

**River Forest Public Library
Policy Committee Meeting Minutes
11/08/16**

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 Katie Bevan.

1. The minutes from the 6/28/16 meeting were reviewed. Deborah Hill made a motion to approve the minutes of the 6/28/16 meeting as edited and Sue Quinn seconded. Those minutes will be posted to the RFPL website.

2. Employment Tiers and Benefits: Changes were made to the already edited version to include mention of a Monday-Sunday workweek and stipulation about when days off for holidays need to be taken for exempt and nonexempt employees. There was discussion about vacation accrual for employees who work 19-30 hours/week. The portion about life insurance has been removed.

3. Sue Quinn and Katie Bevan will review data about how a suggested increase in benefits for the 19-30 hour/week employment tier will affect overall payroll, and make a recommendation to the Board.

4. Employee Discipline Policy: The policy was reviewed and edits were made. The Progressive Discipline Procedures (included in the Employee Handbook) will be sent to the Board to accompany this policy. For the purpose of clarification, the existing "Grievance and Discipline Policy" will be changed to "Grievance Policy."

5. Blood Borne Pathogens Policy: Per OSHA requirements, this policy must be reinstated. Minor edits were made.

6. Travel Expenses: The name for the Reimbursement for Travel, Meal, and Lodging was shortened to Travel Expenses and edits were made, which will be reviewed at the January committee meeting.

7. All of the Staff section policies have been reviewed and approved or are awaiting Board approval. The Credit Card Policy will be moved to the Finance section.

8. A date was set for the next committee meeting for Tuesday, January 10 at 7:30 PM. Items discussed will be: Finance Policies, Travel Expenses, the rest of Operations policies.

Recap of Policy Presentations for scheduled Board Meetings:

November: Employment Tiers and Benefits, Employee Discipline, Blood Borne Pathogens

January: Finance, Insurance, Travel Expenses

February: Remaining Operations

March: Staff and Patron Technology, Trustee Bylaws

The meeting was adjourned at 8:51 PM by Sue Quinn and seconded by Katie Bevan.

Submitted by Amy Grossman