

**MINUTES**  
**RIVER FALLS LIBRARY FOUNDATION**  
**WEDNESDAY, FEBRUARY 27, 2025**

**Call to Order:** President Ostness called the meeting to order at 7:00 pm

**In Attendance:** Ostness, Misselt, Nelson, Hughes, Kozak, Vivoda-Sadee, Trautmiller

**Recognizing Visitors:** Rebecca Ferguson (Board of Trustees)

**Approval of Minutes:** Trautmiller made a motion to approve the December 4, 2024 minutes. Second by Nelson. Motion passed.

**Treasurer Report:** Treasurer Nelson

- Sent 3 1099 statements electronically to IRS & provided Jennifer Schutz with requested information and reports for annual tax prep
- Drafted a treasurer procedures document
- Gave Donor Perfect update:
  - Updated Capital Campaign Form with new logo and payment frequencies
  - Reviewed how to capture campaign pledges
  - Discussed with Tanya and Callie on responsibilities with the library entering pledges, reports and sending reminders. Foundation would be responsible for taking campaign payments, applying payments to the pledges & depositing.
  - Exploring options for generation of thank you notes and letters
  - Discussion of how to handle failed log-in donation attempts
- Started using Google Drive to store electronic records and backing up once/month. Will give Dave Ostness access.
- Expenses for January & February, collectively: \$30,855

Donations for January & February, collectively: \$6812

Membership income for January & February, collectively: \$606

SCVF \$16,939 Value Change

Edward Jones \$1,178 Value Change

Edward Jones account review is set for March 31, but first need to get Dave as a signer on the First National Bank account.

**Director's Report:** Tanya Misselt

Misselt passed around brochures and planned giving forms for the Capital Campaign and an invite to the Inauguration event. There was discussion of Capital Campaign shirts for the Foundation and Board of Trustees members. There was also discussion of clarification for naming rights with the campaign donations. Misselt informed us of Jayne Hoffman's book edits, with the hopes of having the book in May. Nancy Miller donations of \$1950 have been received by the Board of Trustees as designated funds. Misselt passed out the updated Memo of Understanding between the Board of Trustees and the Foundation Board of Directors for the Albert Trust.

***Motion made by Kozak to approve the MOU. Second by Hughes. Motion passed and document was signed by Nelson (Treasurer), Kozak (Advisor to the TOE), Ostness (President).***

**Membership Report:** Jacobsen absent.

**Old Business:**

- Nelson reported on her attendance at the last Board of Trustees meeting
- Donation page for the Foundation is live
- Quarterly Mailchimp newsletter will go out after the inauguration in March

**New Business:**

- Trautmiller asked for volunteers in forming a scholarship selection subcommittee and Hughes and Kozak offered to help read and select 2 scholarship recipients before the April 4<sup>th</sup> deadline. Essays will be sent to us by March 7.
- There was confirmation that the Board of Trustees will pay for the extra bonding we may decide upon as the Capital Campaign funds increase. We will discuss details in the future.
- Kozak and Nelson are exploring long-term investment strategies for the portion of money we had moved from SCVF to the Edward Jones money market.
- We will meet early for the March 26 meeting for a group photo for the website and quarterly newsletter (June).
- Schedule of Foundation members to Library Board of Trustees meetings:
  - March 3: Linda Vivoda-Sadee
  - April 7: Jacqueline Hughes
  - May: Dave Ostness

**Adjournment:** Meeting adjourned at 8:15 pm

**Next Meeting:** March 26, 2025 7:00 pm, downstairs of library