



HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING

October 12, 2023

Meeting called to order 9:06 am

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Next committee meeting scheduled for November 6, 9 am, but tentative due to moving unknowns.

Committee approved minutes from September 18, 2023 which will be posted.

Old business:

Laura plans December reveal of new logo. There was a teaser on Facebook. It will be on invitations to go out for Grand Opening/Saturday Dec 2 community celebration. There will be a soft open between Nov 20 and Dec 2nd, with Winter Fest Dec 9.

ALA policies to be approved at October board meeting. Laura will reach out to RAILS and HPPL on if any changes to current ALA policies, or any new ones added. Will also check if RAILS has a recording of the Freedom to Read webinar with IL Secretary of State that Janell and Catherine attended – will encourage whole board to listen to this timely topic.

Personnel Policy followups:

Laura has chosen an option for part time employees' vacation days. She is waiting for response from counseling on their professional ethics language for youth protection portion. Still to follow up on other libraries' language for disciplinary steps. Still to follow up on availability of HR Source lawyer to review personnel policy.

Record retention followup:

Catherine will work with Janet once new employee starts next week.

Disaster Plan Policy:

As City's plan is out of date, library will lead the way. Laura has shared HPPL policies which include some we didn't have, like cyberattacks, and Nessa has shared some from North Chicago including Code Adam. These will be incorporated as needed. Laura will confirm with Heidi that HP Fire Department has reviewed – we especially need to address bomb threat policy, as HPL current policy is to pull fire alarm, different from HPPL. Laura will also ask the Police Chief during his visit today what the response should be to bomb scare, and if it should be police and/or fire response. Final version will be combination of policy and procedure, but with fewer specifics than HPPL. The Bloodborne Pathogens separate policy belongs in Medical Emergencies (pg 6). Janell will incorporate needed HP policies into ours, and Catherine will review existing policy for sense. Goal is to have board approve at October 23 meeting (may be contingent on City approval) so it will be available for staff training before reopening. Staff will then be trained annually. Policy committee will review annually and Board every 2 years.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Lored, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Lorena Victorica

Laura Ramirez, Executive Director, director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404



Unattended Children Policy:

Reopening is an opportunity to bridge difference between current policy and procedures. Our library has unique situation of being within walking distance of Oak Terrace, so some young unaccompanied children come after school. Children's librarian will research Oak Terrace after school program and scholarships. North Chicago policy has a lower age for child accompanying younger sibling – what do staff recommend? There are also daily children's programs now requiring staff attention. Committee will discuss in November and bring proposed policy to board at their November meeting.

Meeting adjourned 10:14 am.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Lorena Victorica

Laura Ramirez, Executive Director, director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404