



HIGHWOOD LIBRARY POLICY COMMITTEE NOTES: June 18, 2024

Meeting called to order 8:35 am

Roll call: Janell Cleland, Laura Ramirez, Catherine Regalado

Previous committee minutes from June 6, June 12, 2024 – Janell and Catherine approved, Laura will email.

Laura requested Meeting Room Policy revision: one sentence added about non-recurring reservations. This will be on agenda for June Board meeting.

Finance Committee made some revisions to the Financial Management policy and Laura will share with the Board at the June Board of Trustees meeting.

Committee continued reviewing Personnel Policy. Policy will be edited for Board feedback and will be up for discussion only at the June Board meeting. Lawyer will have limited second review of specified changes before Board approval in July.

Will update organization chart, add reference to COBRA benefit, use language from another policy in several areas. Director proposed three benefit changes which board will review. Edited policy to board by Thurs/Fri.

Next meeting will be July 2, 2024 at 8:30 am. Janell will call in.

Meeting adjourned at 10:39 am.

Board of Trustees

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

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

Laura Ramirez, Executive Director director@highwoodlibrary.org

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