

**Rock Island Public Library Board  
Personnel & Policy Committee Meeting Minutes**

February 20th, 2024

4:00pm

Downtown Library – Community Room  
401 19<sup>th</sup> Street, Rock Island

**Type of Meeting:** Board Personnel & Policy Committee

**Call to Order:** Committee Chair Deborah Freiburg called the meeting to order at 4:00pm.

**Attendance:** Deborah Freiburg, Jacki Nelson, Karen Phillips, Jenni Swanson, Dr. Yolanda Grandberry Pugh, Jo Noon (arrival at 4:34pm); Angela Campbell, Library Director; Kayla Steffen, Business & Facilities Director

**Absent:** Milan-Blackhawk Area Public Library District Board Member, Tari Weeks

**Public Comment:** None

**New Business – Policy Review:**

- Attendance Policy  
Library Director, Angela Campbell, explained to the committee that there is not a copy of the Attendance Policy yet, as it is still being created. Campbell, library supervisors, and the HR Director, Rob Baugous, met to discuss potential systems for an attendance policy on February 7<sup>th</sup>, 2024. The example Baugous presented was a point system that assigned weights to excused and un-excused absences, with assigned disciplinary action after a certain number of point accumulation. The next review of the attendance policy will be held on February 28<sup>th</sup>, 2024 at the supervisor meeting. All committee members present expressed support for creating an attendance policy so that staff is aware of expectations. Trustee Freiburg plans to send Director Campbell an example of a union contract with an attendance policy included. Once finalized, the policy may be included in October union contract negotiations.
  
- Behavior Policy  
Language to include “no vaping” was added to Regulation 2 of the Behavior Policy, per new Illinois law. Due to a recent arrest of a library patron, Director Campbell expressed that she and supervisors decided it was necessary to add the “Registered Sex Offenders” verbiage to the Behavior Policy. Committee Chair Freiburg questioned how the library would enforce this policy. Director Campbell explained that the library receives hard copies of the local sex offender registry list regularly, so we have a verified list of offenders. Additionally, staff is familiar enough with patrons to properly identify by name and face if action is needed. The “Registered Sex Offender” portion of the Behavior Policy was approved by the City Attorney, Leslie Day.

- **Concealing & Carrying Policy**  
 Director Campbell explained that verbiage was added to this policy to include the Watts-Midtown Branch and updated job titles. No further discussion.
- **Confidentiality & Privacy Policy**  
 No changes or discussion on this policy.
- **Electronic Access Policy**  
 Director Campbell explained that the procedure of patrons needing a home library card to use the computers was removed from the policy after reviewing it from an equity, diversity, and inclusion lens. No further discussion.
- **Emergency Closure Policy**  
 Director Campbell explained that changes to this policy consisted of improved verbiage, updated job titles, and inclusion of the Watts-Midtown Branch. No further discussion.
- **Fine Free Lending Policy**  
 Director Campbell asked the committee if they would like to keep this policy. She explained that \$6K was already donated by PALS to keep the library fine-free. She also reported that card holder stats have increased by 13% since the implementation of this policy. The committee all agreed to keep this policy due to its positive impact.
- **Library Card Registration Policy**  
 Director Campbell explained that the changes to this policy included eliminating the DVD limit from “My First Library Card” users, adding a 5-item limit to Homebound participants, and including verbiage for electronic library cards. No further discussion.
- **Meeting Room Policy**  
 Director Campbell explained that we changed the capacity of the Watts-Midtown Study Rooms from “1-4 people” to “1-3 people” due to the limited size of the space. Another change to this policy includes a 30-minute window before and after a room reservation to include set-up and tear-down time. Any additional time needed will include a charge. Committee Chair Freiburg asked if the room reservations are financially beneficial to the library. Director Campbell explained that while not a lot of money has been made, we do have large upcoming events that may increase awareness of our room reservations.
- **Public Comment Policy**  
 Director Campbell explained the change to this policy includes the option for public comments at board meetings to be voiced during the appropriate agenda item, as opposed to previously only being allowed during the “public comment” agenda item. President Swanson and Trustee Phillips support this change.

- **Readers' Advisory Policy**  
Director Campbell expressed that the Reference Department wants to eliminate this policy because it no longer applies to current staff members. The committee agrees to eliminate this policy without further discussion.
- **Reference Policy**  
Director Campbell explained that the change to this policy instructs patrons to use the “Book-a-Librarian” services if they have questions for reference staff that will take more than 10 minutes. No further discussion.
- **Research Policy**  
Director Campbell explained that the change to this policy eliminates the Upper Mississippi River Valley photo requests. Committee Chair Freiburg questioned what the photo request consisted of. Director Campbell explained that the library had a partnership for \$8 physical photo prints that have since been replaced by free digital photos.
- **Work Regulations Policy**  
The committee discussed the changes to the “Unacceptable Attire” portion of this policy. All members expressed the need for the policy, while acknowledging that dress codes can be difficult to enforce. Ultimately, Director Campbell reminded the committee that the library follows the “dress for the day” mentality.

**Closed Session:** Not needed

**Information Sharing:** Director Campbell reported that all policies will be compiled for voting at the next board meeting on March 19, 2024. The attendance policy may or may not be ready for review before that meeting. If so, Director Campbell may send copies to the committee.

**Announcements:** None.

**Adjournment:** Committee Chair Freiburg adjourned the meeting at 4:38pm.

Respectfully submitted by,  
Kayla Steffen, Business & Facilities Director