

Rockford Public Library  
Financial Planning & Properties Committee  
Monday, March 24, 5:30 pm  
Boardroom, RPL Main Branch  
215 N. Wyman St

**MINUTES**

Members present: Henrietta Dotson-Williams, Jamie Getchius, Brad Long

Members absent: Cesar Sanchez

Staff present: Lynn Stainbrook, Anthony Cortez, Erin Stachowiak, Anne O'Keefe

Others Present:

Jamie Getchius called the meeting to order at 5:32pm.

Public Speakers: None.

1. Monthly Financial Statements: Anthony Cortez submitted financial statements for the month ending February 28, 2025, and reviewed them with the committee. Discussion followed.
2. Approve 2025 Participation in the Property Tax Rebate Program for Newly Built Residential Units [action]: Director Stainbrook informed the committee that the program, in partnership with the City and RPS 205 was created to ease the tax burden on new homes while growing the tax base. Discussion followed. A motion to approve participation was made by Henrietta Dotson-Williams and seconded by Brad Long. By a Roll Call Vote, the motion passed unanimously.
3. Approve Category 2 E-rate Networking Hardware RFP [action]: Anthony Cortez presented a memo to the committee with 2 responses to the RFP for RPL Networking Hardware. Entre Computer Systems was the lowest bid at \$73,018.93. Approval of the RFP is sought now to lock in the price with Entre whose suppliers may be affected by future tariffs. The eligible E-rate portion of the expense is 96%. Discussion followed. A motion to approve the RFP was made by Brad Long and seconded by Henrietta Dotson-Williams. By Roll Call Vote, the motion passed unanimously.
4. Approve Technology Expenditure Plan [action]: Lynn Stainbrook presented a Technology Expenditure Plan for RPL from 2025 through 2030. The items listed will need to be upgraded or replaced. Lynn Stainbrook added that RPL Nordlof Center was added to the plan for technology upgrades because very little has been done since RPL received the property in 2012. While not asking for approval of the expenditures, some of which may be covered by grants, the plan was created to inform the committee of upcoming expenses. Discussion followed. A motion to approve the Technology Plan was made by Brad Long and Seconded by Henrietta Dotson-Williams. By Roll Call vote, the motion passed unanimously.
5. Approve Capital Improvements Plan [action]: Lynn Stainbrook presented an updated Capital Improvement Plan, originally created in 2019 and now updated to go through 2039. This plan represents a line item in 2028 to add the Main Library as well. Discussion followed. A motion to approve the plan was made by Brad Long and seconded by Henrietta Dotson-Williams. By Roll Call Vote, the motion passed unanimously.

6. Old Business: None

7. New Business-Anthony Cortez requested a meeting with members of the Board, the RPL Marketing Department and John Rearden to create a plan and public response if the library falls victim to a ransomware attack. Discussion followed.

With no further business, the meeting was adjourned at 5:54 p.m.

Next Financial Planning & Properties Committee Meeting will be held April 28, 2025, at 5:30 pm in the Boardroom, Rockford Public Library, Main Branch, 215 N. Wyman Street. Rockford, IL 61101

Respectfully,  
Mary Pat Muzzarelli, Recorder