

River Forest Public Library
Policy Committee Meeting

MINUTES

Monday, January 27th, 2025 at 3:00 pm

Present: Committee members Elan Long, Cathy Ruggeri, Kosha Baxi Carstens and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber.

Call to Order: Chairperson Long called the meeting to order at 3 pm.

Minutes:

1. October 9th, 2024 Committee meeting minutes deemed approved.

2. Emergency Succession Plan

Director Compton discussed updates to the Emergency Succession Plan and clarified that the second half, which includes insurance policy numbers and other important information, was not included. Minor changes made for clarity. Director Compton will send an updated version of the plan to the Policy Committee for review and will include the plan in the February Regular Board meeting packet for approval.

3. Board Bylaws

The Committee discussed how many Board members should be present for officer elections. Minor changes made for clarity.

4. Oversight II: Fiscal Accountability

Director Compton and Trustee Ruggeri will review the Capital Asset policy and bring it to the Finance Committee.

5. Patrons IV. Computer & Internet Access

Minor changes made for clarity.

6. Staff IX. Computer & Internet Access

Minor changes made for clarity.

7. Patrons VI. Meeting Rooms & Study Spaces

Director Compton and Shannon Gruber updated the committee on the decision to change the maximum study space reservation time. Minor changes made for clarity.

Chairperson Long called for a vote to recommend adoption of the Capital Asset Policy to the Board, and it passed unanimously.

Next Meeting: Next meeting will be in March.

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 4:25 pm. Trustee Saddleton seconded.