



HIGHWOOD LIBRARY POLICY COMMITTEE MEETING NOTES

May 8, 2024

Meeting called to order at 9:02 am.

Present: Janell Cleland, Laura Ramirez, Catherine Regalado

May 1 minutes and draft FY24 Policy annual report approved.

Financial Management Policy initial review:

Need training and procedures for investments section. Janell will look for alternative language on valuing donations. There was discussion on how to handle the endowment fund and perhaps raise the threshold, and to specify how Library would be accountable to donors. We need to note grant versus donation and change Section 8, perhaps looking to how other local non-profits handle this.

Meeting Room Policy, application, and equipment list: next meeting

Author and Performer Visit Policy: next meeting, make it just Author?

Art Policy: next meeting

Security Camera policy first review: next meeting

Records Disposal Policy and procedures: Catherine and Jim discussed email address cleanup.

Status of Personnel legal review: KT&J Lawyer confirmed receipt of draft to Laura on 5/2.

Other topics:

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Laura Ramirez, Executive Director director@highwoodlibrary.org

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There was discussion on formal name change and how to proceed with legal name and branding name before next filing in 4 months. Laura will check with HR Source on recommendation.

There was discussion on the ALA Core Values policy which Catherine learned in a training class has been updated, and a request for MLS staff member to research for recommendation to committee on adding in new values or replacing full policy.

There was discussion on website: Policies need to be updated on website. Should website be redesigned? How long to keep historical minutes/budgets on website? (HPPL 2022 minutes, 2020 budget; DPL 2018 minutes; EPL 2012 minutes). President thinks 3-4 years.

Meeting adjourned 10:02 am. Next Policy meeting will be 5/20, 9 am.

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