



NOTES – POLICY COMMITTEE MEETING  
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, February 4, 2020 9:30 – 11:00 am  
Adult Reading Room Conference Table

**Present:** Janell Cleland, Carmen Patlan, Catherine Regalado

**Gifts and Donations Policy:** Went through draft document, making a number of changes. Need to include something on naming rights. City is also going through a similar exercise on policy involving Everts Park upgrade and past donations. Maintenance of donations must be responsibility of donor. Can include previous donations, where signage will be removed for renovation, on a donor wall, along with new donations. These can be expensive, ~\$10,000. Size of plaque can be reflective of donation amount. Wall mounted paper donations record can be stored according to Records Retention policy. In the new website there will be an updated section on giving. Naming Rights Policy will be added before final draft to Board.

**Soliciting and Selling Policy:** discussed edits

**Meeting Room Policy:** this has been recently reviewed, and will be presented again to Board with no changes.

**Records Disposal Policy:** Old policy from 2012 is on Shared Drive (Staff/Old policies). Terms and process have not changed, but the policy needs to be implemented. Director will investigate whether electronic, paper, or both must be retained. Janet and Carmen will look into creating a project out of going through old records, and board may be able to participate in a work day for this.

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