

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

Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: March 7, 2019

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Dr. Ngozi Onuora (Chair) **Staff:** Rick Meyer, City Librarian

Mark Sorensen

Michael Sexton

Donna Williams

Samantha Carroll

Absent:

Guests:

Call to order – Dr. Ngozi Onuora

Meeting called order by Dr. Onuora at 4:30 pm

Approval of agenda

Motion to approve the agenda by Mr. Sexton, seconded by Mrs. Williams, unanimously approved

Minutes (1:10)

There was discussion about the minutes. Motion to approve the minutes with corrections by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved

Communication from the Public (4:40)

Mr. Meyer said at the last meeting they talked about library programs, program evaluation and what changes in the evaluation process they should think about. He said they also discussed a possible program policy.

Old Business (5:58)

Mr. Sorensen talked about the discussion about the library parking lot at City Council meeting. He said they discussed if there would be enough money in the reserve if the project was completed. Mr. Sorensen said Mr. Zientara was attempting to put together some hard numbers in attempt to forecast possible maintenance costs. He said there was also some discussion about how to save money on the project and the timeline of the project. He said Mr. Meyer had spoken in answer to a question about the area. He said that Mr. Zientara was working with Johnson Controls in an attempt to anticipate future maintenance costs and City construction staff to get an approximate of the construction costs. There was discussion by the committee about the suggested modifications. He said that the City had made modifications to the proposed plans to save money that he and others felt were necessary. He

said that he had met with Mr. Meyer to discuss some of the options for change that should stay in the plan.

Mr. Sorensen gave his thoughts about other board members continuing to engage with the City about parking lot modifications.

New Business

Management Personnel Policy (9:47)

Mr. Meyer discussed changes to the Management Personnel Policy. He said the policy changes were reviewed by the library attorney. The committee discussed some changes that should be made in the draft presented. Mr. Sorensen asked if “personal days” could be changed to something else. There was discussion about other options for other wording. There was discussion about days the library should be open. Mr. Meyer said he could present a list of holidays the library closed and holidays the library observed but didn’t close. There was discussion about the Illinois being an at-will employment state. Mr. Meyer explained the difference between management and hourly staff. Mr. Meyer explained the FMLA coverage used by the library. Mr. Meyer said he would find out about the maternity leave. He discussed the use of benefit time at the end of retirement. There was discussion about the complication of using benefit time in this manner. He said he would like to end that practice. He said he would bring the policy back to the committee with the changes.

Website

Mr. Meyer said the library website could go live as soon as next week. (33:30)

Program Policy (34:30)

Mr. Meyer discussed the need for a program policy. Mr. Meyer said he had based the draft policy on the current collection development. He said programs would be evaluated every six months based on impact, evaluation and attendance. Dr. Onuora asked if they could add the criteria of if the program continued to align with the library’s strategic plan. Mr. Meyer said they could. They discussed the current collection policy and using similar criteria for eliminating programs at the library. Mrs. Carroll asked if they really needed a section on gifts and donations. Mr. Meyer said they did, he explained some examples of donations and partnership with the library. There was discussion about the programs and moving toward the strategic plan.

Dr. Onuora said she thought that they should work to provide programming that followed the library’s strategic plan, which included the desires of the stakeholders. There was discussion about the capitalization and language. Dr. Onuora asked if it should be called a reevaluation process. It was discussed if it should be called reevaluation versus discontinuation process. There was discussion about. There was discussion about the book clubs, programs and marketing. Mr. Sexton asked if the library’s attorney would look it over. Mr. Meyer said he could.

Other (51:16)

Mr. Meyer said that someone internally had approached him about the vacant librarian’s position. He said that the employee’s supervisor had presented a good reference for her. He said that the library would be entering into a agreement with her that proposes that she has 4 years to attain a MLS. He said he could live with the arrangement if there was some kind of agreement. Mrs. Carroll asked what would happen if they didn’t obtain the MLS. Mr. Meyer said there would be no guarantee in the person having a position to go back to. There was discussion about the pay and the option of an outside candidate vs. an inside candidate. Mr. Sorensen said that he was in agreement with giving the inside candidate the opportunity, but reminded the committee that the library has a diversity problem and he thought that

this type of advancement reinforces the lack of diversity. Mr. Meyer asked, if he was talking about hiring from within. Mr. Sorensen said yes. Mr. Meyer said that the Library Assistant position would be open and need to be filled.

Public Comment

No public comment

Adjourned

Motion to adjourn by Mr. Sorensen at 5:20 pm, seconded by Mr. Sexton, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved
(4/4/2019)