



HIGHWOOD LIBRARY POLICY COMMITTEE MEETING NOTES Tuesday, April 16, 2024

Meeting called to order 9:35 am.

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Will approve 4/2/24 committee minutes by email.

Discussion of final Personnel Policy

Reviewed comments from Catherine Feb email:

II D Contractors – revised and ask lawyer

II F Applications – do have a basic form which doesn't need legal review

II H Background Check – all employees, even if not public facing, have one

II K and II P - move K down to M and combine sections

IVA – use terms exempt and non-exempt and ask lawyer

IVA2 – revised org chart and will have a new one in May

IV D – will post emergency closings at specified website and on library's website moving forward

VC – We have a Harassment Policy, needs renaming and some revision

Table of Contents – revise and expand.

Review of Policies:

Meeting Room: Discussion. Would like to open toward the end of April. May need changes to allow for possible early voting at the library for 2 weeks in October.

Create new Author and Performer Visit Policy at next meeting.

Bloodborne Pathogens: made a change to last paragraph and it is now ready for posting.

Also for next meeting: Art Policy, Records Disposal Policy and Procedures

Additional policies and topics:

HR Source salary survey available – Library is participating with data. Laura will pay \$150 to get more detailed version but don't need this every year.

Laura registered for DIY Strategic Planning course and will attend, and send out info on 3 dates.

Recordings to be available.

Meeting adjourned at 10:30 am.

Next meeting 9:30 am Wednesday May 1, 2024.

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