



POLICY COMMITTEE MEETING NOTES  
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
Wednesday, March 29, 2017 5-6 pm

Present: Maribeth Kuebler, John Mitchell, Catherine Regalado

**Reserve Account Policy**

Board had recommended to lower required reserves because of upcoming renovation payments. 12/20/12 special meeting approved “policy” to keep 5 months operating reserves – but no written policy, more an operating policy. Search online for libraries reveals most keep 6 months, 40% annual budget, etc. in reserve, and often this is called a Fund Balance Policy. Group reviewed Fund Balance policy from Peru Library, which was more of a guideline. Committee liked it and will refer it to Finance committee for matching to our needs.

**Travel Reimbursement Policy**

Director was advised to have this even if not required (are home rule, not district library). Some travel reimbursement policy already in employee manual. Director will check with city manager on what they will use so library can be uniform with city. Will also ask for city form for mileage reimbursement as library doesn't currently have one.

**Fines and Fees Policy**

Recent article proposing eliminating fines on late books was discussed. Would be only on books, and account frozen if items more than 2 weeks late. Committee had differing opinions on adopting this sort of policy and will discuss at board level. Positives may include addressing needs of community, patron engagement, and higher circulation. Downsides could be not getting materials returned, or new books (which usually can't be renewed) back on time. Director will find out what other local libraries with this policy do about new books. Discussion on how much income would be foregone- not definite, but perhaps a few hundred dollars annually since majority of fines are not from books. Overdue notices would still be sent. Wait for new circ system to implement, which may allow for reports that could show late return offenders, and different formats possible for late notices.

**Meeting Room Policy**

2 existing policies: 2013 Library Space/Equipment Use and 2014 Meeting Room Policy. Agreed to fold 2013 policy into 2014 and eliminate. Some uncertainty about East Building layout/doors/equipment. No budget for new equipment or door separator. Even if functions are outside opening hours, staff member will need to be present to set up and take down projector and close building. Remove option for for-profit usage. Remove within open hours requirement as current groups don't follow. Remove tutoring section and create separate tutoring policy. Add refreshments allowed for outside groups. Director not in favor of this and board needs to vote. Add warning if room not left clean. Discussed equipment for room, and whether a pull-down screen could be added, discussed possibility of equipment deposit. Add room only used for programming, will be locked otherwise.

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