

River Forest Public Library  
**Policy Committee Meeting**

**MINUTES**

**Tuesday, May 10<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 5:00 pm.

**Minutes :** February 8<sup>th</sup> meeting minutes were approved unanimously.

Trustee Long asked if the packet included each policy as currently written and the redlined copy with suggested changes. Trustee Hill clarified that the redlined copy includes suggested changes from Director Compton and Shannon.

1. Staff II. Employee Tiers & Benefits

a. The Committee discussed simplifying the policy since the Paid Sick Leave and Paid Vacation paragraphs are repeated multiple times for nonexempt and exempt employees. Trustee Berens suggested a chart for this information. Trustee Hill asked Director Compton if a chart would be more helpful to staff. Director Compton indicated that the current format works for now but may revisit converting to a chart in the future.

b. Trustee Ruggeri reported that the Employee Sick Leave Act, 820 ILCS 191, referenced throughout the policy as IL Public Act 99-0841, was revised in 2021 to provide that an employee may take sick leave for the "personal care" (as defined in the statute) of covered family members. The reference to this statute and the addition of the "personal care" language will be updated throughout the policy.

c. The Committee agreed to move the sentence "RFPL's work week runs from Monday through Sunday" up to the first paragraph of the policy.

d. The Committee discussed adding "offered by RFPL" to the health insurance descriptions in all relevant paragraphs.

e. The Committee discussed clarifying the language in Section II.B.d. about compensatory time off.

2. Staff IV. Professional Development

a. Trustee Berens asked if we should combine this policy with Expense Reimbursement. It was decided that the policies would not be combined, but Trustee Berens will rewrite the Professional Development policy to clarify what expenses are covered and will circulate the revised policy prior to the September Policy Committee meeting.

b. The Committee decided to continue to provide in Section IV.C. Educational Assistance, that employees may be asked to repay tuition financial assistance if they leave the employment of the Library within one year of receiving the assistance.

3. Staff V. Expense Reimbursement

a. The Committee approved the policy as written.

4. Staff VI. Accidents and First Aid

a. The Committee will look at adding information on blood borne pathogens to this policy when they discuss Staff XI. Blood Borne Pathogens policy at the September Policy Committee meeting.

5. The Committee reviewed what policies are visible to the public on the website. No staff policies are posted on the website at this time.

6. Shannon will share the most up-to-date version of the Policy Manual with all members of the Committee.

**Next Meeting:** Tuesday, September 13<sup>th</sup> at 5:00 PM to discuss the Dispute Resolution, Employee Discipline, and Blood Borne Pathogens policies as well as to consider further the Professional Development policy.

**Adjournment:** Trustee Long moved to adjourn the meeting at 5:50 PM. Trustee Berens seconded.