



## DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES  
Personnel, Policy, and Public Relations Committee  
AGENDA  
Thursday, April 3, 2025  
4:30 p.m.  
Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; March 6, 2024 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. Software Use Policy (Action)
  2. Local History Use of Room Policy (Action)
  3. Local History Collection Policy (Action)
  4. Other (Discussion)
- VI. Old Business
  1. City Librarian Evaluation (Discussion)
  2. Other (Discussion)

VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



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

**Date: March 6, 2025**

**Time: 4:30 p.m.**

**Board Room**

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**Board President:** Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Ashley Petty, Samantha Carroll, Blake Allison, Shiowa Karsten, Paula Cross, Kaylee Ledbetter

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#### **Present**

Samantha Carroll  
Ashley Petty  
Kaylee Ledbetter

#### **Absent:**

Shiowa Karsten  
Karl Coleman

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

**Guests: None**

**Call to Order:** Ms. Carroll called the meeting to order at 4:30p.m.

**Consent Agenda with February 6, 2025 Meeting Minutes-**Ms. Petty made a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

**Public comments:** None

**Written Communications from the Public: None**

#### **New Business**

Adult Computer Use Policy (Action) Mr. Meyer discussed the possible policy changes after running it through Claude AI. It was suggested to list what forms of identification are appropriate. Ms. Petty made a motion to table the policy, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Equipment Circulation Policy (Action) Mr. Meyer suggested that the second sentence be eliminated as well as the second sentence in the second paragraph. He also suggested making the policy consistent with the circulation policy, regarding if you have outstanding debt to the Library for \$25.00 or more, you can't check out equipment. Ms. Ledbetter made a motion to send the policy with changes to the Board, seconded by Ms. Petty. All in favor. The motion was adopted.

Interlibrary Loan Policy (Action) Mr. Meyer discussed possible policy changes regarding cost to replace items that are lost or not returned. Ms. Petty made a motion to submit the policy to the board as is, seconded by Ms. Ledbetter. All in favor, the motion was adopted.

### **Old Business**

City Librarian Evaluation (Discussion) Ms. Carroll stated she and Mr. Coleman will be in touch with Mr. Meyer this coming week to set an appointment.

### **Adjournment**

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

Scribe,  
Michelle Whitehead, Executive Administrative Assistant



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### Software Use Policy

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to this policy. The following points are to be followed in order to comply with software license agreements:

- All software, including fonts, whether downloaded or installed by disk or other means, must be pre-approved by the Systems Administrator. This includes software known as freeware or shareware.
- All users must use all software in accordance with license agreements and the Decatur Public Library software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- Decatur Public Library will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
- Any user who determines that there may be a misuse of software within the organization will notify the Systems Administrator.

I have read Decatur Public Library software code of ethics. I am fully aware of our software compliance policies and agree to abide by them. I understand that violation of any above policies may result in my termination.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approved by DPL Board of Trustees May 20, 2021**



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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: September 17, 2020



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# Local History Collection Policy

The Local History Room at the Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur.

## Mission

The Local History Room at the Decatur Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Decatur, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of Macon County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

## Collection Statement

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to Decatur and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images.

## Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Decatur and Macon County history
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for. The Library will assist the donor in finding a more suitable institution for their material.

## Additions to the Collection

Because history is created daily, materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the Library. The Local History Room staff will not create any new historical documents, only collect, preserve, and make accessible those created by other people and/or organizations. In order to establish the transfer of ownership, the Library requests that a deed of gift be completed by the donor/representative and the Local History Librarian/Archivist. The deed of gift documents the donation of property and transfer of copyright (if applicable) to the Library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the Library. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the Local History Room.

The Library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the Library. All restrictions will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the Library, may be sold, or may be transferred to another library (See Reappraisal and Deaccession).

## Reappraisal and Deaccession

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

## Care of Collections

The Local History Room at the Decatur Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid (a description of a collection with a content list) will be prepared for each collection, and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

## Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

## 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 by the Decatur Public Library Board of Trustees: August 2014.

Revised: June 2018.

Amended April 21, 2022