



**NOTES– POLICY COMMITTEE MEETING  
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
Wednesday December 20, 2023**

The meeting was called to order at 11:35 am. Janell Cleland, Laura Ramirez, and Catherine Regalado were present.

The October 12, 2023 committee meeting minutes were approved.

There was extensive discussion on incorporating the Paid Leave for All Workers Act (PLAWA) language provided by HR Source into the current Personnel Policy which had been most recently approved in June 2023. The PLAWA incorporation had just been approved by the full board at December meeting. The Library policy also was to contain the same provisions as the City of Highwood, which had just been updated.

The organization chart which is currently embedded will be updated to a generic chart. It will be further updated and moved to an appendix for the version to be finalized in January and given for legal review.

There is funding for the legal review. Ms. Ramirez will get 2 quotes, one from HR Source and one from the City attorney, and can provide them the December (non-final) version to get these quotes.

Ms. Ramirez is working on a section for Employee Expectations and Performance. Managers need to feel supported. Job descriptions have been clearly written. Clear disciplinary steps make it professional, not personal. Some insubordination language had already been added in the fall. HPPL practices were consulted. A non-linear (don't number steps) strategy is best, where for example a Performance Improvement Plan is an option but not required step.

Ms. Ramirez has also discussed the professional requirements for interactions with minors with the counselors on staff. ACA Code of Ethics can serve as guidelines. Managing and maintaining boundaries is another area to finalize in personnel policy.

ALA Library Bill of Rights was already approved by board in October, 2023, so IPLAR requirement is met.

Confidentiality, Materials Posting, and Meeting Room policy will be discussed at next meeting.

Committee will next meet on January 9, 2024, 9 am.

The meeting was adjourned at 12:58 pm.

Board of Trustees

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

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

Laura Ramirez, Executive Director, [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)

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