



MINUTES – POLICY COMMITTEE MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES

Present: Janell Cleland, Carmen Patlan, Catherine Regalado
Called to order at 9:05 am

Personnel Policy – There was discussion about revisions to Personnel policy, including changes to paid time off as recommended by director, and an updated organization chart. Personnel committee will review immediately so this can be approved at March board meeting in anticipation of April hires.

Food and Beverage Policy - Policy will be updated and references to food/beverage consumption in other policies will be simplified to refer just to the singular policy.

FOIA Policy - will check into most recent revisions

Elimination of Fines Policy – already drafted

Policy Review from Annual Review Calendar

Bloodborne Pathogens and Disaster Plan

Soliciting and Selling, Meeting Room Policy, Records Disposal

Gifts and Donations, Confidentiality, Material Posting

Committee will recommend board approve all that have no changes. Gifts and Donations needs a revision to include time limitation on donation plaques, perhaps ability to remove names if impropriety. Director will research best practices, maybe use a 20 year recommendation.

Amending review calendar:

Add revision date, will add in newly developed policies: Public Comment, Food and Beverage, DCEO policies (Fraud Awareness/Whistleblower, Fixed Asset Capitalization and Inventory, Purchasing and Procurement)

Website Currentness -

Personnel policy will be removed, and any other staff policies – will only include public policies. Update meeting room equipment. Remove Use of Library Space and Equipment which has been superseded.

Additional Topics

Need to create a Photography and Filming Policy.

Review Material Selection Policy, consider Request for Reconsideration of Library Materials form in case of material challenge.

Meeting adjourned 10:35 am

Board of Trustees

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

Trustees: Bertha Chavez, Diana Guerrero, Jason Muelver, Lorena Victorica

Carmen Patlan, Executive Director, director@highwoodlibrary.org Laura Ramirez, Associate Director, lr Ramirez@highwoodlibrary.org

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