



HIGHWOOD LIBRARY BOARD POLICY COMMITTEE MEETING NOTES
Wednesday, March 13, 2024

Meeting called to order at 9:35 am.

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee still needs to review committee minutes from 2/14/24.

Retention of email account contents of former employees was discussed from record retention and cost perspective. Laura will check with Directors' forum.

Library staff leadership team will be reviewing Meeting Room policy on 3/18.

The following policies were tabled for next Policy meeting: Art Policy, Meeting Room Policy, Records Disposal, Bloodborne Pathogens, and Meetings via Electronic Means.

Committee will review Public Comment and Posting of Agenda policies to see if ready for March board review as is.

Draft personnel policy was discussed, with input from committee and board president. Document is close to completion and will be finalized by email. A list of questions for the legal reviewer was also drafted.

Meeting adjourned at 10:42 am.

Next meeting April 2, 2014, 9:30 am.

Board of Trustees

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

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff

Laura Ramirez, Executive Director director@highwoodlibrary.org

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