



NOTES – POLICY COMMITTEE MEETING
HIGHWOOD LIBRARY BOARD OF TRUSTEES
Tuesday, January 30, 2024

Meeting was called to order at 9:03 am.

Janell Cleland, Laura Ramirez, Catherine Regalado present.

Committee approved previous committee minutes from 1/9/24 as amended.

Personnel Policy discussion

- Is an employment letter is needed for contractors? New Illinois law effective 1/1/24 UCGA (unemployment compensation) says to report independent contractors for library insurance management/risk control. There was discussion on EIN vs SSN, \$600 minimum threshold. Currently library has 15 contractors. Will talk to HRSource about this too. Director will alert business manager when hiring of contractor takes place, so paperwork can be done in advance of billing.
- Still need to match up August draft version with January approved version, reorganize sections, and send to committee.
- HRSource estimates several months wait to review the manual. We want to get in the queue now, then provide document within 3-4 weeks (end February). Board will have draft as discussion item for 2/26 meeting.

Committee had some written notes on meeting room policy but will discuss next meeting. Still need to develop equipment inventory for potential meeting spaces.

Reviewed practical applications/procedures for Materials Posting policy approved at last board meeting. Some people wanting to post have mentioned name says Community Center, but policy stays with public library guidelines, not like local coffee shop.

Review of January and February policies: Confidentiality, Materials Posting, Soliciting and Selling, Records Disposal – no changes anticipated.

New business: Policy items Director noted in Per Capita grant were discussed. She will research how salary schedule is published at other libraries. Checklist will be shared with personnel committee, which will also look at succession plan. Need to investigate rejoining LACONI for salary benchmarking.

Meeting adjourned 10:08 am. Next meeting will be Wed Feb 7 9 am.

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Laura Ramirez, Executive Director, director@highwoodlibrary.org

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