

**River Forest Public Library**  
**Policy Committee Meeting Minutes**  
**4/5/16**

In Attendance: Deborah Hill, Katie Bevan, Amy Grossman, Sue Quinn

This meeting was called to order at 7:34 PM by Deborah Hill and seconded by Katie Bevan.

1. Katie Bevan made a motion to approve the minutes of the 2/3/16 meeting, and Deborah Hill seconded. Those minutes will be posted to the RFPL website.
2. The committee reviewed the policy update spreadsheet updates that determine policies that need to be updated on an annual or biannual basis. The Board of Trustee bylaws will next be updated in January 2018. The parts of the Operations Policy pertaining to the Board will be revised.
3. Grievance Policy: The Grievance Procedures and the Grievance Policy drafts were reviewed and revised. An updated final draft of each will be presented to the Board at the April Board Meeting.
4. Staff Hiring Policy: Some procedural sections (regarding timesheets, dress code, orientation, phones, breaks, etc.) will be removed and placed in a to-be-created Employee Handbook. Changes were made to the drug/alcohol portion of the policy. The committee reviewed the first part of the policy, and will continue with Employment Tiers and Benefits at the next meeting.
5. Timeline for Policy Committee:  
April: Grievance Policy and Procedures and the first section of Employee Policies will be presented to the Board  
May: Employment Tiers and Benefits section will be presented to the Board
6. For the next meeting: Katie will make edits on the Grievance Policy and the first section of Employee Policies; Deborah will review Employee Policies sections II-X
7. A date was set for the next committee meeting for Tuesday, May 10 at 7:30 PM.

The meeting was adjourned at 9:20 PM by Deborah Hill and seconded by Katie Bevan.

Submitted by Amy Grossman.