

Highwood Public Library Policy Committee FY 2012 Report

The Policy Committee, like other committees, has created a new binder to contain current board approved policies. Policies are separated into public-facing and internal-facing categories. The committee has also led the board in reviewing select chapters from Serving Our Public 2.0 and relevant Illinois statutes in preparation for state reports and grants.

The following Policies have been reviewed by the committee and approved by the board this FY:

ALA Code of Ethics (7/18/11)
ALA Ethics Statement for Public Library Trustees (7/18/11)
ALA Freedom to Read Statement (7/18/11)
ALA Guidelines for Library Staff Behavior/Performance (9/19/11)
ALA Library Bill of Rights (7/18/11)
Collection Development (9/19/11)
Computer Use (10/17/11)
Confidential Records (10/17/11)
Customer Service (9/19/11)
eReader Policy (5/16/11)
Fine/Fee Schedule (9/19/11)
FOIA (12/19/11)
Gift and Gift Acknowledgement Letter (9/19/11)
Gift Agreement Form (9/19/11)
Investment of Public Funds (10/17/11)
Library Card Registration Policy (5/16/11)
Library Customer Behavior and Conduct Policy (5/16/11)
Meeting via Electronic Means Policy (5/16/11)
Netbook Policy (6/20/11)
Posting of Agendas and Minutes (10/17/11)
Rated-R Movies Policy (Materials Lending Policy) (5/16/11)
Reference Service (9/19/11)
Sexual Harassment (9/19/11)
Unattended Children and Disruptive Behavior (9/19/11)
WiFi Policy (5/16/11)

- Library Board Bylaws were amended to reflect director recommendations on committees and library calendar, and approved by the board (7/18/11).
- The following policies were discussed in committee: Non-Resident Card and Fee; internet based games for children
- The Record Retention Policy (4/16/12) has been created and implemented to guide staff and volunteers in clean out of many decades of incorrectly kept and stored files.

2011-2012 Committee members: Mark Frye, Ferguson Mills, Tony Molaro (to November 2011), Catherine Regalado (chair)

Approved by committee 4/30/2012