



HIGHWOOD LIBRARY POLICY COMMITTEE MEETING NOTES
Tuesday July 2, 2024

Meeting was called to order at 8:32 am. Attending: Ms. Ramirez, Ms. Regalado. Ms. Cleland called into the meeting 8:35 am.

July scheduled policy review: Patron Copyright- will move to Patron Code of Conduct. Patron Code of Conduct - updates to Food and Beverage section Security Cameras – there was some discussion. Unlikely that footage is FOIA-able. Jim will review. Photography and Media Relations – some updates.

Committee reviewed the Author Visit Policy. Catherine will check inclusion of previous staff comments. Laura will have a staff final review.

Committee reviewed the Art Policy. Catherine will send a draft to Paul Martinez and Policy committee. July or August Board meeting.

Records Disposal Policy and procedures – Catherine to work with Jim.

Personnel Policy: finalize for Board review. Since last meeting Catherine had added in the three changes Board discussed, new organization chart, COBRA language and Employee Injury; revised Harassment and Whistleblower sections; and relocated Remote Work section. Board will have a week to review, and then it will be shared again with lawyer to look only at revisions. Laura will send edits to Injury Report and COBRA to Catherine first.

Yuliya is working on Meeting Room equipment list. Catherine will forward draft Meeting Room application for staff to update and finalize.

For July board agenda: Personnel Policy, Author Visit, Art, Photography and Media Relations, Security Cameras, Patron Code of Conduct.

Meeting adjourned at 10:03 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