

Rock Island Public Library Board Personnel & Policy

Committee Meeting Minutes

Thursday, September 4, 2025 at 3pm

Rock Island Public Library – Watts-Midtown Branch
2715 30th St

Committee Chair, Debbie Freiburg, called the meeting to order at 3:00pm.

In Attendance: Debbie Freiburg, Nick Hammond, Jacki Nelson, Jo Noon, and Library Director, Angela Campbell.

Absent: Jenni Swanson

There was no public comment.

New Business:

- Policy Review
 - Circulation Policy, plus revised appendices
 - The committee discussed the changes to the hold length on hotspots. They agreed this was a positive change.
 - Collection Development Policy, plus revised appendices
 - The only change was a slight verbiage variation to include “regional authors” in our local author holdings. The committee agreed this was a good idea.
 - Digital Recording & Posting Agreement
 - Director Campbell explained that this was implemented during COVID, but still being used for certain programs. No changes are requested.
 - Displayed Art Policy & Application
 - The Watts-Midtown Community Room was added as a location for displayed art. Committee member Nelson asked if we still have school art shows, due to the reference about children’s works not needing frames. Director Campbell explained that Art Club met in the summer and they displayed their works in the Rotunda. She also added that we could revisit doing school shows, as that had not been done in a long time.
 - Donations Policy
 - No changes requested.
 - Mileage Reimbursement Policy
 - No changes requested.
 - Mobile Hotspot Policy
 - Director Campbell explained the two big changes: limiting the amount of time hotspots will remain on the hold shelf, and not allowing holds for a hotspot if one is already checked out on their account. The Committee agreed this seemed reasonable.
 - Mobile Streaming Device Policy
 - No changes requested.
 - Photography & Video Policy
 - No changes requested.
 - Special Collections Policy
 - Minor changes to job titles.

- Volunteer Application & Waiver
 - Added the Teen Advisory Board as a volunteer opportunity.
- Volunteer Policy
 - No changes requested.
- Succession Plan
 - The plan had not been reviewed in a few years, and Director Campbell explained that procedures had changed during that time, specifically the financial software. There have also been scheduling changes to the list of meetings the director attends. Committee Chair Freiburg said that it was a good plan and seemed to work while the Director was out on medical leave. The committee agreed that the changes made sense and should be included.
- Literacy Action Plan discussion

The committee discussed the pros and cons of having a separate plan for literacy. They agreed that literacy is a key component in the overall strategic plan, and didn't feel a separate plan was needed.
- Update on recruitment efforts

Director Campbell provided an update on open positions: Director of Circulation is currently in the testing phase; two people have accepted the open part-time library aide position and will be starting within the next few weeks; there are additional library aides planning on leaving by the end of September and October, so recruiting for additional aides will begin again. She also mentioned that the Watts-Midtown Branch Manager will be returning from maternity leave by the end of the month. Finally, the Youth Services Director is currently planning on retiring within the first quarter of next year.
- Preparations for Director's Performance Review

The Committee asked for planned executive sessions at the November and December Board meetings to discuss the Director's performance review. Committee Chair Freiburg will reach out to City HR to discuss opening the evaluation portal to collect evaluations from the committee.

V. *Closed Session – *if needed*

VI. Information Sharing

- Director Campbell shared some updates about a recent news interview about the Downtown unhoused population. She also presented a recent book challenge, and explained she will be sending the email and her response to the full board.

VII. Announcements

- Committee member Noon reminded everyone that Greek Fest was happening this weekend, and to get there early for food. Director Campbell said that the mobile library will be at Greek Fest again this year, to promote library card signup month.

VIII. Adjournment

- With no further business, the meeting was adjourned at 3:37pm.