



HIGHWOOD LIBRARY BOARD POLICY COMMITTEE NOTES

Friday, June 26, 2026

Meeting called to order 8:47 am.

Attending: Janell Cleland, Shelby Drury, Laura Ramirez, Catherine Regalado

The Committee welcomed new board and committee member Shelby, reviewed common Policy practices, and distinguished between policy and procedure.

February 9, 2026 notes were approved by email and May 13, 2026 notes were approved as amended.

Policies Scheduled for Review

Financial Management – edited to reflect resolution, will send to Finance.

Security Cameras – some edits made and technology consultant will review.

Photography and Media Relations – some edits made, ready for Board.

Author Visit – some edits made replacing Library with HLCC, ready for Board.

There was discussion on what policy addresses a for-profit organization presenting as a community service. Example: educational presentation for parents. Soliciting and Selling, or Meeting Room? Janell and Shelby will research.

Old Business

Personnel Policy - needs updated org chart and misstates how part timers can accrue part time off. Director has data for another request, which Personnel meeting in July can address.

Volunteer Policy – Janell will work on this.

Contractor Policy – Laura will look for a draft.

Both thought to need some legal review, want to have all ready for this.

New Business

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nancy Pastroff, Treasurer

Trustees: Shelby Drury, Ty Grigg, Nora Loreda, Paul Martinez

Laura Ramirez, Executive Director director@highwoodlibrary.org

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ADA Compliance Policy – HPPL compliance policy was circulated. DPL has a nice policy and a website page on accessibility. Item tabled for future meeting.

Friends of Library Policies – Could there be a liaison from Policy committee? They could move to adopt all HLCC policies by resolution. Only need certain policies.

Director will request next committee meeting when needed.

Meeting adjourned at 9:44 am.

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