



HIGHWOOD LIBRARY POLICY COMMITTEE MEETING NOTES

Wednesday May 28, 2025

Call to order 10:06 am

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee discussed a request to offer childcare during health equity classes and support groups.

Previous committee minutes will be approved via email.

Laura had several policy items for discussion:

Catherine will remove 2 sentence and very old Library Space Equipment Use Policy from the website.

This is already included in the Meeting Room Policy. Overall need to update public facing policies posted to website.

A staff member suggested we add several items to approved documents for obtaining a library card in the Policy. The committee agreed to add "government issued photo ID with local address (e.g. Matricula) to the Photo & Address column. The committee was unsure about adding TVDL (Illinois state issued temporary visitor driver's license) as it says on it not to use for identification purposes. Laura will check with staff member to see if updated list will be sufficient, as goal is to provide residents with library cards.

Lake County funder had requests for HLCC Conflict of Interest policy, procedures, and training, to be in compliance with ARPA (federal pandemic funding). Conflict of Interest is currently in both Personnel manual and Financial Management Policy – same language. Edits were made, Laura will share with funder, and then we will decide whether to update both policies or create a standalone policy.

Will include FOIA and Reference Services policies on next Board agenda. Laura to have staff review Reference Services for accuracy. Catherine will check no new FOIA updates from state, and update FOIA request form.

Will table other items for next committee meeting (Wed 6/4, 9 am). Remove wireless policy as we will not change – Laura surveyed other Directors and by far most keep wireless highly accessible. Focus on completing Contractors Policy and by extension Volunteers Policy.

Meeting adjourned at 11:10 am.

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