

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

December 1, 2011

Meeting Minutes

I. CALL TO ORDER

Eugene King, Chair called the meeting to order at 4:34 p.m. Edward Costa, Gail Crookshank, Mary Gendry, and Teena Zindel-McWilliams (ex-officio) were present. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Assistant City Librarian.

II. AGENDA

Motion by Mrs. Crookshank and seconded by Mr. Costa to approve the Agenda as presented. Motion carried unanimously.

III. MINUTES

Motion by Mr. Costa and seconded by Mrs. Crookshank to approve the November 3, 2011, minutes as presented. Motion carried unanimously.

IV: OLD BUSINESS:

Motion by Mr. King and seconded by Mrs, Gendry to go into closed session at 4:39 p.m. for: Employment/Appointment Matters: (5 ILCS 120/2(c)(1) I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion carried on a voice vote of yes.

Motion by Mr. King and seconded by Mrs. Crookshank at 4:41 p.m. to return to open session. Motion carried on a voice vote of yes.

Ms. Fisher presented the job description for Adult Division Support Specialist to the committee for approval.

Motion by Mrs. Crookshank and seconded by Mr. Costa to present the job description to the full board for approval. Motion carried unanimously.

Ms. Fisher reported that the library now owns a Kindle-fire to use with the Nook and Sony e-reader in the classes on e-books.

The donation of funds from Dottie Butz to the Friends of the Decatur Public Library was discussed. The Friends want to purchase a piece of stained glass for display in the library as a

memorial. Ms. Fisher discussed the idea of asking for personal hearing devices for use in the Madden Auditorium. Mrs. Gendry will discuss with the Friends and will bring up at the Finance Committee meeting.

Mr. Alpi had sent someone to look at the library annex and Ms. Fisher reported that they were coming back for further discussion.

Leslie Bednour of Illinois Heartland Library System submitted a list of questions about the space in the library and Troy Brown returned to take additional pictures of various areas. Ms. Fisher explained to them about staff parking next to Martin Luther King Drive.

V. ADJOURNMENT

Mr. King adjourned the meeting at 5:04 p.m.

Respectfully submitted,

Karen Bjorkman

Assistant City Librarian

Approval pending