

River Forest Public Library
Policy Committee Meeting

MINUTES

Tuesday, October 10th, 2023 at 9:30 am

Present: Committee members Deborah Hill, Cathy Ruggeri, and Elan Long. Kosha Baxi-Carstens joined by phone. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber.

Call to Order: President Ruggeri called the meeting to order at 9:30 am.

Minutes: April 20th, 2023 committee meeting minutes were approved unanimously with a minor change.

1. Patrons XIV. Volunteers
 - a. Director Compton has been trying to contact the insurance company for comment on our draft volunteer policy, but only received a Volunteer Waiver and a brief overview of coverage for volunteers. Trustee Long recommended an amended waiver with friendlier language that covers injuries and damages. Director Compton will look at other library's waivers and share with the committee.
2. Patrons VI. Meeting Room
 - a. Minor changes made for clarity.
3. Patrons X. Child Safety
 - a. Minor changes made for clarity.
4. Staff II. Employee Tiers & Benefits
 - a. Director Compton discussed her memo on changes to the Employee Tiers and Benefits Policy. First, she recommends accrual of hours under the required Illinois Paid Leave for All Workers Act that goes into effect on January 1, 2024. She also recommended that the Library pays 100% of the cost of vision insurance at the individual rate. The Committee discussed paying 85% for consistency with other insurance offerings.
5. Staff III. Leaves of Absence
 - a. The Committee discussed extending Compassionate Leave to all employees, not just those working over 19 hours. The Committee will make a decision at the November Policy Committee meeting before presenting it to the full Board.
 - b. The Committee will meet in November to discuss extending Compassionate Leave to employees dealing with pregnancy loss.

Next Meeting: Monday, November 6th at 2:00 pm to discuss Oversight V. Compliance, Staff X. Workplace Harassment, Staff II. Employee Tiers and Benefits, and Staff III. Leaves of Absence (Compassionate Leave & Loss Leave).

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 11:05 am. Trustee Long seconded.