

**River Forest Public Library**  
**Policy Committee Meeting Minutes**  
**4/2/19**

The meeting was called to order at 7:30 pm by Deborah Hill.

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

1. Elan Long made a motion to approve the minutes from the 2/5/19 meeting, and Katie Bevan seconded. The minutes will be posted to the RFPL website.
2. Security Camera Draft Policy: The security camera discussion will continue at the April Board meeting. Committee members will continue to look at this draft policy and think about edits in anticipation of the June meeting.
3. Oversight II. Fiscal Accountability: Deborah Hill suggested some edits, which will be made.
4. Expense Reimbursement: Katie Bevan looked at information from HR Source and determined that it would make sense to create a new policy for the Staff section, as non-travel expense reimbursements are relevant to staff only. Pending Board approval, the new policy will be included in the manual as Staff V. Expense Reimbursement. A few edits were suggested for Staff IV. Professional Development and these changes will be reviewed more closely when that policy is up for review.
5. Patrons XI. Public Comment: Edits to this policy were made by the committee and by the library's attorney. There was a bullet point added to discourage repetitive comments and arguments.
6. Patrons II. Circulation: The policy was edited to allow for the library's removal of overdue fees. There is still language about penalties for overdue items, and fees for lost and damaged items. The new staff circulation procedures will also be included with this policy for the Board to review.
7. Oversight I. Board Responsibility: Additional bullet points were added to include 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 documents will be added to the policy manual appendix.

The next meeting will be on June 5, 2019 at 4:30 PM. The policies that will be reviewed are:

- Staff I. Employment Policies
- Staff II. Tiers and Benefits
- Staff III. Leaves of Absence
- Review of updated policy work schedule
- Security Camera draft policy

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

- Staff V. Expense Reimbursement
- Patrons XI. Public Comment
- Patrons II. Circulation
- Oversight I. Board Responsibilities (with appendices from ALA)
- Oversight II. Fiscal Accountability

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