

**River Forest Public Library**  
**Policy Committee Meeting Minutes**  
**2/5/19**

This meeting was held in the River Forest Village Hall Community Room. The meeting was called to order at 7:30 pm by Deborah Hill.

In Attendance:

- Committee Members: Deborah Hill, Katie Bevan, Elan Long, Sue Quinn, Amy Grossman
- Guests: John Grant

1. Katie Bevan made a motion to approve the minutes from the 8/14/18 meeting, and Deborah Hill seconded. The minutes will be posted to the RFPL website.

2. Bylaws: The committee discussed Article 4, section entitled "Participation by Electronic Means," particularly part (d) which limited the number of meetings that could be attended electronically by a Trustee in a 12 month period. The committee will recommend that part (d) be removed. A clean and redline version with changes will be included in the February Board packet.

3. Board Responsibilities Policy: The committee discussed adding statements to the policy denoting that the Board adheres to the United for Libraries Public Library Trustee Ethics Statement and that policies are consistent with the ALA Code of Ethics. These additions will be reviewed at the April committee meeting.

4. Staff VIII. Computer Use and Patrons IV. Equipment and Computer Use: The committee reviewed these policies, as they require annual review. The committee will not recommend to the Board that any changes be made to these policies. Both policies will be included in the March Board packet.

5. Security Camera Draft Policy: The committee discussed the draft policy. Katie Bevan brought the Joliet Public Library's security camera policy to the committee for review. Katie will work on language to add to the draft policy that includes an affirmative statement about patron privacy, and look into FOIA and how it should be addressed in the policy. The committee will also research the Library Records Confidentiality Act. Deborah Hill will review the draft policy and make edits.

6. IL Wage Payment and Collection Act: The committee discussed the recommendation contained in the HR Source Management Association article (1/15/19) regarding providing a stipend to certain employees to compensate for a portion of cell phone costs when such cell phones are used for library purposes. If the Board votes to adopt such a policy, the committee will decide how to either incorporate this new policy into existing policy or to create a new section or policy.

7. Patrons XI. Public Comment: The committee reviewed changes made by Deborah Hill and agreed to recommend these changes at the February Board meeting. A clean and redline version with changes will be included in the February Board packet.

8. Patrons II. Circulation/fines discussion: The committee discussed how to make changes to the existing policy if the Board decides to go fine-free. The committee will recommend changes after the Board makes a decision about fines.

9. The next meeting will be on April 2, 2019 at 7:30 pm. The policies that will be reviewed are:

- Oversight I. Board Responsibilities
- Patrons II. Circulation (pending Board vote)
- Security Camera draft policy (pending Board vote)
- Expense reimbursement (pending Board vote)

The policies will be included on the consent agenda for the following Regular Board Meetings:

- February: Bylaws; Patrons IX. Public Comment
- March: Staff VIII. Computer Use; Patrons IV. Equipment and Computer Use

There was a motion to adjourn the meeting at 8:42 pm by Elan Long and seconded by Katie Bevan.