



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
AGENDA
Thursday, March 6, 2025
4:30 p.m.
Board Room

- I. Call to Order – Samantha Carroll
- II. Consent agenda (Agenda; February 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. Adult Computer Use Policy (Action)
 2. Equipment Circulation Policy (Action)
 3. Interlibrary Loan 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



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

Date: February 6, 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
Shiowa Karsten
Ashley Petty
Kaylee Ledbetter
Karl Coleman

Absent:

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 January 2, 2025 Meeting Minutes- Ms. Karsten made a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Public comments: None

Written Communications from the Public: Mr. Meyer received emails regarding the art display.

New Business

Library Use Guidelines (Action) Mr. Meyer discussed the suggested changes by the committee. Ms. Karsten made a motion to accept the changes as presented, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Management Personnel Handbook (Action) Mr. Meyer reviewed the suggested changes. Ms. Petty made a motion to send the handbook to the Board as presented, seconded by Ms. Karsten. All in favor. The motion was adopted.

Gates Lab Policy (Action) The committee discussed adding the policy to the meeting room policy. The changes include adding a fee and changing the hours of availability. Ms. Ledbetter made a motion to void the current Gates Lab policy, and make suggested changes to roll it into the Meeting Room Policy, seconded by Ms. Petty.

City Librarian Evaluation (Discussion) The discussion included a timeline of when the City Librarian will have his evaluation completed.

Mr. Coleman joined the meeting at 4:50pm.

Other (Discussion) Mr. Meyer spoke about becoming a non-smoking campus. The topic included being a welcome environment, cigarette butts on the sidewalk, and an increase in cannabis smoking on the property. The union contract includes a provision to provide an area for smoking. A smoking area could be designated at 120 N. Water. This would also involve a discussion with the City.

Mr. Meyer noticed the reimbursement for security from the City was not the 50/50 that was agreed upon. He will follow up with the City to get clarification to present to the Finance Committee.

Old Business

Other (Discussion) None

Adjournment

Ms. Karsten made a motion to adjourn at 5:03pm, seconded by Ms. Ledbetter. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant



Rulings Governing Use of Computer Resources

Library cardholders may login without assistance from staff. Visitors from outside of Decatur may be granted access to the library's computer resources upon presentation of acceptable identification. Access is limited to adults and minors ages 13-17 with written parental permission. Children 12 and under may access the library's adult computers only when accompanied at all times by an adult with acceptable identification.

Computer users may not:

- Make any attempt to modify or damage library computer equipment or software. Only software owned and installed by the Decatur Public Library may be used on its computers. Downloading or installing anything from the Internet or other software is not permissible.
- Use the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

Violation and Enforcement

Unacceptable or inappropriate use of the library's computer resources may result in suspension or revocation of library privileges and expulsion from the library. Includes but is not limited to not staying in the time management system and/or not following the library computer rules.

Users will be held financially responsible for any damage to library computer equipment and software.

Using computer access obtained at Decatur Public Library to perpetrate illegal acts will be subject to prosecution by local, state, or federal authorities.

Disclaimers

The Library assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that, in addition to valuable and reliable information, the Internet does contain inaccurate, dated, incomplete and controversial material. Users should exercise good judgment and discretion in the use of Internet information sources.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the Internet.

The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

Privacy

Patrons should have no expectation of privacy, as all Internet workstations are in view of other patrons and staff.

Security

Every effort will be made to maintain a secure environment; however, Internet transactions, communications and activities are potentially vulnerable to unauthorized access. Decatur Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation for the Library.

Behavior

It is the policy of the Library to provide an atmosphere conducive to the appropriate use of Library services and facilities. The rules of conduct outlined in the Library Use Guidelines apply to all computer users. Patrons shall not use Library computer resources in a way that disturbs or interferes with other patrons, employees or operations of the Library.

Compliance

The Decatur Public Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The Library reserves the right to terminate an Internet session at any time.

Policy Modification

The Library reserves the right to modify this policy at any time.

Approved by the Library Board of Trustees

April 19, 2007

REVISED Feb 2013

Reviewed September 18, 2014

Reviewed October 19, 2017

REVISED January 21, 2021

REVISED May 19, 2022



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EQUIPMENT CIRCULATION POLICY

If and when Decatur Public Library acquires equipment for the purpose of lending said equipment to cardholders, the following policy applies. For equipment checkouts the borrower must have had a valid library card for at least 6 months or have the approval of City Librarian or his/her designee.

A valid Decatur Public Library card is needed to checkout equipment from the Decatur Public Library. For equipment checkouts, the borrower must have had a valid library card for at least 6 months or have the approval of the City Librarian or his/her designee.

There is no charge for use of library equipment unless otherwise noted.

Borrowers are responsible for all equipment and accessories checked out on their account. A written agreement, specific to the type of equipment borrowed, must be completed and signed in person. The agreement will indicate the length of the loan period and any replacement costs for lost or damaged equipment or accessories.

Decatur Public Library does not charge patrons overdue fines for late equipment. Patrons who have not returned overdue equipment will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the equipment is overdue within 10 days after the due date. If the equipment is not returned, a second notice will be given within 20 days after the first notice that the equipment is overdue. Failure to return library equipment within 10 days after the second notice will result in a bill for the replacement cost of the equipment. Payment of this charge is non-refundable.

Equipment must be returned directly to the circulation desk only, and not at any library drop point. It will be inspected at the time of return and must be returned in the same condition in which it was borrowed, along with all accessories, if any. Cost to replace or repair the equipment due to loss or damage and for any missing accessories will be charged to the patron. Malfunctions should be reported immediately to the library.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of this equipment.

Priority for use of the equipment is given to library staff for library programs, continuing education or library presentations.

Patrons who have lost library equipment shall be charged the list price of the equipment. The Decatur Public Library will not reimburse replacement costs or the cost of fees for items returned after payment has been received.

Failure to abide by this policy may be cause for denial for future use of the equipment.

Approved by the Decatur Public Library Board of Trustees June 19, 2018

Amended January 20, 2022.



Interlibrary Loan Policy

This policy covers interlibrary loan activity outside of the agreements and policies established by Decatur Public Library's membership in the SHARE consortium of the Illinois Heartland Library System (IHLS).

Decatur Public Library endorses the Illinet Interlibrary Loan Code, 2008, the American Library Association Interlibrary Loan Code for the United States, 2008, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any Decatur resident holding a valid Decatur Public Library card. Decatur Public Library participates in interlibrary loan with U.S. libraries only.

Borrowing

Decatur Public Library will not request materials that are owned by the Library, or that are available in SHARE. Length of loan periods, renewal options, overdue fines, and conditions for use are determined by the supplying libraries.

Patrons should be prepared to assume the following fees:

- Any cost charged by the lending library.
- \$5.00 per item for all materials requested outside of the State of Illinois.

Every effort is made to obtain requested materials from libraries in Illinois. Any charges must be paid even if the item is not picked up. Charges will be collected by library staff at the time of request and held until the library discovers if it can obtain the item. If the library cannot obtain the item, the charges will be refunded.

A limit of 5 audiovisual (DVDs, CDs, VHS, Audiobooks, etc.) materials per calendar month may be requested by each patron.

Interlibrary loan requests will not be processed for patrons with overdue materials or more than \$25.00 unpaid fees.

Patron requests may require completion of an interlibrary loan request form available at the reference desk. The patron will sign the form indicating their acceptance of the charges.

The condition of the borrowed material is the responsibility of Decatur Public Library until it is picked up by the patron. Thereafter, the patron is responsible for any damage to the original item. The patron agrees to a minimum charge of \$50.00 or the actual charges from the lending institution if it is more than \$50.00 for all material that is damaged or lost.

Patron will be charged \$1.00 if paperwork checked out with the book is not returned with the item borrowed.

Decatur Public Library will not attempt to borrow, nor will it lend the following type of material:

1. Material that is less than 1 year old.
2. Microfilm
3. Reference books
4. Newspapers
5. Magazines
6. Games

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.
- New materials. Libraries have various definitions on what constitutes "new" books and audiovisual materials.
- eBooks. Licensing issues may restrict loans.

Renewal

Renewals may be requested in person, by email, or by telephone to the Interlibrary Loan Clerk. Renewals are at the discretion of the lending library. Patrons will be notified by phone or email of the new due date.

All material lost or damaged will result in the borrowing library being charged the full cost of the item.

Approved by the Decatur Public Library Board of Trustees, Feb. 28, 2013.
Amended June 21, 2018.

Amended July 15, 2021