

River Forest Public Library  
**Policy Committee Meeting**

**MINUTES - FINAL**

**Tuesday, January 13<sup>th</sup> at 1:00 pm**

**Present:** Committee members Lindsay McIntyre, Kathleen O'Neil, Nate Root, and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber. Elan Long is absent.

**Call to Order:** Chairperson Saddleton called the meeting to order at 1:04 pm.

**Minutes:**

1. September 23<sup>rd</sup>, 2025 Committee meeting minutes deemed approved.

2. Oversight II. Fiscal Accountability

The Committee discussed the increase in the amount of approved budget line transfers from \$5,000 to \$10,000. The Committee discussed increasing spending limits that require Board approval from for non-recurring purchases and credit card purchases. There was also discussion about adding a Director designee to approve certain staff expenditures.

3. Operations I. Collection Management

Minor changes for clarification.

4. Operations II. Reference Services

Minor changes made for clarification.

5. Staff I. Employment

The Committee discussed adding a holiday closure on the Friday after Thanksgiving starting in 2026.

6. Proposed new policy - Staff XII. Generative Artificial Intelligence (AI) Use

Committee discussed the need for adopting an AI use policy for staff and reviewed the first draft written by Director Compton.

Next Meeting: The next meeting will be scheduled on Friday, April 10<sup>th</sup> at 10:00 am.

**Adjournment:** Trustee O'Neil moved to adjourn the meeting at 1:59 pm. Trustee McIntyre seconded.