



HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING

September 18, 2023

Meeting called to order 10:10 am

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Ms. Ramirez will follow up on putting last month's policies on new letterhead, and decide timing of broader rollout of new logo.

Next committee meeting scheduled for October 12, 9 am.

Committee approved minutes from August 28, 2023.

Director has not had opportunity to discuss Disaster Plan/Policy with City. However, there have been numerous bomb threats to area libraries recently. Current policy is to pull fire alarm and evacuate. Since this involves the HP Fire Department, Ms. Ramirez will learn the HPPL policy and ensure ours is consistent, since same fire department responds. If a change, this will be on September agenda to approve, though it may be tabled if not ready.

New Volunteer Policy drafted by Ms. Cleland was revised and will be put on September agenda for approval. There will not be a separate Youth Protection Policy; it is incorporated where needed.

Committee discussed ALA policies up for October review: Freedom to View, Freedom to Read, Filtering, Electronic Access, Core Values, Code of Ethics, Bill of Rights. Ms. Ramirez will follow up with ALA to see if any changes to these, and board can approve in October. ALA announced a September listening session for Freedom to Read, and we should be represented as they are asking IL librarians to attend.

2024 Closing Dates schedule was reviewed, and several days were added, which were Sundays in 2023. This can be approved at the September meeting.

The Employee Manual was discussed with the information from HR Source. Language for the new Illinois Law has not yet been finalized. Director will choose an option for handling vacation days for 4 part time employees. She will also follow up to get wording for employee manual for youth protection/professional ethics for case management and counseling. Disciplinary steps will be added in Section II, Section L, but still working on language, reviewing what other libraries use. There will be no update to board on employee manual this month. Ms. Ramirez will check whether HR Source lawyer she spoke with could be hired to review our overall Personnel policy before board review.

Ms. Regalado will discuss record retention for new space with Ms. Wigodner prior to her retirement.

Meeting adjourned 11:15 am.

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Laura Ramirez, Executive Director, director@highwoodlibrary.org

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