

River Forest Public Library  
**Policy Committee Meeting**

**MINUTES**

**Thursday, April 20th at 2:30 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 2:30 pm.

**Minutes:** February 9th, 2023 meeting minutes were approved unanimously.

1. Oversight I. Board Responsibilities
    - a. The Committee made minor changes for clarity. The Committee discussed including statute numbers in parentheses wherever an IL act is referenced.
  2. Oversight II. Fiscal Accountability
    - a. Addition of a new bullet for Capital Expenditures and Operating Expenditures.
  3. Oversight III. Investment of Public Funds
    - a. Minor adjustments for clarity. Eliminated point on Collateralization and Safekeeping.
  4. Patrons XIV. Volunteers
    - a. The Committee had questions about the Library's liability in the event a volunteer damages property or injures someone. Director Compton will follow up with the insurance company and will revisit in July.
  5. Loss Leave
    - a. The new IL policy only applies to employers with 50 or more employees because it falls under FMLA. It is not mandated that we offer this benefit. The Committee discussed possibly adding the pregnancy/adoption loss reasons to existing Compassionate Leave policy.
  6. Paid Leave
    - a. Employee tiers and benefits will be updated and reviewed at July meeting. The Committee discussed extending paid Leave to all employees so non-exempt part-time employees under 25 hours are eligible for paid days off.
- Next Meeting: Thursday, July 27<sup>th</sup> at 2:30pm to discuss Patrons VI. Meeting Room, Patrons X. Child Safety, Patrons XIV. Volunteers, and Staff III. Leaves of Absence (Compassionate Leave).

**Adjournment:** Trustee Ruggeri moved to adjourn the meeting at 5:11 pm. Trustee Long seconded.