



HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING MINUTES

Thursday August 10, 2023

Call to order 9:00 AM Attending: Janell Cleland, Laura Ramirez, Catherine Regalado

Financial Policies: Internal Controls Questionnaire and programmatic risk assessment are required to be registered in state's grants system. Staff have reviewed latest version and had 15 items for discussion. Some related to internal procedures and three changes were made to Financial Policy. There was discussion on controls checks and balances for library accountant as she has requested and auditors will review. There is potential to contract former accountants for several hours/month for oversight. In transferring money for payroll, Board Treasurer should review/approve. Laura will access information from Kellogg on this, as well as take a professional development strategic planning class from Kellogg in February funded by a grant.

Generally procedures still need to be worked on. Janell can assist in documenting some accounting procedures for Accounts Payable. Procedures will be in a binder and shared with employees during orientation. In particular the procedure for handling donations will be addressed.

Employee Manual: Will add Financial/Fraud portions that are relevant to employees, copying language from current library Financial Policies.

Review of August policies: Material Selection (ok, May 22), Reference Services (needs review, from Sept 21), Library Card (needs review, from Sept 21), Material Loan, Fines and Fees (ok, March 22), ILL (needs review, from Sept 21). Those documents were uploaded to Aug23 board packet as Word files – need new logo, name, and committee review.

Note: July scheduled policies are recently reviewed (FOIA in May 22 and Patron Copyright in July 22).

Other policies:

There was discussion about maintaining appropriate boundaries between staff and community members. This includes interactions, rides, sharing library files, involvement in programming, and roles of former staff or volunteers (which should be the same as the public). This can be addressed in the Employee Manual. The manual also needs to address insubordination more specifically. It was also noted that most organizations which serve children also have youth protection policies, ensuring all interaction with minors is observable. Janell can provide a church policy for a starting point.

Patron Code of Conduct Policy: Director has had discussion with police chief and city manager about optimal interactions between staff and police. Library is now a community center – how do other community centers handle potential risk with certain juveniles where police cannot share information? Laura will investigate. Northbrook's library has conducted a security review they will share with us. When library reopens, there will be a visible police presence. Signage will note video surveillance in areas of concern. Further discussion will take place on how police recommendation impacts Patron Code of Conduct policy.

Meeting was adjourned at 10:21 am.

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Laura Ramirez, Executive Director, director@highwoodlibrary.org