

River Forest Public Library
Policy Committee Meeting

MINUTES

Monday, November 6th, 2023 at 2:00 pm

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

Call to Order: Trustee Hill called the meeting to order at 2:09 pm.

Minutes: October 10th, 2023 Policy Committee meeting minutes were approved unanimously with minor changes.

1. Staff II. Employee Tiers & Benefits

The policy was updated to be compliant with the IL Paid Leave for All Workers Act, to reflect the expansion of paid compassionate leave to all staff, and to add vision insurance coverage for employees working 30 hours or more per week and for exempt employees. The Committee edited the Paid Sick Leave paragraphs to clarify that sick leave is available for employees to use for themselves and for other persons as provided in the Illinois Employee Sick Leave Act. Other non-substantive changes were made.

2. Staff III. Leaves of Absence

The policy was updated to expand paid compassionate leave to all staff and to include pregnancy loss. Other non-substantive changes were made.

3. Staff X. Workplace Harassment

Minor changes were made for clarity.

4. Patrons IX. Code of Conduct

The policy was updated to allow photographing and recording on Library property without permission but subject to some limitations.

5. Patrons XI. Public Comment and Recording of Meetings

The policy was updated to address public recording at Board meetings.

6. Patrons XIV. Volunteers

The Committee would like to see the provisions of the Library's insurance policy that cover volunteers before moving forward. Director Compton will reach out to the Library's representative from LIRA and follow up. Director Compton and Shannon will put together a waiver, volunteer application, and policy draft for the next Policy Committee meeting.

7. Oversight V. Compliance

Minor changes were made for clarity.

Next Meeting: Wednesday, January 31st, 2024 at 2:00 pm to discuss Operations I. Collection Management and II. Reference Services, Staff IX. Computer and Internet Access, Patrons IV. Computer and Internet Access, and Patrons XIV. Volunteers. .

Adjournment: Trustee Carstens moved to adjourn the meeting at 3:10 pm. Trustee Ruggeri seconded.