

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

Tuesday, November 18, 2025 at 4:30pm  
Rock Island Public Library - Downtown  
401 19<sup>th</sup> Street – Rock Island, IL 61201

Committee chair, Debbie Freiburg, called the meeting to order at 4:30pm.

Attendance: Debbie Freiburg, Nick Hammond, Jacki Nelson, Jo Noon, Jenni Swanson

There was no public comment.

New Business:

1. Review additional procedures to the Programming Policy

Director Campbell explained that there have been an increasing number of patrons who register for programs but do not show up, even with multiple reminders. The Program Policy procedures have been updated to include the following:

Programs requiring registration:

- If a program requires registration, the staff person responsible for implementing the program will personally call all registrants to verify attendance.
- Patrons who habitually register, but do not attend the program, will be considered a “no show” and may be blocked from registering for future programs.
- Registrants who need to cancel must contact the library as soon as possible so that staff can refill the open slot.

The Committee agreed that this new verbiage should help thwart repeat offenders.

2. Preparing for Library Director’s Annual Performance Review

President Swanson made a motion to enter into closed session for Matters of Personnel – 5 ILCS 120/2c Exception 1, “Appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body.” Trustee Nelson seconded. With no discussion, Freiburg took a recorded vote: 5 Ayes – Freiburg, Noon, Swanson, Hammond, Nelson; 0 Nays, motion passes. Closed session began at 4:33pm.

President Swanson Made a motion to reopen the meeting. Committee Chair Freiburg seconded. With no discussion, Freiburg took a recorded vote: 5 Ayes – Freiburg, Noon, Swanson, Hammond, Nelson; 0 Nays, motion passes. The closed meeting was reopened at 4:51pm.

No action was taken during closed session. The Committee had the info they needed to bring to the full board.

With no further business, Committee Chair Freiburg adjourned the meeting at 4:52pm.

*\*Represents a potential voting item.*