



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy and Public Relations

Minutes

Date: January 7, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Samantha Carroll

Michael Sexton

Susan Avery

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Administrative Aide

Absent:

Guests: None

Call to Order:

Mr. Sexton called the meeting to order at 4:31 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. Carroll made the motion to accept the agenda, seconded by Ms. Avery. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes.

Minutes- Minutes of November 5, 2020 meeting Mr. Sexton requested a motion to approve the November 5, 2020 minutes, Ms. Carroll made the motion to accept the minutes, seconded by Ms. Avery. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes.

Public comments

None

Written Communications from the Public

None.

New Business

Personnel Update

The library will re-open the Administrative Secretary position and begin seeking candidates again.. Janet Denton, Julia Martin, Luray McArthur had employment anniversaries in Januar. The library hired Social Worker, Jessica Hill, have some contractual stuff to work out with Macon County Mental Health Board which is the funding source.

Adult Computer Use and Internet Access Policy

Mr. Meyer recommended that local patrons be allowed to present an I.D. instead of requiring a library card to use the computers, and removing the fine restrictions from the policy. Ms. Carroll made a motion to recommend to the full board with the suggested changes, seconded by Ms. Xethalis. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes.

Sexual Harassment and Retaliation Policy

Workplace Discrimination, Harassment, Violence, and Retaliation Policy

Mr. Meyer said that the city has updated their policy and counsel recommends that Decatur Public Library have its own policy. Ms. Carroll move to table the policy, seconded by Ms. Xethalis. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes, policy tabled.

Meeting Schedule

PPPR scheduled to meet the first Thursday of every month. Ms. Avery made the motion to adopt the meeting schedule, seconded by Ms. Carroll. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes, unanimously approved.

Old Business

Art and Artifacts Display Policy

Mr. Sexton requested a motion to recommend the art and artifacts display policy to the full board for approval, Ms. Carroll made a motion to present to the full board, seconded by Ms. Avery. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Ms. Avery yes, Mr. Sexton yes, unanimously approved to present to the full board.

Pandemic Service Levels

Discussed re-opening Library to the public. A Special Meeting will be called on Monday January 11, 2021.

City Librarian Performance Evaluation Process

The PPPR committee recommends the Evaluation of City Librarian form, go to the full board. When evaluation is complete President Carroll will meet with Mr. Meyer to give the evaluation. Recommendations for salary change will be at Board meeting. Ms. Avery made the motion to present the City Librarian's evaluation form to full board to be approved, seconded by Ms. Carroll. Mr. Sexton requested a

roll call vote, Ms. Carroll yes, Mr. Ms. Avery yes, Mr. Sexton yes, unanimously approved to present to the full board.

Diversity, Equity, and Inclusion

Mr. Edwards said ALA Representative Christina Fuller gave a Diversity Training Seminar, showed a presentation and a proposal. De Etta Jones did not get back with Mr. Edwards. He said that they could listen to more presentations, or go with the ALA representative. Mr. Edwardes will check references and reconvene Committee and develop recommendations.

Mr. Meyer stated he will present full board with Emergency Sick Leave regarding COVID-19 with recommendation to extend the policy into 2021.

Adjournment

Mr. Sexton, requested a motion for adjournment, Ms. Carroll made the motion seconded by Mr. Ms. Avery. Mr. Sexton requested a roll call, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes, adjourned at 5:18 p.m.

Approved, 02/04/20210