

River Forest Public Library  
**Policy Committee Meeting**  
**MINUTES**  
**Tuesday, February 8<sup>th</sup> at 5:00 PM**

**Present:** Committee members Deborah Hill, Cathy Ruggeri, Elan Long, Jim Hopkinson, and Ann Berens. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber.

**Call to Order:** President Hill called the meeting to order at 5:06 PM.

**Minutes:** January meeting minutes were approved unanimously.

Trustee Hill welcomed Shannon Gruber and discussed some practices regarding the Committee's procedures. The Committee discussed the procedure for committee members to comment on changes to policies and agreed that members' proposed changes should be brought to the Committee meeting rather than circulated to the Committee prior to the meeting.

1. Operations I – Collection Management

- a. The Committee discussed whether Section I. B. 4. regarding the absence of age restrictions on patron borrowing should be included in Section B of the policy. Trustee Berens suggested that it is already covered elsewhere and did not belong in this section. The Committee decided to merge points 3 and 4 as they address similar topics.
- b. The Committee discussed adding more specific types of materials that can be donated to RFPL under Section D. Gifts and Donations of Materials. Trustee Berens asked if we should include other items besides books as materials that can be donated. Trustee Ruggeri suggested changing the wording from "books" to "materials" and the Committee agreed. The Committee decided to change the name of the section to omit the word "gifts" for clarity.
- c. Trustee Berens suggested adding a community profile to the policy. Director Compton said that RFPL would be looking at community demographics while working on the next Strategic Plan. The Committee decided to wait until that occurred before considering whether to add a community profile to this policy.
- d. The Committee discussed if we need to mention that the responsibility for this policy rests with the Board, which is included in Section A. It was determined that we should because it highlights that the ultimate responsibility for which items remain in the collection rests with the Board and not with staff members who cannot make exceptions or change this policy without Board approval.
- e. The Committee discussed the requirement that a River Forest resident must have a library card in order to recommend a title for reconsideration. The Committee decided not to change this requirement because there are no barriers to a River Forest resident obtaining a library card.
- f. The Committee made minor edits for clarification and recommended that this policy be adopted at the February Regular Board Meeting.

2. Operations II – Reference Services

- a. The Committee made minor edits for clarification and recommended that this policy be adopted at the February Regular Board Meeting.

**Next Meeting:** Tuesday, May 10<sup>th</sup> at 5:00 PM to discuss the Employee Tiers & Benefits, Professional Development, Expense Reimbursement, and Accidents & First Aid policies.

**Adjournment:** Trustee Ruggeri moved to adjourn the meeting at 5:58 PM. Trustee Long seconded.