

Rockford Public Library
Policies & Services Committee
Tuesday, May 13, 2025
Boardroom, Main Library, 215 N. Wyman St.

MINUTES

Committee Members Present: Molly Brauns, Janet Moore, Paul Logli

Committee Members Absent: Colleen O'Brien, Dennis Horton

Staff Present: Lynn Stainbrook, Anne O'Keefe, Erin Stachowiak, D'awanna Mims, Brook Rastenis

1. With a quorum present, Vice President Brauns called the Policies & Services meeting to order at 12:03 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. An additional report was requested by the committee showing the usage of the E collection.
4. Reaffirm the following Board Policies:
 - 2.1 Confidentiality of Library Records
 - 2.3 Customer Service
 - 3.1 Loan of Library Materials
 - 3.3 Fines and Fees
 - 3.4 Interlibrary LoanVice President Brauns introduced each policy to the committee and discussion followed. A motion to Reaffirm the policies was made by Paul Logli and seconded by Janet Moore. By a unanimous voice vote the policies were reaffirmed.
5. Rockford Public Library Foundation Report [discussion]: Trustee Janet Moore, Foundation Liaison, and Brook Loomis Development Director reported to the committee on donations received for AOHS and a new Mobile Library. Discussion followed. Discussion followed.
6. Staff Reports: Vice President Molly Brauns introduced the Staff Reports. Discussion followed.
7. Health & Safety Committee [discussion]: Vice President Molly 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 there is information available to staff regarding emergency procedures. The Health and Safety committee are still working on the updates for the Safety Manual. Discussion followed.
8. Unfinished Business-None
9. New Business- None

At 1:29 pm, a motion to adjourn was made by Paul Logli and seconded by Janet Moore.

Respectfully,
Mary Pat Muzzarelli