



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
AGENDA
Thursday, May 1, 2025
4:30 p.m.
Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; April 3, 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. Continuing Education and Travel Policy (Action)
 2. Test Proctoring Policy (Action)
 3. Future Agenda Building (Discussion)
 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



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

Date: April 3, 2025

Time: 4:30 p.m.

Board Room

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

Present

Samantha Carroll
Ashley Petty
Kaylee Ledbetter
Karl Coleman

Absent:

Shiowa Karsten

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

Guests:

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

Consent Agenda with March 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: Mr. Meyer stated there were a few Freedom of Information Requests submitted.

New Business

Software Use Policy (Action) Ms. Ledbetter made a motion to send the policy as presented to the Board, seconded by Ms. Petty. All in favor. The motion was adopted.

Local History Use of Room Policy (Action) Mr. Coleman made a motion to send the policy to

the Board, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Local History Collection Policy (Action) Ms. Ledbetter made a motion to submit the policy to the board, seconded by Ms. Petty. All in favor, the motion was adopted.

Other (Discussion) Mr. Meyer stated there is an anticipated conversation regarding an appeal to a ban at the upcoming Board meeting.

Old Business

City Librarian Evaluation (Discussion) Ms. Carroll will get the form to Mr. Meyer regarding his compensation. Mr. Meyer said he would send his recent advice forms to indicate previous raises that have been awarded.

Other (Discussion) Mr. Meyer gave an update on the IMLS funding and the cuts made by the executive order by the President.

Mr. Meyer stated the laminate for the reference desks is due to be completed on April 7. The desks should be done in the factory on April 16. Delivery and installation is still pending. A few items will be corrected this coming Monday.

Adjournment

Ms. Petty made a motion to adjourn at 4:55pm. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant



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Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

Reviewed August 18, 2022

Test Proctoring Policy

As part of its mission to support lifelong learning, the Decatur Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library administration will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available from 30 minutes after the library opens until 4:30 p. m. Monday through Friday. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

Approved by the Decatur Public Library Board of

Trustees March 17, 2016

Reviewed January 19, 2023