

Rockford Public Library
Policies & Services Committee
Tuesday, April 15, 2025
Boardroom, Main Library, 215 N. Wyman St.

MINUTES

Committee Members Present: Molly Brauns, Janet Moore, Dennis Horton

Committee Members Absent: Colleen O'Brien

Staff Present: Anne O'Keefe, Erin Stachowiak, D'awnna Mims

1. With a quorum present, Vice President Brauns called the Policies & Services meeting to order at 12:02 pm.
2. There were no public speakers present.
3. Library Statistics[discussion]: Vice President Brauns and the committee discussed Classes and Events, monthly branch attendance and turnover stats.
4. Approve Changes to Board Policy By-Laws 1.1 [action] Vice President Brauns directed the committee to page 14 of their packets. The first proposed change to the By-laws included a request for remote meeting attendance be made at least 3 hours in advance of meeting. The second change added "unexpected childcare obligations" to the list of reasons a trustee may use to request a remote meeting invite. Discussion followed. The item was held over for further discussion. No action was taken.
5. Staffing Update [discussion]: HR Director D'awnna Mims stated that RPL has filled all 22 positions. The only jobs currently available are due to separation from employment. VP Brauns also asked if the library is fully staffed on the weekends. Discussion followed.
6. Technology Update [discussion]: Director of Finance Anthony Cortez was not in attendance. There was some discussion about updating the current technology in the Boardroom to include an Owl device for presentations and remote meetings.
7. Health & Safety Committee [discussion]: Vice President Brauns asked about the status of the safety information cards communicating a multistep process in the event of an emergency that were requested by Board President Logli. Assistant Director Anne O'Keefe reported that the committee last met on March 27th and were working on the emergency manual. In addition, specific staff training modules have been added to Power DMS for staff. Discussion followed.
8. Unfinished Business-None
9. New Business: Vice President Brauns showed a receipt for a transaction at NSLD that indicates to the library customer how much they have saved by not purchasing their books. Discussion followed.

At 12:52 pm, a motion to adjourn was made by Dennis Horton and seconded by Janet Moore.

Respectfully,
Mary Pat Muzzarelli