

**River Forest Public Library**  
**Policy Committee Meeting Minutes**  
**7/25/19**

The meeting was called to order at 5:57 pm by Deborah Hill.

In Attendance: Deborah Hill, Elan Long, Jim Hopkinson, Joanna Bertucci, Sue Quinn, Amy Grossman

1. Elan Long made a motion to approve the minutes from the 5/29/19 meeting, and Jim Hopkinson seconded. The minutes will be posted to the RFPL website.
2. Staff III. Leaves of Absence: The portion of the policy about FMLA has been removed after a recommendation made by a HR attorney. The FMLA statutes do not cover an employer with less than 50 employees and impose significant reporting requirements. The Library's policy will be to continue to provide for medical leaves of absence, but will not cite the FMLA statute since it does not apply to RFPL. The extended portion about VESSA was removed (beyond indicating that we comply with the law), as the Act is currently under review and may change soon.
3. Staff IV. Professional Development: Edits were made. The term "grants" in the last section was changed to "assistance" to better reflect how RFPL would provide financial assistance to eligible staff.
4. Staff V. Expense Reimbursement: No edits were made.
5. Staff VI. Accidents, First Aid, and Unsafe Working Conditions: The name was changed to "Accidents and First Aid." The section about unsafe working conditions was removed.
6. Staff VII. Dispute Resolution/Grievance: Joanna made a recommendation to change the wording for this policy, based on a conversation with an attorney. The term "grievance" was eliminated.
7. Staff VIII. Employee Discipline: Minor edits were made.
8. Staff X. Workplace Harassment: Minor edits were made.
9. Staff XI. Blood Borne Pathogens: Minor edits were made. Section D was edited to be only about training and portions of Section D were moved to Section C.

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

- Staff III. Leaves of Absence
- Staff IV. Professional Development
- Staff V. Expense Reimbursement
- Staff VI. Accidents and First Aid

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

- Staff VII. Dispute Resolution
- Staff VIII. Employee Discipline
- Staff X. Workplace Harassment
- Staff XI. Blood Borne Pathogens

The next Policy Committee meeting will be on October 10, 2019 at 6 PM. The policies that will be reviewed are:

- Operations I. Collection Management
- Operations II. Reference Services
- Operations III. Programs

There was a motion to adjourn the meeting at 6:54 pm by Elan Long and seconded by Jim Hopkinson.