



HIGHWOOD LIBRARY POLICY COMMITTEE NOTES- April 2, 2024

Call to order 9:34 am

Roll call: Janell Cleland, Laura Ramirez, Catherine Regalado

Confirmed method of agenda posting at library when Laura is out.

Next committee meeting 4/16, 9:30 am

Laura will register for a trustee strategic planning opportunity via RAILS.

Status of policy review calendar: Meeting Room and Records Disposal scheduled for February, Bloodborne Pathogens was March, others are April. New for April: board meeting calendar (draft emailed 4/2) – committee made changes so ready for approval--and bylaws (were done 5/2023).

Previous committee minutes were approved; will send a draft of Annual Report for May meeting when ready.

Final Personnel Policy: committee to go through Catherine's 2/16 emailed comments to finalize.

Creation of Art Policy: will work on next meeting using Paul Martinez/B&G email from 3/19 plus Janell email of 3/12 and sample from Superior PL.

Review of other policies:

Meeting Room: draft emailed 2/7 (and application form). Staff have offered good input for meeting rooms using what they've observed at other libraries. Need to take Meeting Room C out of circulation because the window is not big enough for staff observation. Meeting Room B and Community Room could be public options. Community Room has cameras but will only be used for big events. Meeting Room B can be Study Room, available 4 days a week in afternoons. Reservations kept by staff on Excel sheet, a week in advance, with preference to

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Highwood residents. Walk ins can be taken for 1 hour segments, continuing if no other requests. Community room can be available in May once technology is established, and Meeting Room B can be available next week if necessary. Balance between video recording for public but not for counseling. Need recording off, and if public using, keep door open. Could the door be changed for a cost on Meeting Room C to make that available to the public? Laura will take these ideas back to leadership team to see how spaces can best be made available to the whole community. Due to space Library Board will meet in the future in the Community Room. Janell will research author visit guidelines further.

Records Disposal – Technology consultant needs an answer on email account retention – Laura has directors’ responses to share. Will discuss next meeting.

Bloodborne Pathogens: emailed 3/11 with the question about separate or with Emergency Preparedness procedures. It is a separate policy in schools; library will also keep separate. Some edits were made on review. Laura will update incident report to prompt staff in this area. Janell will check other organizations’ policies for language on immunizations and medical followup.

Meetings via Electronic Means – Janell on 4/2 emailed an Illinois Library draft which all agree is preferable to existing policy, and will replace as current HLCC policy allows remote reasons that OMA does not. Catherine will edit and post to board packet for April approval.

Meeting adjourned at 10:35 am.

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