

**River Forest Public Library
Policy Committee Meeting Minutes
6/28/16**

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

This meeting was called to order at 7:27 PM by Deborah Hill and seconded by Amy Grossman.

1. The minutes from the 5/10/16 meeting were reviewed. Sue Quinn made a motion to approve the minutes of the 5/10/16 meeting and Katie Bevan seconded. Those minutes will be posted to the RFPL website.
2. Staff sections III/IV/VIII were approved at the June Board meeting. The final draft will be saved in the Share drive.
3. Policies that require annual/biannual review have approval dates listed at the end of each policy. Moving forward, approval dates will be added to all other policy sections after the entire section has been approved.
4. Patron section I Borrowing Privileges: Policy was edited to remove procedural portions. A decision will be made about how to cite laws in policies and will be added to the style guide.
5. Patron section III Confidentiality of Patron Records: Language was added to the section to include third party vendors. Moving forward contracts from third party vendors will be reviewed by the Adult Services Manager who handles all digital services.
6. Patron sections V, VII, VIII, IX, X, XI were reviewed and minor edits were made.
7. A date was set for the next committee meeting for Tuesday, September 27 at 7:30 PM. Items discussed will be: Employee Tiers and Benefits and Operations/Administration III A-C. In preparation for the next meeting, Deborah Hill and Katie Bevan will review Operations/Administration A-C.

Recap of Policy Presentations for scheduled Board Meetings:

July: Patron Sections I, II, V: Borrowing Privileges/Circulation, Patron Confidentiality, Service to Patrons with Disabilities

September: Patron Sections VII-XI

October: Employee Tiers and Benefits

January: Operations/Administration III A-C

The meeting was adjourned at 9:30 PM by Sue Quinn and seconded by Katie Bevan.

Submitted by Amy Grossman