

**River Forest Public Library  
Policy Committee Meeting Minutes  
5/10/16**

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

This meeting was called to order at 7:32 PM by Deborah Hill and seconded by Katie Bevan.

1. Deborah Hill made a motion to approve the minutes of the 4/5/16 meeting as revised, and Katie Bevan seconded. Those minutes will be posted to the RFPL website.
2. Trustee Bylaws: Trustee Bylaws were revised for consistency so that the Trustee term is mentioned as 2 years in both places on the document. The Trustee Bylaws will be presented at the May Board Meeting.
3. Deborah Hill proposed to present the policy spreadsheet created by Katie Bevan at the May Board Meeting. Katie Bevan will revise the spreadsheet and send to Sue Quinn for inclusion in the Board Packet.
4. Katie Bevan proposed that after initial revisions are made, policies will be reviewed on a 3 year cycle, with the exception of those policies that require annual or biannual review.
5. Prevailing Wage Act Policy: Sue Quinn will prepare this policy to be presented at the May Board Meeting.
6. Section I Staff Policies: The policies were reviewed and edited. Subheadings will be added to the Professional Development section and Educational Assistance will be moved into the Professional Development section under a separate subheading. Deborah will revise once more and circulate to the Policy Committee, so presentation of Staff Sections III, IV, V, and IX will be presented at the June Board Meeting.
7. Employment Tiers and Benefits: A discussion of exempt/non-exempt status was put on hold for further discussion. Sue Quinn will provide additional financial information with regard to proposed changes in vacation benefits for Tier II employees. The FMLA portion of this section will be reviewed. This section will be submitted to the Management Association of IL and the library attorneys.
8. In preparation for the next meeting, Deborah Hill will review Section II Patrons Policies V and VII-XI and Katie Bevan will review Policies I-III. Sue Quinn will ask other libraries if they have policies in place for patron confidentiality in regard to 3<sup>rd</sup> party vendors.

Recap of Policy Presentations to the Board:

May: Trustee Bylaws, Prevailing Wage Act, Policy Spreadsheet

June: Staff Sections III, IV, V, IX

July: Staff Section II (Tiers and Benefits)

September: Patron Section

A date was set for the next committee meeting for Tuesday, June 28 at 7:30 PM.

The meeting was adjourned at 9:44 PM by Deborah Hill and seconded by Amy Grossman.

Submitted by Amy Grossman