

River Forest Public Library  
**Policy Committee Meeting**

**MINUTES**

**Monday, July 8th, 2024, at 2:30 pm**

**Present:** Committee members Deborah Hill, Cathy Ruggeri, and Kosha Baxi Carstens. Trustee Ann Berens, RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber.

**Visitors:** Materials Services Associate Abby Atwood and Children's Services Associate LucyRose Till-Campbell.

**Call to Order:** Trustee Hill called the meeting to order at 2:58 pm.

**Minutes:**

1. April 3<sup>rd</sup>, 2024, Committee meeting minutes were approved unanimously.
2. Patrons IV. Computer Use and Internet Access  
Section referencing the proposed Suspension of Library Privileges and Patron Ban policy was added. Minor changes made for clarity.
3. Patrons IX. Code of Conduct  
Additional proscribed conduct was added. A reference to the proposed Suspension of Library Privileges and Patron Ban policy was added. The Committee discussed the Library's food policy and clarified point 7 to indicate when and where food is allowed in the building.
4. Patrons XII. Donations of Non Library Materials  
Minor changes made for clarity.
5. Patrons XIII. Security Cameras  
The Committee discussed the retention period for recordings and adjusted it to 30 days for general recordings and up to 3 years for recordings related to a specific incident. The Committee also added language to clarify the disclaimer of liability.
6. Patrons XV. Suspension of Library Privileges and Patron Ban Policy  
New policy outlining the consequences for violations of the Computer Use and Internet Access policy and Code of Conduct policy was discussed.

Public comment: Ms. Atwood and Ms. Till-Campbell addressed the Committee about their safety concerns due to the ongoing threats being received by the Library and the disruptions to their work schedules due to last-minute adjustments to the Library's hours as security was being arranged.

Next Meeting: There is no future meeting scheduled at this time.

**Adjournment:** Trustee Carstens moved to adjourn the meeting at 4:14 pm. Trustee Ruggeri seconded.