

**MINUTES**  
**POLICY COMMITTEE**  
**August 14, 2025, 4:30 p.m.**  
**Fairview Heights Public Library- Lower Level**

Meeting called to order at 4.30pm

Policy Committee Members in Attendance: Chair: Rochelle Hobson; Trustee Bill Poletti; Trustee: Laurinda Hardy. Also in attendance: Jill Pifer, Library Director

Public Participation: None.

**Business Item:** Review and discuss revisions to the draft of the Information Security Policy

The committee met to discuss the revisions to the PCI DSS compliance needed for credit card security at the library. The compliance is part of a requirement of our third party credit card processor, ePay. Trustee, Bill Poletti worked on the revisions to the document that was edited at the 6/16/25 policy meeting with the help of experts in the field to replace the Information Security Policy with a policy that better addresses the needs of the library's environment. These additional recommended changes were discussed at the meeting and minor additional edits were made at this time. The committee agreed the policy was ready to move to the full board.

**Motion #1 (B. Poletti/R. Hobson)** Accept the PCI Compliance Policy as edited and move the policy to the Library Board with the recommendation to approve as presented.

**Roll Call Vote: MOTION PASSED 3 yes ; 0 no**

**Business Item:** Discuss Illinois HB 42 allowing for non-resident card charges to occur quarterly or biannually.

Per the request of committee member Bill Poletti, this item was placed on the agenda. HB 42 is new Illinois legislation that allows library boards to decide how they would like to administer the fee for a non-resident library card. The Library Director informed the committee that she had communicated with SHARE consortium staff and in our current ILS, there is not a way to enter quarterly or biannual fees, we only have the option to enter one fee. The staff would have to keep track of what is paid, expire the card on the increment allowed and waive part of the fee. It gets even messier when the fee changes on 9/1 and you have to recalculate a different number based on the new fee. The committee decided it was best to keep the payment for non-resident cards as is and not move this item to the full board.

**Business Item:** Discuss Illinois HB 1910 requiring library staff to receive training on the signs of opioid overdose as well as have at least one staff member who can administer an antagonist such as Narcan.

Per the request of committee member Bill Poletti, this item was placed on the agenda. While we were closed for reflooring in May 2025, all staff were trained on how to

administer an antagonist, in our case Narcan and we have supplies on hand if we need to administer. Training was done by the St. Clair County Health Department. The committee recommended that a procedure be written that library staff could refer to that would included information such as whom to contact for antagonist training, calling the police in the event staff need to administer, wearing gloves before administering an antagonist and where the antagonist is stored in the library. The Library Director will work on this and report back in September. This will not be a policy but a procedure.

Meeting adjourned at 5:03pm.

**Submitted by:**

**Jill Pifer**  
**Library Director, Fairview Heights Public Library**

