



POLICY COMMITTEE MEETING NOTES
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, July 23, 2019 9:00 – 11:00 am

Attendees: Janell Cleland, Carmen Patlan, Catherine Regalado

Public policies

- Material Loan Period and Fines Policy – Carmen will update into single doc and update website.
- Catherine updated website - removed fee for phone use and deleted Prevailing Wage info.
- Carmen will update all the public policies in format and content, using the outline provided by IL directors' training class. She will first post on the shared drive in NEW policies folder in consolidated categories for Catherine and Janell to review prior to board approval. Janet is also reviewing with Carmen for staff perspective. Old policies will be removed once new ones have been approved.
- Job descriptions will be pulled off shared drive and put in Director folder
- Staff Training and Development policy needed
- Food Policy – need clear, defined signs for what is allowed (snack/apple) and where to have it (YA back area by windows, not by computers)
- Board will use a calendar for reviewing policies. We will have a standing Policy Review item on August agenda and every monthly agenda moving forward. Board only needs to vote if content changes, not if formatting does.
- For August board agenda we will review following policies: Library Cards, Loan Periods, Non-Resident Fees, Reference Service, Resource Sharing (ILL)
- Next policies to be reviewed: Confidentiality of Records; Computer Use; EReader Kindle Policy *new; Library Conduct; Accepting Donations/Gift Policy *some changes; Library Posting; Rated R Policy *Elise to investigate (Mr. Smith Goes to Washington was rated R for example and loaned to child)
- Use of Library Space and Equipment will be deleted as covered by Meeting Room Policy
- Unattended Child Policy – *update, post, and have in English and Spanish; Patron Code of Conduct with Disruptive Behavior – post in English and Spanish. Food & Beverage will also be posted, with illustrations

Staff policies

Janell will help organize policies into a single Policy folder and then appropriate subfolders on the shared drive. She will work with Jim on the right permissions.

Employee manual

Want to ensure there is a complete and updated employee manual as a hard copy and electronic file. It should be the policies plus the procedures, functional with tabs. Lucy may have TOC-linked file to start, and Janell and Catherine will help Carmen work on this.

Board of Trustees

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Carmen Patlan, Executive Director director@highwoodlibrary.org