

**MINUTES**  
**RIVER FALLS LIBRARY FOUNDATION**  
**WEDNESDAY, May 28, 2025**

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

**In Attendance:** Trautmiller, Nelson, Jacobson, Kozak, Vivoda-Sadée, Misselt, Jacobs, Hughes, Armerding

**Recognizing Visitors:** Kari Heinselman(Board of Trustees), Parker Nelson

**Approval of Minutes:** Jacobs made a motion to approve the April 30, 2025 minutes. Seconded by Kozak. Motion passed.

**Financial Report:** Treasurer Nelson  
Loren Albert Estate

- The Loren Albert Estate issue has been resolved and Nelson is working with the accountant to update the Foundation's financial statement to reflect any changes.
- Nelson is sharing all donation forms with Alice who is handling the Capital Campaign thank you notes.
- Kozak has been added as a signer at First National Bank, Edward Jones and St. Croix Valley Foundation.
- Nelson and Jacobson met to work on using donor perfect to issue thank you notes. A template was set up to send these by email and a printed letter. There is now a report to show all Foundation donations and another for Capital Campaign donations.
- Kozak will reach out to Kendra at Edward Jones to see if she would be willing to come to our next meeting to do a risk tolerance test and inform us on our investment options.

**Director's Report:** Misselt

**Update to Library Trust Fund Donations**

April 24, 2025 – May 27, 2025

Undesignated Funds	Designated Funds
<ul style="list-style-type: none"><li>• \$100.00 from AAUW/Misselt</li><li>• \$575.00 book sale</li></ul>	<ul style="list-style-type: none"><li>• \$133.56 from Trustees for campaign t-shirts</li></ul>
<b>Total \$675.00</b>	<b>Total \$133.56</b>

**Library Renovation Short-term Timeline**

Monday, June 2, 2025 - special meeting of the City Council to approve bid selection

TBD – meeting with ISG and selected contractor

Monday, June 30, 2025 - projected starting date for construction

Tuesday, July 1, 2025 - mandatory start date for construction

### **Bester Bros Transfer & Storage Company**

On May 20-23, youth services staff worked with Bester Bros. to move the youth services areas to temporary locations in the lower level of the library. Youth Services Librarian Kathy Larson did an exceptional job of planning for and implementing the move. It looks great.

### **Loren Albert Trust Fund Update**

The Loren Albert Trust funds were liquidated from the Edward Jones account and deposited in the Library Trust Fund. The original investment of \$755,112.03 was made on 3/12/2025. The total deposit to the Trust Fund was \$760,509 on 5/27/2025. The total earning on the investment in a little more than two months was \$16,397.38.

### **“Renew & Inspire” Capital Campaign Update**

The campaign went public on May 19, 2026. We are only 11 days into it. As of 5/29/2025 the campaign has secured:

- \$35,618 in cash donation
- \$43,500 in pledges

Baker Street Consulting and the Campaign Committee have a substantial list of contacts to make. Several supportive editorials are being sent to local papers. Numerous grant opportunities are being followed-up on.

### **Renovation Tours and River Falls Days Events**

#### **Tuesday, June 24**

6:00 – 7:00 p.m. Library Director, Tanya Misselt, will lead an informational tour of the Library renovation.

#### **Thursday, July 10**

6:00 – 6:45 p.m. Local historian and author, Jayne Hoffman, will discuss her new book, *The River Falls Public Library: The Legacy of its Founding Mothers*. **Jacobson made a motion to order 100 copies if book cost is \$15 or less. If the cost per book is more, Foundation Board will be notified for a decision. Seconded by Kozak. Motion passed.**

7:00 – 8:00 p.m. Informational tour about the Library renovation.

#### **Friday, July 11**

6:00 p.m. Renew & Inspire Float in RF Days Parade

#### **Saturday, July 12**

10:00 a.m. – 2:00 p.m. Mini Golf outside the Library

Noon – 2:00 p.m. Ice Cream Social hosted by The Tuesday Club and AAUW and book sale with Jayne Hoffman

12:20 – 1:30 p.m. Live music by the Stump Grinders

1:00 – 2:00 p.m. Informational tour of the Library renovation

### **Staff Update**

Interviews for the two open Library Assistant 1 positions are scheduled on Monday, June 2.

### **Board of Trustees Who Need to Re-apply**

The following Trustees will have completed their term in July, 2025:

- Tiffany Alexander
- Lorraine Davis
- Ann Nelson

### **Board of Trustee Representation at Foundation Meetings**

- June 25 - Jean Ritzinger

### **Membership Report:** Jacobson

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

### **Old Business:**

- Trautmiller provided a report on her attendance at the May 5, 2025 Board of Trustees meeting.
- Nelson led discussion on how to have oversight of signatures on checks for payments, use of debit card and electronic payments. Jacobs suggested oversight of all transactions by a second person through review of the bank statement reconciliation done by Nelson, which Kozak will do.
- Nelson will now transfer monies once a month if needed to the Edward Jones money market account for the capital campaign donations.

### **New Business:**

- Kozak provided a handout covering policy discussions the Foundation will need to have regarding investments and assets. These issues are ongoing and the Foundation will be looking for more clarity from SCVF on how to evaluate non-cash items.
- The Foundation made the decision to change meeting time to 6:30pm from 7:00pm effective June 25, 2025.
- Schedule of Foundation members to Library Board of Trustees meetings:
  - June 2: Foundation Board
  - July: No Meeting
  - August 4: Jacobs

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

**Next Meeting:** June 25, 2025, 6:30 pm, library board room