

MINUTES
RIVER FALLS LIBRARY FOUNDATION
WEDNESDAY, Marsh 27, 2024

Call to order: President Montgomery called the meeting to order at 7:02pm

In Attendance: Montgomery, Ostness, Popelka, Trautmiller, Nelson, Jacobs, Misselt, Jacobson

Visitors: Linda Vivoda-Sadee

Approval of Minutes: Ostness made a motion to approve the **02/28/2024** minutes as written; seconded by Trautmiller. Motion passed.

Treasurer Report: Presented by Treasurer Nelson. Nelson recommended consolidating our checking, savings, money market accounts and savings bonds as follows:

- Keep our checking account at First National Bank.
- Move all our money market accounts from current banks/credit unions into our Edward Jones money market account.
- Cash in our savings bonds and place the money into the Edward Jones money market account.
- Move all our savings from current banks/credit unions to the Edward Jones money market account.

Jacobs made a motion to consolidate accounts/funds as recommended by Nelson; seconded by Trautmiller. Motion passed. Jacobson moved to discontinue the safe deposit box; seconded by Popelka. Motion passed.

Nelson also stated the Foundation is reviewing our SCVF contract through an attorney to clarify language, especially regarding restrictions to distributions. Nelson is also in process of setting up our Venmo account and is working to update the MailChimp account with the Foundation debit card.

Nelson provided a Financial Summary.

Director's Report: Presented by Misselt.

Architectural Work: On March 4th the Library Board of Trustees selected ISG Inc. (a multi-disciplinary design and engineering firm) to complete a floorplan, 3D images and a 3D video of the library renovation plan. The Library Board of Trustees has forwarded their contract to the City Attorney for review. The Library Board of Trustees will pay for this contract and the attorneys fees incurred for the review.

There are still five more architectural phases that need to be contracted for. They are:

Schematic Design,
Design Development,
Construction Documents,
Post Design which includes Bidding and Construction Administration.

Feasibility Study & Capital Campaign: The Library Board of Trustees and the Library Foundation Board of Directors will need to jointly select a consulting firm to contract with for the Feasibility Study and Capital Campaign. There are three joint meetings scheduled that everyone should attend:

- Monday, April 8 – Library Strategies
- Monday, May 6 – Baker Street Consulting
- Monday, June 4 – Crescendo

All of the above meetings will be held in the lower-level Community Room and will start at 6:30pm sharp. All Foundation Directors are strongly encouraged to be present for all three of these meetings. If something happens that makes it impossible to attend the first two meetings, Misselt can forward a link to a recorded meeting. However, it is even more important that the last meeting be attended so that each Director on the Foundation Board can vote for selection of the consulting firm.

At this time, the total cost of the Feasibility Study & Capital Campaign cannot be predicted. A request has been made to the Library Foundation Board of Directors to cover the resulting costs when they are determined. All expenses incurred for the Feasibility Study and Capital Campaign that are paid by the Library Foundation may be reimbursed through fund raising. Discussion was held regarding this request.

Membership Report: Membership Coordinator Jacobson provided a chart of current membership information:

RFPL Foundation – Membership and donations to date in 2024:

	January	February	March	Totals
Individual Membership	17	10	1	18
Family Membership	16	18	5	39
Total Membership	33	61	67	67
% Membership including additional donations	67	79	49	
# Donations	26	27	10	63
\$ Donations	\$2,170.00	\$2,683.51	\$2,508.00	\$7,361.51
\$ From Membership	\$325.00	\$320.00	\$80.00	\$725.00

Old Business: Vice President Trautmiller reported she is still sending out the quarterly newsletter. Also, several essay applications have been received for the two scholarships to be given by the Library Foundation. Trautmiller will distribute these for the Foundation Board to review. The Foundation Board will meet Thursday, April 4, 2024 at the library to make selections.

Schedule of Foundation Board Member attendance to Library Board of Trustees meetings:

- April 8 – Ostness
- May 5 – Jacobs
- June 4 – Trautmiller

All Foundation Board Members urged to attend the above three meetings.

Discussion: Foundation Bylaws

Articles 1 and 2 were reviewed and discussed. Jacobs volunteered to draft the discussed changes and recommendations for review at the April 24, 2024 meeting.

New Business: None

Adjournment: President Montgomery adjourned the meeting at 9:03pm

Next meeting: April 24, 7:00pm in the Library Board Room