



HIGHWOOD LIBRARY POLICY COMMITTEE MEETING- June 6, 2024

Call to order 9:04 am

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

Policy annual report is complete. Annual reports will be posted when more are available.

Next meeting set for Wednesday June 12 9 am.

Finance committee is meeting next week – Laura will handle distribution of Financial Management policy to them and lead discussion.

Committee reviewed comments received on Personnel Policy following legal review. Will insert Harassment Policy into Personnel Policy rather than have separate (Section V letter C), possibly reorganize section V, and consider merging harassment and fraud whistleblower policies to avoid repetition.

Will develop internal procedures for new employee criminal check.
Plan to create a different document for Contractors as this Policy is only for Employees.

There was discussion on liability versus malpractice insurance.
We will see where we can share policy work with City.

All other policy discussion (Author Visit, Art, Security Camera) and other procedures tabled due to time.

Meeting adjourned at 10:00 am.

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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

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