

MINUTES
RIVER FALLS LIBRARY FOUNDATION
WEDNESDAY, December 4, 2024

Call to order: Vice-President Trautmiller called the meeting to order at 7:00pm

In Attendance: Sarah Nelson, Tanya Misselt, Callie Trautmiller, Linda Jacobson, Dave Ostness, Alyce Jacobs, Kay Montgomery

Visitors: Jackie Hughes, Kaye Anderson, Mike Metro, Rebecca Ferguson, Kim Kiiskinen, Linda Vivoda-Sadée

Approval of Minutes: *Ostness made a motion to approve the October 30, 2024 meeting minutes. Second by Jacobson. Motion passed.*

Treasurer Report: Presented by Treasurer Nelson:

- Continuing to work with the IRS on a missing filing from 2016.
- Paid the 1st monthly Baker Street Consulting capital campaign invoice.
- Paid the Foundation's portion of the teen furniture.
- Paid a deposit to the St. Paul Public Library (Library Strategies) for the video.
- Met with Trautmiller, Kiiskinen and Misselt to improve the Foundation website.
- Accepted the proposal from Donor Perfect and paid for a one-year subscription with an integration to Quick Books and 3 months of technical support. Completed the steps to establish the Foundation's SafeSave account for the credit card processing and provided necessary information to our bank for these transactions.
- Continue to work on setup of Donor Perfect to track memberships, donations and to accept electronic payments.

Motion made by Ostness to approve the Financial Report. Second by Jacobson. Motion passed.

Director's Report: Presented by Misselt:

Library Director Misselt submitted a digital check register of tracked expenditures for the 2024 library funding from the Foundation. Misselt mentioned that there are some outstanding financials that will not clear for a few weeks. She will provide and updated 2024 digital tracker of expenditures before the January 2025 meeting. She also asked for a total of \$25,000 for 2025 from the Foundation as an annual donation to be received on or about January 2, 2025.

Motion made by Jacobson to approve the \$25,000 donation from the Foundation to the Library. Second by Nelson. Motion passed.

Misselt gave a brief update about the Capital Campaign led by Jim Radford, head of Baker Street Consulting. The Steering Committee of the campaign is made up of library staff, Trustees, and Foundation Directors. They are:

Tanya Misselt, Director
Heather Johnson, Librarian
Alice Olson, L.A
Dave Ostness, Library Foundation Board of Directors
Linda Jacobson, Library Foundation Board of Directors
Rebecca Ferguson, Library Board of Trustees, President
Tiffany Alexander, Library Board of Trustees, Vice-President
Lorraine Davies, Library Board of Trustees

The Capital Campaign will last for 12 months and will be comprised of three phases. They are in phase one, which is simply a preparation phase. Currently, the Steering Committee is working with Baker Street Consulting to develop potential donor lists and prepare promotional material.

The Steering Committee set the campaign goal at \$3,200,000. That includes \$2,000,000 for the building and grounds, an estimated \$200,000 for reimbursement to the Foundation, and \$1,000,000 for a library operational endowment.

Membership Report: Presented by Membership Coordinator Jacobson:

- For the January through November 2024, the Foundation has received a total of \$865 in membership dues and \$12,593 in donations.
- Discussion about changing language for membership/donations in materials shown electronically on the Foundation website or in printed materials.

Jacobson made the Motion to state “membership dues will be a minimum of \$10 per year (annually). Anyone who makes a donation is a member, but must be at least 18 years of age to vote at the annual meeting”. Second by Jacobs. Motion passed.

Trautmiller made a motion to change the wording of payment of membership dues in the Foundation Bylaws from January 1 through December 31 annually to “rolling membership”. Second by Nelson. Motion passed.

Old Business:

- Jacobson reported on her attendance at the December 2, 2024 Library Board of Trustees meeting.
- Schedule of Foundation Member attendance to Library Board of Trustees meetings:
January 6, 2025 – Sarah Nelson
February 3, 2025 – Callie Trautmiller
- A presentation of the draft of changes to the Library Foundation website was made by Nelson and Kiiskinen.
- The former definition of the difference between the Library Foundation and the Library Board of Trustees will be returned to the Library website.

New Business:

- Jacobson stated a need to increase the number of Foundation Board members. Discussed the possibility of a voting tie in a regular Foundation Board meeting, and the need to have a majority of members at the meeting to pass any motions made. ***Jacobson made the Motion to change language in the Bylaws from 7 – 9 Board members to 7 – 11 Board members. Second by Nelson. Motion passed.***
- Trautmiller requested input for changes to the Scholarship essays requirements. Also to consider changes to the amount of the Scholarships awarded. Will be further discussed in the January 29, 2025 Annual Meeting.
- Reminder was made that Linda Jacobson and Sarah Nelson are up for re-election. The following persons are interested in serving on the Board:
 - Rita Kozak
 - Linda Vivoda-Sadèe
 - Gabe Olson-Jensen
 - Kaye Anderson
 - Jackie Hughes
 - Jake Azmerding
- A picture of the Foundation Board of Directors will be taken in the March 2025 meeting for use on their website.

Adjournment: Vice-President Trautmiller adjourned the meeting at 8:07pm.

Next meeting: **January 29, 2025**, 7:00pm in the Library Board Room