

**MINUTES**  
**POLICY COMMITTEE**  
**June 16, 2025, 2:00 p.m.**  
**Fairview Heights Public Library- Lower Level**

Meeting called to order at 2.02pm

Policy Committee Members in Attendance: Trustee Bill Poletti, Trustee ,  
Rochelle Hobson, Alternate Committee Member/Trustee, Carolyn Clark. Also in  
attendance: Jill Pifer, Library Director

Public Participation: None.

Business Item: Review and Discuss an information security policy for the  
library addressing PCI DSS compliance

The committee met to discuss 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 a new  
document 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 recommended changes were discussed at the meeting  
and additional edits were made at that time. The committee did not feel the  
policy was ready for the June 2025 meeting and will meet again before the  
August 2025 meeting to further develop this more targeted policy.

**Motion #1 (R. Hobson/B. Poletti)** Recommend to the Library Board that the  
conversation on the Information Security Policy and PCI DSS compliance be tabled at  
the June 2025 meeting so that further development of a more targeted policy can  
continue. A new proposal will be brought before the library board in August 2025.

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

Meeting adjourned at 2:49pm.

**Submitted by:**

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

