

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee Minutes of Meeting

Date: May 1, 2014

Time: 3:00 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Mark Sorensen
Ed Costa
John Phillips (Finance and Properties)
Mary Gendry (Finance and Properties)

Staff: Rick Meyer, City Librarian, Robert Edwards,
Assistant City Librarian

Absent: Teena Zindel-McWilliams (President)
Priscilla Palmer

Guests: Amy McEvoy (Friends of the Library, President)

1. Call to order

Mr. King called the meeting to order at 3:05 p.m.

2. Agenda

Mr. Meyer stated that he would like to add something to the agenda to address a recent incident with a patron brandishing a knife and the rollover of vacation time.

Motion to approve agenda with changes by Mr. Sorensen, seconded by Mr. Costa

3. Minutes of Previous Meeting

Motion to approve the minutes Mr. Sorensen, seconded by Mr. Costa, all approve

4. Old Business

Mr. King stated that he didn't think there was any old business to discuss. He suggested the Board move on to new business.

5. New Business

Evaluation of City Librarian

Mr. King stated that he thought there had been some good discussion about changes to the evaluation. There was discussion about the evaluation and what to include of the form. Mr. Meyer asked the Board about the goals and timeline. He mentioned that there were other tasks

that would need to be addressed during that time also. Mr. Phillips mentioned that they would have to also have to consider the timeline with the budget. He asked if would be good to have a benchmark in July. Mr. Meyer agreed that July might be a good idea. Mr. King mentioned that the Board had no desire to place any additional stress on the City Librarian. Mr. King handed Mr. Meyer a copy of the evaluation form. There was more discussion about the form.

City Librarian Transition Team

Mr. Sorensen reported that he was part of a transition team that included 2 members of the Board, he and Dr. Priscilla Palmer. He discussed the visit to the Chamber meeting and time spent meeting specific individuals in the community. Mr. Sorensen announced that newspaper had run the story in the paper. Ms. McEvoy mentioned her discussion with Allison Petty. Mr. Sorensen mentioned that he didn't believe that the Board had name tags to use for the ceremony planned by the Friends. Mr. Meyer stated that he would make sure the Board had name tags. There was discussion about the Mr. Meyer visiting other entities.

Dangerous weapon policy

Mr. Meyer discussed a recent incident with a patron brandishing a knife in the parking lot and a possible policy.

Mr. Phillips mentioned that the immediate action that they could agree upon was not to have staff in harm's way. There was discussion about present policies and adding additional policies. Mr. Meyer mentioned that at the moment he was at the starting point. Mr. Phillips asked Mr. Meyer what would be the course of action if it happened again. Mr. Meyer discussed his thoughts on how the process should go.

Rollover of vacation time

Mr. Meyer discussed the present issues the Library was having with the rollover of vacation time and the City. There was discussion about the vacation rollover and exempt employees versus non-exempt employees.

Mr. King stated that Mr. Meyer had done a good job for his first meeting.

6. Meeting Adjourned

Mr. King asked if there was any other business to be discussed. He mentioned that there being none he needed a motion to adjourn.

Motion to adjourn by Mr. Sorensen, seconded by Mr. Costa

Adjourned at 3:40 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approval pending
(June 5, 2014 meeting did not have a quorum)