

Rockford Public Library
Policies & Services Committee
Tuesday, January 14, 2025
Boardroom, Main Library, 215 N. Wyman St.

MINUTES

Committee Members Present: Molly Brauns, Dennis Horton, Paul Logli

Committee Members Absent: Janet Moore, Colleen O'Brien

Staff Present: Lynn Stainbrook, Anne O'Keefe, Erin Stachowiak, Anthony Cortez, Brook Loomis, Bridget Finn, D'awnna Mims

1. Vice President Molly Brauns called the meeting to order at 12:03 pm.
2. Public Speakers: None
3. Library Statistics: Lynn Stainbrook provided the committee with attendance charts for all branches and classes and events counts for the months of November and December. Discussion followed.
4. Adopt Responsible Bidder Contract [action]: Director Stainbrook presented the document, which was requested by Trustee Long to the P&S committee. The document was last updated in March of 2011. Anthony Cortez created an updated document based on the City of Rockfords' responsible bidder form. Discussion followed. Dennis Horton made a motion to hold over the action item until the next scheduled meeting while further research is completed. Paul Logli seconded the motion. By unanimous voice vote, the motion passed.
5. Staffing [discussion]: HR Director D'awnna Mims informed the committee that 3 positions remain open. 2 part-time positions for Mobile and Circulation and one full-time position for Maintenance. Discussion followed.
6. Technology [discussion]: Vice-President Brauns discussed the checklist for technology at the Main Branch and asked what items still need to be addressed. Discussion followed.
7. Unfinished Business: Vice President Brauns requested information on the new Health and Safety Committee. VP Brauns would like to have an update on Active Threat Training. Lynn Stainbrook and Anne O'Keefe were attending a Health & Safety committee meeting later that afternoon. Discussion followed.
8. New Business: Trustee Logli brought 2 items to the committee.
Kalee Barnett, Event Coordinator, needs a permanent location to operate as Event Coordinator-she is currently housed in the Boardroom. Discussion followed.
Based on a conversation with a community member, Trustee Logli asked for information regarding the process for discarding items that have been donated to the RPL Local History Collection. Discussion followed.
9. Adjournment [discussion]: Vice President Brauns adjourned the meeting at 1:33pm.

With no further business, the meeting adjourned at 1:19 p.m.

The next regular meeting of this committee will be Tuesday, January 14, 2025, at 12:00 p.m. in the Boardroom, RPL Mian Library, 215 N. Wyman St.

Mary Pat Muzzarelli, Recorder

