

River Forest Public Library

Policy Committee Meeting

MINUTES

Thursday, January 13th at 1:00 PM

Present: Committee members Deborah Hill, Cathy Ruggeri, Elan Long, and Ann Berens. RFPL Director Emily Compton (attending remotely), and Operations Manager Katie Cangelosi.

Call to Order: President Hill called the meeting to order at 1:07pm.

Minutes: Trustee Ruggeri asked that the agenda and minutes reflect that the staff policy of Computer Use is numbered IX. The minutes were approved with this amendment.

1. Temporary Policy – Emergency Paid Sick Leave
 - a. The Committee discussed why this policy is needed to address leaves necessitated by the pandemic. Trustee Berens asked if any employees had been affected by the policy not being in place since it expired as of 8/31/2021, and Director Compton confirmed that two part-time employees had taken leave without pay.
 - b. The Committee discussed how to determine two equivalent weeks for part-time staff. Director Compton replied that part-time staff work a specific average number of hours per week.
 - c. The Policy Committee made minor edits for clarification and recommended that this Policy be adopted at the January Regular Board Meeting.
2. Staff III – Leaves of Absence
 - a. The Committee discussed increasing the maximum possible leave of absence from 30 calendar days to 90 calendar days. Director Compton explained that a maximum of 90 calendar days is more in line with FMLA, an Act that does not apply to the River Forest Public Library. The Committee agreed to increase the maximum allowed leave of absence to 90 calendar days to match these common standards.
 - b. The Policy Committee made minor edits for clarification and recommended that this Policy be adopted at the January Regular Board Meeting
3. Staff IX – Computer Use
 - a. The Committee discussed and approved changing the title from Computer Use to Computer and Internet Access to reflect the growing emphasis on appropriate internet usage in public spaces.
 - b. The Committee discussed including the date that policies are Board approved on individual policies. They also mentioned the possibility of a header to differentiate staff and patron policies.
 - c. The Committee made minor edits for clarification and recommended that this Policy be adopted at the March Regular Board Meeting.
4. Patrons IV – Equipment and Computer Use
 - a. The Committee discussed and approved changing the title to Computer and Internet Access to match the Staff IX policy discussed above.
 - b. The Committee made minor edits for clarification and recommended that this Policy be adopted at the March Regular Board Meeting.

Next Meeting: Tuesday, February 8th, at 5pm to discuss the Collection Management Policy and the Reference Services Policy.

Adjournment: Trustee Long moved to adjourn the meeting at 2:23 pm, seconded by Trustee Berens.