



HIGHWOOD LIBRARY BOARD POLICY COMMITTEE NOTES
Thursday, November 13, 2025

Meeting called to order at 9 am.

Roll call: Janell Cleland, Laura Ramirez, Catherine Regalado

Approved October 30, 2025 committee minutes as amended.

Review of revised policies:

Committee approved revisions to Portable Devices and Hotspot Loan Policy, Loan Periods Fees, and Patron Code of Conduct. These will be on November Board agenda.

Laura still to update Emergency Procedures – committee approval not needed.

Scheduled Policy Review:

Contractor Policy – Laura will send latest draft to committee to review for next meeting.

Volunteer Policy – Janell will send latest draft to committee for review for next meeting.

Staff Training – no policy – just an annual prompt to confirm with Director that this has been done. New hires may need some training if annual staff training is not upcoming.

ALA Policies – last approved 2023. Laura will ask Alex to check if any changes: ALA Bill of Rights, Code of Ethics, Electronic Access, Filtering, Freedom to Read, Freedom to View, Core Values. Board will approve at November meeting.

2026 Closing Dates - OK.

Unattended Children – minor updates only.

Abuse or Neglect – last updated 2022. Laura will research original need for policy and ask Health Equity manager to review. May need to remove one reference to other library patrons to keep focus on children. Wonder if separate policy is needed for exploitation of adults.



Public Computer Use – was last approved in January 2025 but shared drive and website need updating.

Additional policies and topics:

Janell shared information from ILA on new FOIA legislation. Policy will stay the same. Committee reviewed what types of materials could be FOIA'd.

Laura will check whether it is sufficient for state grant certification that Board will re-adopt ALA policies at November meeting.

Next meeting will be December 4, 9 am.

Meeting adjourned at 9:55 am.