

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL, POLICY AND PUBLIC RELATIONS COMMITTEE
Minutes**

Date: September 4, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Eugene King (Chair)

Jim Alpi

Susan Kruml

Mark Sorensen

John Phillips

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Dr. Priscilla Palmer

Guests:

Call to order

Mr. King called the meeting to order at 4:31 p.m.

Agenda

Motion to approve the agenda made by Mr. Alpi, seconded by Ms. Kruml, unanimously approved

Minutes of Previous Meeting

Motion to approve minutes by Mr. Alpi, seconded by Ms. Kruml, unanimously approved

Old Business

Mr. Meyer discussed his efforts to follow up with the City officials in retaining the services of the City attorney to assist with Library matters. Mr. Meyer reported that that the City has informed him that their attorneys are not interested in taking on additional work from the library. Mr. Alpi asked if there was any more information on the municipal code updates. Mr. Meyer answered that he hadn't heard back from the City yet on the code updates. He mentioned that he hadn't noticed any changes on the City website. Mr. Sorensen asked what changes were being considered. Mr. Meyer explained that some dates in the Board of Trustees by-laws were now inaccurate since the fiscal year had changed. He added that the timelines listed in the City codes for the Library to submit budgets and reports were no longer accurate. Mr. Phillips suggested that Mr. Meyer contact the City Manager, Ryan McCrady and ask him to look into it. Mr. Phillips stated that he thought that the date for the election of officers was something that needed further discussion. Mr. Alpi agreed, he mentioned that the Board should also think about confirming the date and timeline for the annual meeting and the election of officials. Mr.

Sorensen asked if it would do any harm to just drop the City code and change the by-laws. Mr. Meyer answered that he didn't think any harm would be done. Mr. Alpi suggested that Mr. Meyer send another email to Ryan McCrady and City Attorney, Wendy Morthland. Mr. Phillips stated that he liked the idea having a timeline set for appointing officers.

Exempt Employees

Mr. Meyer announced that he had contacted the City Human Resources Manager, French Wilson and discussed his thoughts about creating exempt employees. Mr. Meyer mentioned that presently he had Robert Edwards, Catherine Gross, Alissa Henkel and Rick Meyer as Library exempt employees. Mr. Sorensen asked Mr. Meyer ~~asked~~ if there was a list of what falls under exempt. Ms. Kruml mentioned that she thought that they probably also needed to look at job descriptions. Mr. Phillips added that he thought that there are also other matters that fall into the exempt category. Ms. Kruml mentioned that they might look at what the City and State does for exempt employees. There was more discussion about exempt versus non-exempt. Mr. Meyer recommended that the four Library employees mentioned earlier be made exempt. Mr. Sorensen stated that he didn't feel comfortable voting without knowing more about what library exempt status would mean for the four library employees. Mr. Meyer stated that he could send out more information to Mr. Sorensen who had been at the earlier meeting when the exempt status was discussed.

There was a motion made by Mr. King to recommend to the full Board that Rick Meyer, Robert Edwards, Alissa Henkel, and Catherine Gross be made exempt, seconded by Ms. Kruml. Votes- Mr. Alpi- yes, Ms. Kruml-yes, Mr. King-Yes, Mr. Sorensen- abstain

Mr. Alpi asked if the laptop that was previously used by a former employee had been returned. Mr. Edwards answered that the laptop had not been returned yet. Ms. Kruml asked if there was a policy pertaining to employees returning equipment. Mr. Meyer mentioned that he didn't think there was at the moment. There was discussion about creating a RFP for an attorney. Mr. Sorensen mentioned that Mr. Meyer might contact Illinois State Library Director, Ann Craig and ask her for a list of names for an attorney. There was more discussion about obtaining an attorney for the library.

Arts and Artifacts Policy

Mr. Meyer gave an overview of the Arts and Artifacts policy and how he thought it should be handled. Mr. Phillips asked if it would be easier for the Director if the Board had the final say in how certain donated items were handled. Mr. Meyer mentioned that he didn't think that he would have any problems if he had the final say. Mr. Meyer stated that he didn't think the present policy was being followed. Mr. King stated that he couldn't remember ever being consulted about artifacts. Mr. Alpi mentioned that he thought that it might be better if the librarian, someone with experience made the decisions on the artifacts added to the library. He added that the Board could always act as a court of appeals, of sort. Mr. Sorensen voiced that he thought that the policy made sense for the library and the position of arbitrator could be plugged in by whoever they decided. He added, the arbitrator would most likely decide the long-term placement of donations and when they should leave. There was more discussion about donations. Ms. Kruml mentioned that she really didn't see what the difference would be between who chooses for the Local History Use policy and who decides for the Arts and Artifacts. Mr. Alpi suggested that the ultimate recommendation for acceptance come from the City Librarian and resident experts and

then be approved by the Board of Trustees. There was more discussion about policies. Mr. King asked the board members what they should vote on concerning the policies. Mr. Meyer stated that there were 3 choices; to eliminate, to amend, or to just review. Mr. Sorensen moved that the Art and Artifacts policy be recommended to the full Board as having been reviewed, seconded by Mr. Alpi, unanimously approved

Computer Use Policy

Mr. Meyer mentioned that there were presently two policies for computer use. Mr. Meyer stated that the most current policy had been updated in 2013. There was discussion about the two policies. Motion to adopt the revised 2013 policy and eliminate the old policy by Mr. Alpi, seconded Mr. Kruml, unanimously approved.

Building Use Policy

Mr. Meyer discussed the present Library Building Use policy and some examples of the use of the policy. There was discussion about the display cases and their use. Mr. Kruml asked the difference between the community information rack and the display cases mentioned in the policy. Mr. Meyer discussed the use of the community information racks and the display case options. Mr. Alpi mentioned that it would make sense if they could combine some of the policies. There was discussion about the combining library policies. Mr. Sorensen mentioned that there could probably be some revisions made to the current Building Use policy. Mr. Meyer stated that if Mr. Sorensen could send the revisions to him, he would look them over. There was more discussion about the language used in the policy, the present use of the building and display cases. Mr. Sorensen thought the policy would be fine, but questioned what would happen if the Library entered into an agreement with the County. Mr. Meyer mentioned that he thought it was important that they were discussing some of the policies now.

There was a motion by Mr. Sorensen to retain the Building Use policy with some language changes, seconded by Ms. Kruml, unanimously approved

New Business

Mr. Sorensen asked if there was a problem with water in the Madden auditorium. Mr. Edwards answered that there had been a problem with drains being able to handle the heavy rains one night. Mr. Meyer added that it only happened that night in that area, and the maintenance crew extracted the water fairly quick. Mr. Sorensen mentioned that he would like to be notified when certain things happen in the Library building. He added that he didn't like the idea of hearing about issues from people outside of the library building first. Mr. King mentioned that he thought Mr. Meyer would be adding the library issues to his monthly report. Mr. Meyer agreed that he would. Mr. Phillips asked about the morale of staff. Mr. Sorensen mentioned that he recently heard from Mary Gendry. He added that she had mentioned that there were reports that the staff voicing their enjoyment of working with Mr. Meyer. Mr. Meyer mentioned that he thought the staff morale was good, but added that staffing shortages in some areas is still a problem. Mr. Meyer mentioned that he thought a strategic plan would be helpful to help evaluate some of the areas where the libraries should focus its energies.

Meeting Adjourned

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

Adjourned at 5:59 PM
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/2/2014