



## HIGHWOOD LIBRARY POLICY COMMITTEE NOTES--February 7, 2024

Meeting called to order at 9:02 am.

Attending: Janell Cleland, Laura Ramirez, Catherine Regalado

Committee approved minutes from 1/30/24.

Discussion on salary ranges: HRSource took this over from LACONI. Laura will confirm whether we participated in salary survey last year as previous director intended, and we will participate this year. This will give us access to salary range compilation for core library positions, without paying a fee. Personnel Committee met and discussed job description and salary ranges, to be available in shared drive.

Contractor letters: Laura followed up with HR Source. The Illinois Freelance Worker Protection Act will go into effect in July 2024. Rebecca and Laura will undertake this project to create a letter for each contractor, in April. Will ask HR Source for a sample contractor letter.

Committee wondered how to better alerted to all these legislative changes that affect our policies and procedures. Notice used to come through RAILS/Ancel & Glink. We are more connected with federal legislation through grants; Janell will track policies on HRSource.org and investigate how to be alerted to new state legislation.

Made changes to Personnel Policy for clarity on time off in days/hours. HR Source notes Paid leave for part time workers can be communicated in hours or days, and we will explain that one hour is earned for every 40 hours worked, with a max of up to 40 hours. Laura will ask a staff member to review this change for clarity.

Soliciting and Selling policy was discussed and small changes were made.

Meeting Room Policy and Application – Laura will further consider how to she wants to handle fees for programs held after opening hours, and current language about authors selling books.

The current Patron Code of Conduct Policy covers service dogs, but a procedure can be developed for staff. A small change was made to allow a director's designate to determine if an animal can be admitted as a service animal.

Adjournment at 10:10 am. Next meeting 2/14/24 at 10 am.

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