



HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING NOTES
Thursday August 25, 2022

Call to order 1:30 pm

Roll call: Janell Cleland, Laura Ramirez, Catherine Regalado

Policy discussion on requirements for DCEO grant recipients

Committee discussed each item in DCEO recipient questionnaire that referenced policies.

Policies and procedures will be developed for the following areas: Proper segregation of duties for fiscal activities; Program performance measures and deliverables align with program spending plan; Compliance with cost principles; Allocating costs and uniformity; Conflict of interest; Assessing subrecipient risk and monitoring program implementation; Expenses in excess of budget; Allocating personnel time by funding source; Time & effort/ after the fact payroll verification; Tracking of grant deliverables and performance measures.

Some items were already covered by existing policies (e.g. Participant eligibility by ALA policies). Other items were new so policies will be developed using guides from other institutions. An overarching Financial Policy will be created for the library containing existing and new policies. The committee would like to present this at the September board meeting for approval.

The next Policy Committee meeting to review draft Financial Policy was tentatively scheduled for September 14 at 1:30 pm.

There were no policies from annual review calendar to review for September.

Meeting adjourned: 2:40 pm

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