, Audiobooks, etc.) materials per calendar month may be requested by each patron.

Interlibrary loan requests will not be processed for patrons with overdue materials.

Patron requests will be made by filling out an interlibrary loan request form available at the reference desk. The patron will sign the form indicating their acceptance of the charges.

The condition of the borrowed material is the responsibility of Decatur Public Library until it is picked up by the patron. Thereafter, the patron is responsible for any damage to the original item. The patron agrees to a minimum charge of \$50.00 or the actual charges from the lending institution if it is more than \$50.00 for all material that is damaged or lost.

Patron will be charged \$1.00 if paperwork checked out with the book is not returned with the item borrowed.

The library will not attempt to borrow the following type of material:

1. Material that is less than 1 year old.
2. Microfilm
3. Reference books
4. Newspapers
5. Magazines
6. Games

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.
- New materials. Libraries have various definitions on what constitutes “new” books and audiovisual materials.
- eBooks. Licensing issues may restrict loans.

RENEWAL:

Renewals may be requested in person, by email, or by telephone to the Interlibrary Loan Clerk. Renewals are at the discretion of the lending library. Patrons will be notified by phone or email of the new due date.

LENDER:

Decatur Public Library will lend to other libraries all the types of material we attempt to borrow.

All material lost or damaged will result in the borrowing library being charged the full cost of the item.

OCLC lending restrictions are as follows:

Not available for lending:

Materials less than one year old.

Microfilm
Reference
Newspapers
Magazines
Games

Approved by the Decatur Public Library Board of Trustees, Feb. 28, 2013

Amended by the Board June 21, 2018