



NOTES – POLICY COMMITTEE MEETING
HIGHWOOD LIBRARY BOARD OF TRUSTEES
Tuesday, January 9, 2024

Meeting was called to order at 9 am. Janell Cleland, Laura Ramirez, Catherine Regalado present.

Committee approved previous committee minutes.

Personnel Policy finalization:

- HRSource will provide advice on using days off versus hours for paid time off. City will review.
- Policy will contain new organization chart with 2 new positions, 1 removed, position names only, and moved to Appendix. Org chart with names included will be given to Board to review in January.
- Want to add a section explaining the Friends in the current structure.
- Personnel committee should revisit unemployment insurance choice.
- Discussed whether employment letter is needed for contractors.
- Edit so s/he not used (use either name of position or use they).
- Need to match up August draft version with January approved version, reorganize sections, and send to committee.

Meeting Room policy:

Community Room B is not done yet. Other rooms currently being used for counseling and case management. Wait for adult literacy classes to start, and then understand what is available for public use. Develop equipment inventory for potential meeting spaces.

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

Meeting adjourned 10:11 am. Next meeting will be January 30 at 9 am.

Board of Trustees

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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