



HIGHWOOD LIBRARY POLICY COMMITTEE NOTES - February 14, 2024

Meeting called to order 10:03 am

Attending: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee approved previous committee minutes from 2/7/24 as amended.

Committee agreed to recommend to Board to engage for the legal review of Personnel Policy Thomas Melody of Klein, Thorpe & Jenkins. This firm is also used by City of Highwood. Board will review draft prior to formal legal review, with posting in shared drive by 2/21 for comments from Board by 2/23. Following legal review, committee will address any comments and submit for final Board approval.

Soliciting and Selling policy was reviewed and is ready for Board.

Patron Code of Conduct policy was reviewed and several small changes were made. Evaluation of current age of unaccompanied children will be done later. Policy is ready for Board.

Meeting Room policy was edited. Room will not be available outside of library business hours. Library leadership is still considering how to handle authors/performers wishing to sell items. Will strive for March Board approval of policy, when technology should also be ready for the Meeting Room.

Personnel Policy was further discussed and edited. Catherine will clean up some formatting and send to committee. Laura will add a section for Corrective Counseling and have a staff member review part-time paid time off section for clarity.

Records Disposal policy was tabled but Catherine will help Janet and staff with moving files on Saturday, and will discuss then.

Meeting adjourned at 11:20 am.

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Laura Ramirez, Executive Director, director@highwoodlibrary.org

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