



HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING NOTES
Monday August 28, 2023

Call to order 9:09 AM Attending: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee approved minutes from August 10, 2023 with revisions.

Policies for board meeting tonight were reviewed:

1. Financial Policy – simple changes marked.
2. Library Card policy change as proposed by Ms. Wigodner to match her current practice/pilot program was discussed. Due to feedback, an additional version will be created for board that includes USPS address verification noted as a secondary method.
3. Changes to Employee Manual as discussed in August 10, 2023 policy meeting were reviewed. The financial polices have been inserted. Employees receiving feedback – a term modified, and will get further language from HRSource. Former employees have status as members of public. Added section B – Interactions with Minors. Final personnel policy should be reviewed by attorney and city before final board approval- committee will explain changes so far to board tonight. Goal is to obtain language from HRSource before next committee meeting. Noted there is a RAILS webinar in early October on Illinois' new Paid Leave for All.
4. It was decided to create a new policy on Volunteers. This will include copied language from employee manual including required background check, interaction with minors, disaster/safety items, and organization chart. Janell will research samples.
5. Continued discussion on Patron Code of Conduct policy, and options to protect staff and public safety while respecting ALA principles. Different levels of monitoring can occur if there is a police recommendation without in-library observed behavior to help director determine decisions on banning patrons. Library and Police would like enhanced and early communication between director and chief on public safety. Policy will not be changed at this point since existing Suspension of Privileges section seems sufficient. One item in policy is outdated – police are delivering privilege suspension notices, not sending registered letters, because police know minor's address but library doesn't necessarily. Policies can be reviewed with staff on regular schedule.
6. Director has rescheduled meeting with Police Chief to review library's Disaster Plan.

Meeting adjourned at 10:18 am

Next Policy committee meetings will be Sept 14 9:30 am, October 12 9 am.

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Laura Ramirez, Executive Director, director@highwoodlibrary.org