

River Forest Public Library - DRAFT
Policy Committee Meeting

MINUTES

Monday, September 12th, 2022 at 2:00 pm

Present: Committee members Deborah Hill, Cathy Ruggeri, Elan Long, and Ann Berens. RFPL Director Emily Compton and Operations Manager Shannon Duffy

Call to Order: President Hill called the meeting to order at 2:00 pm.

Minutes: May 10th, 2022 meeting minutes were approved unanimously.

1. Staff VII. Dispute Resolution
 - a. The Committee changed “dispute” to “grievance” throughout (including in the policy title) and made minor changes for clarity.

2. Staff VIII. Employee Discipline
 - a. Committee discussed whether examples of unacceptable behavior should be retained. The Director commented that detailing examples is helpful in implementing policy; Committee made no changes to the examples.

3. Staff XI. Blood Borne Pathogens
 - a. Committee changed title of policy from “Blood Borne Pathogens” to “Infectious Materials” to reflect broader coverage of policy language. Other changes were made throughout the policy for clarity.

4. Staff VI. Accidents and First Aid
 - a. Policy was revised to reference training staff using Library’s emergency plan, and language of first paragraph of Infectious Materials policy was incorporated into this policy.

5. Operations III. Programs
 - a. Committee discussed whether criteria for selection of program topics should be detailed in the policy to parallel the approach in the Collections Management policy. Committee deferred final action on this policy until the January 2023 Committee meeting. Prior to the January meeting, the Director will solicit the opinions of staff about changes to this policy.

6. Staff IV. Professional Development

- a. Committee discussed changes to language to make policy more inclusive, including changing title of policy to “Staff and Trustee Development”. Language was added to state purposes of policy and development opportunities provided by the Library. Trustee Ruggeri will research the travel expenses for which the Library can reimburse staff under state law.

- Next Meeting: Monday, January 9th, at 2:00 pm to discuss Trustee Bylaws and the following policies: Staff I. Employment, Staff IX. Computer & Internet Access, Patrons IV. Computer & Internet Access, and Operations III. Programs.

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Adjournment: President Hill adjourned the meeting at 3:27 pm.