



MINUTES – HIGHWOOD PUBLIC LIBRARY POLICY COMMITTEE MEETING
Thursday, October 7, 2021

Meeting was called to order at 2:15 pm.

Present: Janell Cleland, Carmen Patlan, Catherine Regalado, Lucy Hospodarsky (phone)

Ms. Hospodarsky discussed how library must align our GC WB Olsen with procurement needs. Signed contract will have addendum with expanded project scope. We generally must comply with state and federal requirements per CFR200. Committee targeting new policies for October meeting approval. Ms. Hospodarsky left the meeting at 2:33 pm

Personnel Policy : Carmen has reviewed most recent version and says it is fine as is.

ALA Policies: 2 policies have been updated by ALA since 2019 - Bill of Rights and Code of Ethics. Carmen will send updates.

Closing Dates 2022: following HPPL proposed calendar. HPL will close all day rather than early on holiday eves.

DCEO grant-related policies: Note that ALA does have a policy on Ethics but will not cover many of DCEO questionnaire items.

- We should add into Personnel policy an onboarding section that includes review of all policies and ethics and standards of conduct training.
- Whistleblower procedures will be added into Fraud Awareness.
- Purchasing and Procurement items from questionnaire: Add 09.02 c, 09.03 a, and 09.03 b into Procurement. Add 09.04 to 09.10 to the contractor addendum.
- Inventory and Disposal – fold Records Retention into this.
- Board should vote to eliminate separate Authority to Spend policy as it will be part of Procurement.
- Update Policy Review calendar.
- We will use HPL rather than HPLCC within policies for title of library, for now, and change all policies en masse after renovation.
- Lucy has reached out to David Gonzalez for capitalization policy/procedure and will include his answers into new policies.
- 10.02 Subrecipient and Subcontractor info will be in contracts and noted in procurement policy.

Meeting adjourned 3:15 pm.

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Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

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Carmen Patlan, Executive Director director@highwoodlibrary.org

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