



HIGHWOOD LIBRARY POLICY COMMITTEE NOTES

Monday May 20, 2024

Meeting called to order at 9:01 am.

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee approved 5/8/24 minutes.

Personnel Policy legal review status: still in review. Laura will check in to see if it can be ready by 5/23 for review before 5/28 board meeting.

Financial Management policy: Finance committee will review in advance of June board meeting. Janell had researched several sections and provided sample text. As donations typically go through the Friends, some portions of the policy can be moved to a Friends-specific policy. Laura will notify them at their 6/3 meeting that this committee will help them create one. Library really only takes minimal book donations as capacity allows. \$50,000 is a good threshold for naming opportunities for a library of our size.

Alex confirmed that ALA replaced existing Core Values with a new set. Catherine will finalize for May board approval.

Meeting Room Policy draft was reviewed, and some edits made. This will also be finalized for May board approval.

Policies tabled for next meeting: Web Content Accessibility Guidelines, Security Camera, Records Disposal, Art, Author Visit.

Laura will provide input on gmail address culling.

Committee confirmed that Meeting Room spaces are not available for reservation to outside groups charging admission, or outside of normal opening hours.

Meeting adjourned at 10:02 am.

Committee will next meet 6/21/24 at 9 am.

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

102 Highwood Ave. • Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404