

MINUTES
RIVER FALLS LIBRARY FOUNDATION
WEDNESDAY, APRIL 30, 2025

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

In Attendance: Trautmiller, Nelson, Jacobson, Kozak, Vivoda-Sad  , Misselt, Jacobs

Recognizing Visitors: Rebecca Ferguson, Jayne Hoffman (Board of Trustees)

Approval of Minutes: Kozak made a motion to approve the March 26, 2025 minutes.
Seconded by Jacobson. Motion passed.

Treasurer Report: Treasurer Nelson

Taxes

- The Foundation's outstanding tax issue with the IRS has been resolved.
- The 2024 tax returns (Federal and State) have been received from Jennifer Schultz, CPA.
- The Federal form was electronically submitted on 04/24/25 and the WI form signed with a second signature by Alyce Jacobs, Secretary.
- A \$1,300 invoice for tax prep and consultation on the Albert estate has been received.

Loren Albert Estate

- Multiple conversations, emails and meetings have happened to determine how to move forward, including significant guidance from Jennifer Schultz.

Capital Campaign

- The Nancy Miller memorial donations are now separated from the capital campaign funds and are recorded as regular donations.
- Campaign funds are coming in the form of cash and stocks.

Director's Report: Misselt

- Order forms for Renew & Inspire T-shirts and Pullovers must be provided to Alice Olson by Friday, May 2. **Jacobson made a motion to use Foundation funds to cover the cost of T-Shirts for the Foundation Board and Campaign Committee members. Seconded by Trautmiller. Anyone wanting other styles of shirts/pullovers may order and provide payment to Sara Nelson.**
- Monday, June 2, 2025 there will be a special meeting of the City Council to approve the Library Renovation bid selection. All Trustees are invited to attend this meeting at City Hall where the contractor(s) who are awarded contract(s) are approved. The regular meeting of the Board of Trustees will then start at 7:00pm in the Library Board Room.

- Plans are developing for a May 19, 2025 public kickoff event which will include the RFHS Pep Band performing outside the Library from 5:30pm – 6:30pm, Jayne Hoffman will announce and review her book from 6:00pm – 6:30pm, and a screening of the documentary *Free For All: The Public Library* will take place from 6:30pm – 8:00pm. All committee and board members are encouraged to attend and bring a guest.
- Trustee representation at Foundation Meetings:
May 28 – Kari Heinselman
June 25 – Jean Ritzinger

Membership Report: Jacobson.

- Working on thank you options using Donor perfect. There will be a separation between regular membership and donations versus Capital Campaign funds/donations.

Old Business:

- Hughes provided a report on her attendance at the April 7, 2025 Board of Trustees meeting.

New Business:

- **Jacobson made a motion to add Rita Kozak as a second signer on the Foundation accounts (First National Bank – 3 accounts, Edward Jones Money Market accounts and SCVF account). Seconded by Trautmiller. Motion passed.**
- **Kozak made a motion to not take out spendable amount from SCVF in 2025. Seconded by Jacobson. Motion passed.**
- **Trautmiller made a motion to create a separate Edward Jones account for Capital Campaign funds. Seconded by Jacobs. Motion passed.**
- **Discussion was held on the Pros and Cons of the Foundation regarding the process of accepting and retaining the Albert estate. Jacobs made a motion that the Foundation not sign the updated MOU with the Trustees. Seconded by Trautmiller. Motion passed.**
- **Schedule of Foundation members to Library Board of Trustees meetings:**
May: Callie Trautmiller
June: Alyce Jacobs
July: ?

Adjournment: Meeting adjourned at 8:15 pm

Next Meeting: May 28, 2025, 7:00 pm, downstairs of library