

Rockford Public Library  
Policies & Services Committee  
Tuesday, January 9, 2024  
Large Multipurpose Room RPL Nordlof Center

**MINUTES**

Committee Members Present: Molly Brauns, Dennis Horton  
Committee Members Absent: Janet Moore, Colleen O'Brien  
Staff Present: Lynn Stainbrook, Anne O'Keefe, Erin Stachowiak

1. Vice President Molly Brauns called the meeting to order at 12:03 pm. No quorum was present.
2. Public Speakers: None.
3. Library Statistics: Director Stainbrook discussed a review of the collection by the collection management team. RPL had issues with "Dead on Arrival Books" or those books that do not check out over its initial 18-months on the shelves. Erin Stachowiak will work with the collection management team to determine how best to evaluate the situation. Events and Attendance were also discussed.
4. Approve Policy 4.6 Gifts & Deed of Gift Form: Director Stainbrook pointed out that the brand-new policy will have a header added before it goes for approval. RPL Attorney John Reardon made changes as needed. The Deed Form was created to track gifts to the Library as RPL's Development Department continues to grow. John Reardon also edited this form. Discussion followed. The item will go to the full Board for approval.
5. Approve Revisions to Policy 4.1 Collection Development: Attorney John Reardon, Collection Management Manager Erin Stachowiak and Director Stainbrook made changes to the policy. Discussion followed. The item will go to the full Board for approval.
6. Approve Revisions to Policy 4.1.1 Local History Collection: Attorney John Reardon, Collection Management Manager Erin Stachowiak made changes to the policy. Discussion followed. Director Stainbrook acknowledged and thanked Erin for her significant work on the Local History Collection and on the Gifts policies. The item will go to the full Board for approval.
7. Unfinished Business: Vice President Molly Brauns thanked Director Stainbrook for the list of community partners and the organizational chart. Director Stainbrook shared her experience at the Rockford University Library fundraiser. Vice President Molly Brauns also asked that anyone on the committee who has not scheduled their appointment with IT to get their I-Pad please do so.
8. New Business: none

With no further business, the meeting adjourned at 12:34 p.m.

The next regular meeting of this committee will be Tuesday, March 12, 2023, at 12:00 p.m. in the Large Multipurpose Room, RPL Nordlof Center, 118 N. Main St.

Mary Pat Muzzarelli  
Recorder

