



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, November 2, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; October 5, 2023 minutes) (Action)
- III. **Public comments** – – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- IV. Written Communications from the Public
- V. New Business
 - 1. Personnel Update (Discussion)
 - 2. Local History Use of Room Policy (Action)
 - 3. Volunteer Policy (Action)
 - 4. Other (Discussion)
- VI. Old Business
 - 1. Diversity, Equity, Inclusion (Discussion)
 - 2. Child Abuse and Neglect Reporting Policy (Action)
 - 3. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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

Date: October 5, 2023

Time: 4:30 p.m.

Board Room

Board President: Karl Coleman **Board Members:** Alana Banks,
Shelli Brunner, LaTonya Ricks, Elizabeth Rivera, Sofia Xethalis, Jacobie Jones, Emily West

Present

Karl Coleman
LaTonya Ricks
Elizabeth Rivera
Shelli Brunner

Absent:

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services

Guests: None

Call to Order: Ms. Brunner called the meeting to order at 4:32p.m.

Consent Agenda with August 3, 2023 Meeting Minutes- Ms. Brunner requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent

Public comments: None

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated Christopher Opsincs started on September 28 and Sarah Yepsen started on September 21, both are part-time Library Assistants in Children's. Sheri Keller moved from Children's as a part-time Library Assistant to Local History, with the same title and number of hours on September 18.

Lost and Found Policy (Action) Mr. Meyer said this was reviewed by the Library Social Worker. She suggested changing the time to hold items found inside from 14 to 30 days. The

City will manage the items found outside. The City holds items for 30 days. Ms. Rivera made a motion to accept the revised hold times as requested, seconded by Ms. Ricks. All in favor. The motion was adopted.

Mr. Coleman joined the meeting at 4:35pm.

Child Abuse & Neglect Reporting Policy (Action) Mr. Meyer stated the City of Decatur insurance carrier is requesting the Library add this policy. Libraries in Illinois are not mandated reporters. Ms. Rivera suggested adding the social worker to the line of contact as a designee to determine if an instance is considered reportable. No action taken.

Management Pay Grades and Benchmarking (Action) Mr. Meyer requested approval on the January 1, 2024 pay grade structure. This is to keep the Library competitive. Mr. Coleman made a motion to accept the pay grade changes, seconded by Ms. Rivera. All in favor. The motion was adopted.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer stated Nicki will stay on through the end of the year and then let the committee continue on their own. Mr. Meyer will ask Ms. Carol Ziese to submit a report from the monthly meeting.

Narcan Dispenser Box (Action) Mr. Meyer emailed the directors of other local libraries about Narcan at their facility. The libraries that reported back said they did not have Narcan at their facilities. Mr. Coleman made a motion to have the Narcan dispenser box on the Library grounds toward the back of the parking lot, Ms. Rivera seconded the motion. Mr. Meyer stated the City would be responsible for adding a structure to support the Narcan at the back of the parking lot. This could delay the Narcan being available to the public. The motion was amended by Mr. Coleman to include a structure being provided by the City at the back of the Library parking lot to be the location for the Narcan Dispenser Box, seconded by Ms. Rivera. All in favor. The motion was adopted. Additional discussion included adding other items for the public in the same location of the Narcan box.

Adjournment

Mr. Coleman made a motion to adjourn at 5:08pm, seconded by Ms. Hicks. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant



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ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT USE OF THE LOCAL HISTORY ROOM POLICY

Access

The Local History Room at the Decatur Public Library is open to the public for research at designated times. Calling ahead is encouraged as the room **has limited staff and volunteers**. Appointments can be made during times when the room is not open. Please contact **the staff** to make arrangements at least 24 hours in advance. Contact information can be found on the Decatur Public Library website.

Anyone who uses the local history collection must first register at the volunteer desk in the Local History Room. Patrons are required to register each day they use the Local History Room. No materials are allowed to leave the Local History Room unless accompanied by a Library staff member or volunteer.

No food or open containers for liquids are allowed in the Local History Room at any time. Closed containers for liquids will be tolerated, but must be kept away from the materials. Patrons are not allowed to use ink pens or markers around the materials. Pencils will be provided to patrons who need them. **Backpacks/tote bags/large purses/etc. are NOT PERMITTED in the Local History Room.** Please leave your bag with the staff member or volunteer at the desk when you arrive.

Reproduction Fees

Local History offers obituary and article research. **There are currently no charges for research.**

A copy machine is available in the Local History Room. The fees for its use are also found on the fee schedule. Under no circumstances are patrons allowed to make their own copies. Please see the Local History volunteers or the Archivist for assistance. Researchers should be aware of the provisions of Section 108 of the United States Copyright Law.

With the consent of the **Head of the Archives and Special Collections Department**, patrons are allowed to use their own camera to photograph documents and photos. There is no charge for this.

Copyright and Publication

The Decatur Public Library does not own the physical and/or intellectual copyright of all of the material in its collection. Researchers should be aware of the provisions of Section 108 of the United States Copyright Law, and verify the copyright of materials with the Archivist. In order to publish an item that belongs to the Decatur Public Library, a Reproduction Agreement form must be filled out and returned to the Archivist. Permission to publish is for one-time publication, and does not transfer copyright.

Please use the following citation to reference materials belonging to the Decatur Public Library:

Name of Collection. Archives and Special Collections Department, Decatur Public Library, Decatur, Illinois.

For all other material, please follow proper citation standards.

Policy Review

This policy will be reviewed, along with an overall evaluation of the collection, by the Decatur Public Library Board of Trustees every five(5) years, or sooner at the discretion of the City Librarian.

Adopted: August 2014

Revised: 2020



Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

All volunteers who begin service after October 16, 2020 will agree to undergo a background check prior to beginning their duties at the library. All volunteers who began service prior to that date will agree to undergo a background check no later than December 31, 2020. Any volunteer unwilling to undergo a background check will no longer be eligible to serve the library in that capacity. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in that capacity.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their assigned projects, and of any change to their availability schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

**Approved by the Decatur Public Library Board of
Trustees February 16, 2017**

**Amended by the Decatur Public Library Board of
Trustees October 16, 2020**

Will you need verification of your
volunteer hours? _____

If so, to whom should we provide
this information? Please provide a
name and telephone number.

In an emergency, contact:

Name _____

Home phone _____

Business phone _____

Volunteer Orientations
are typically held on
the fourth Wednesday
of the month at
3:30pm. If you are
unable to attend this
month, please note a
suggested alternate
date _____.

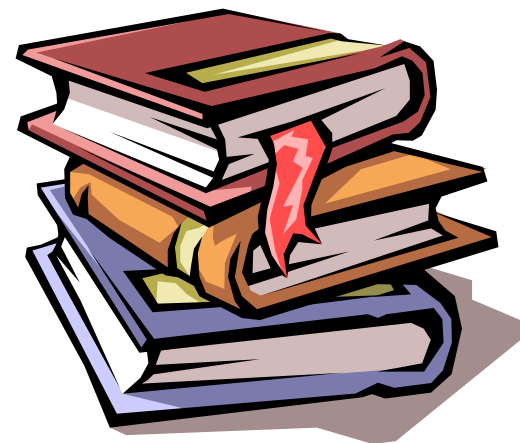
Linebaugh Library System
offers other volunteer
opportunities at the following
libraries:

Smyrna: 459-4884

MGL [at Patterson Park]: 907-3429

Eagleville: 274-2626

LINEBAUGH PUBLIC LIBRARY VOLUNTEERS



105 WEST VINE ST.
MURFREESBORO, TN 37130
(615) 893-4131

REQUIREMENTS

- ❖ Have a library card.
- ❖ Wear a volunteer name tag provided by the library.
- ❖ Wear clothing that is loose and long enough to cover while bending, stretching, and reaching.
- ❖ Log hours in volunteer notebook.

LINEBAUGH PUBLIC LIBRARY VOLUNTEER APPLICATION

Name _____

Address _____

City _____ Zip _____

Phone _____

E-Mail _____

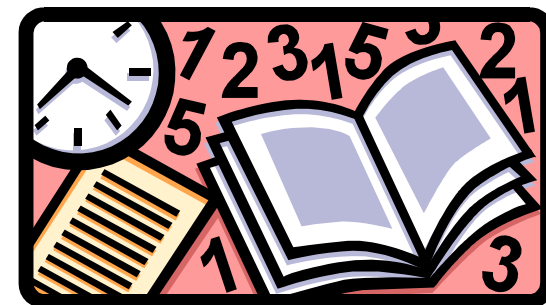
Special interests and skills:

I am interested in volunteering in the following areas:

- ☐ computer lab
- ☐ reference/genealogy
- ☐ circulation
- ☐ other _____

ASSISTANCE IS NEEDED WITH THE FOLLOWING:

- SHELF READING
- STRAIGHTENING BOOKS
- CALLING RESERVES
- PROCESSING RETURNS
- ORGANIZING CARTS
- DATA ENTRY
- BOOK SEARCHES
- FILING
- GRANT WRITING



What times are you available to work?

Please indicate desired hours with check marks in the appropriate boxes.

	S	M	T	W	Th.	F	Sa.
9:00	X						
10:00	X						
11:00	X						
12:00	X						
1:00							
2:00							
3:00							
4:00							
5:00							
6:00	X					X	X
7:00	X					X	X
8:00	X					X	X
9:00	X					X	X

The library's hours of operation are:

S: 1:00 pm. to 6:00 p.m.

M-Th.: 9:00 a.m. to 9:00 p.m.

F-Sa.: 9:00 a.m. to 5:00 p.m.

Decatur Public Library

Child Abuse and Neglect Reporting Policy and Procedures

Library Policy:

Library employees may encounter situations where they suspect that a child is being abused or neglected during the course of their daily work with the public.

Library employees are not considered mandated reporters as defined in Illinois code 325 ILCS in chapter 5 section 4.

Library employees are encouraged to report suspected child abuse or neglect to the Library Director or designee as long as they have an objectively reasonable cause for such suspicions. Reports should be made immediately and by telephone or in person.

This policy shall be reviewed annually.

Employees will receive online training on child abuse and neglect annually.

Procedure:

1. After making an oral report, the employee will immediately submit a Security Incident report to the Director or designee, including as much of the following as possible:
 - a. The name and address of the child and his/her parents or other person responsible for his/her care;
 - b. The age and gender of the child;
 - c. The nature and extent of the child's injury or injuries, maltreatment or neglect;
 - d. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
 - e. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the employee (including date, time, and location);
 - f. Any other relevant, factual information.
2. The Director or designee will review all reports and, based on advice from the Library Counsel, will determine if a report needs to be made to the Illinois Department of Children and Family Services (DCFS). If the office is unavailable, local law enforcement may be consulted.
3. Reports should be made to DCFS via their website. If a report is made via the emergency hotline, both the Director or designee and the original reporting employee will participate in the call.
4. Reports of abuse can be made online at [Illinois Department of Children & Family Services](#). In an emergency, reports of abuse may be made to the hotline is 1 (800) 252-2873.

The employee's name is always kept confidential. The only time an employee's information is released is if a Judge orders that in the name be released for court proceedings.