



HIGHWOOD LIBRARY POLICY COMMITTEE NOTES – May 1, 2024

Meeting called to order at 9:30 am.

Roll call: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee is up to date on minutes approval. Will next meet May 8, 9 am.

Draft of FY24 Policy annual report was circulated. Laura approves, Janell will review.

Meeting Room Policy is in draft form which Laura will have staff review in preparation for a June reservation. Yuliya may assist with creating room equipment list.

Author and Performer Visit Policy: Janell will make some edits and send to Laura to review with staff. Committee will finalize at next meeting.

Art Policy; Janell and Catherine will have a draft for next meeting.

Records Disposal Policy and Procedures: Laura received 3 responses from director listserve but they didn't help with practical implementation. She will ask a fellow director about this as occasion arises. Catherine will work with technology consultant to see options on consolidating all former email accounts if searchable, or volunteer work reviewing non-managerial staff accounts for any records to be retained. Goal is to not incur expense with excess old email accounts.

Financial Management Policy: Laura and Rebecca will review, Committee will review at next meeting, with goal of having it to Finance committee for review in June.

Other topics:

Staff responsible for board, committee meetings posted to website calendar. Still to decide how many years' worth of minutes to keep up on website.

No movement on formal name change.

Mailing address of Friends needs to be changed to differ from Library, could use a historical Library address already known to PO. Also may want to have Library registered with Secretary of State for grant eligibility.

Will get Unattended Children policy perspective from Diana, but it's likely board doesn't need to revisit this just yet.

Meeting adjourned at 10:08 am.

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Laura Ramirez, Executive Director director@highwoodlibrary.org

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