

River Forest Public Library
Policy Committee Meeting

MINUTES

Thursday, February 9th 2023 at 1:30 PM

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

Call to Order: President Hill called the meeting to order at 1:30 pm.

Minutes : January 9th, 2023 meeting minutes were approved unanimously with edits.

1. Staff I. Employment
 - a. The Committee decided to change the order of topics under Employment Guidelines so that Drugs and Alcohol moved further down in the policy.
 - b. The Committee clarified under Performance Reviews that the Director and Managers will conduct formal performance reviews of their direct reports.
 - c. The Committee made changes under Personnel Records to reinforce that employee Personnel files belong to the Library, not to the employee.
 - d. Trustee Ruggeri reviewed federal and state laws regarding cannabis use, possession, and distribution in the workplace and how those laws informed the changes to the Drugs and Alcohol policy.
 - e. The Committee discussed whether the Library should be closed for additional federally observed holidays and whether closure decisions lie with the Director or necessitate Board approval.

Next Meeting: Thursday, April 20th at 2:30pm to discuss Oversight I. Board Responsibilities, Oversight II. Fiscal Accountability, and Oversight III. Investment of Public Funds.

Adjournment: Trustee Berens moved to adjourn the meeting at 2:40 PM. Trustee Ruggeri seconded.