

Rockford Public Library  
Policies & Services Committee  
Tuesday, September 9, 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: Anthony Cortez, Anne O'Keefe, D'awanna Mims, Erin Stachowiak

1. With a quorum present, Vice President Brauns called the Policies & Services Committee meeting to order at 12:00 pm.
2. There were no public speakers present.
3. Library Statistics[discussion]: Executive Director Anthoy Cortez introduced the statistics to the committee. The Turnover rates have improved in all areas with the largest increase in YA and Picture Books. Customer counts are climbing at Main but appear to be pulling customers from the East and Montague Branches. Discussion followed.
4. Approve Changes to Policy 5.6 Code of Conduct [action]: Executive Director Cortez introduced the updated policy to the committee. Language regarding where food is allowed and the areas where consumption can take place was updated to reflect the 2<sup>nd</sup> floor veranda, room 207 and the area soon to be upgraded by the second-floor vending machines. Streamlining of violation consequences and who may apply those consequences was also updated. Changes in responsibility levels were also changed, giving managers more autonomy when it comes to their areas. The definition of a suspension was updated to include suspension from all RPL branches and the Mobile. A motion to approve the changes to Policy 5.6 Code of Conduct was made by Dennis Horton and seconded by Janet Moore. By a unanimous voice vote the policy was approved.
5. Approve Changes to Policy 5.1 Meeting Rooms Appendix [action]: Executive Director Cortez introduced two separate documents, The Meeting Room Policy from the Communico Website and Policy 5.1 Meeting Room Appendix. He explained that the two documents refer to many of the same items and reiterate the Code Of Conduct. The documents were re-worked to create a policy that stands as a single Meeting Room Use Policy and language that repeated aspects of the Code of Conduct were removed and replaced with references to the Code of Conduct instead. Discussion followed. A motion to approve the Policy 5.1 Meeting Room Use, after reinstating the first two sentences of section 7, was made by Janet Moore and seconded by Dennis Horton. By a unanimous voice vote the policy was approved.
6. Unfinished Business-Vice President Brauns discussed a timeline for a new Strategic Plan. Executive Director Cortez would like a new plan to be completed by the end of the year so it can be unveiled and implemented in 2026.
7. New Business- None

8. Staff Reports: Vice President Brauns shared the contents of a How Are We Doing Card, submitted by a library customer requesting public computers with cameras for zoom meetings, interviews & connecting with family was discussed. Executive Director Cortez is waiting for IT to confirm that the Chrome Books have cameras. He also stated he was working with IT to have cameras installed in the RPL Nordlof Center Wal-Mart Computer Lab for this request. Discussion followed. Vice President Brauns thanked Cortez for his August report and complimented him on furnishing the 2<sup>nd</sup> floor veranda.

At 12:28 pm, Vice President Brauns adjourned the meeting, and the committee and staff went out to the veranda to see the new furnishings.

Respectfully,  
Mary Pat Muzzarelli