

**River Forest Public Library  
Policy Committee Meeting Minutes  
5/8/2020**

The meeting was called to order at 1 pm by Deborah Hill.

In Attendance via Zoom: Deborah Hill, Elan Long, Jim Hopkinson, Sue Quinn, Amy Grossman, Tom Smedinghoff

1. Deborah Hill made a motion to approve the minutes from the 2/10/20 meeting, and Jim Hopkinson seconded. The minutes will be posted to the RFPL website.
2. Deborah Hill presented background information on the 2 new policy drafts that Sue Quinn sent out to the committee prior to the meeting for review: The Telework Policy and the Families First Coronavirus Response Act
3. Telework Policy: This new policy was discussed in the context of the current Covid-19 pandemic, with all staff currently working from home due to IL's stay at home order. This policy would work to create the temporary ability for staff to work from home over the next several months if deemed appropriate by the Director. Procedures and a Telework Agreement that would be used in conjunction with this policy have been created. Edits were made to the initially proposed draft and will be sent to the committee for review.
4. The Families First Coronavirus Response Act policy was reviewed and a few minor edits accepted. This policy is a temporary policy that is in accordance with current law.

Policies that will be presented at the May 19, 2020 Board Meeting:

- Telework policy
- Families First Coronavirus Response Act policy

The next Policy Committee meeting will be on June 24, 2020 at 4 PM. The policies that will be reviewed are:

- Oversight I. Board Responsibilities
- Oversight II. Fiscal Accountability
- Oversight III. Investment of Public Funds
- Oversight IV. Indemnification and Insurance

The meeting ended at 1:50 PM.