

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

**Call to Order:** Foundation Board Member Kozak called the meeting to order at 6:50 pm

**In Attendance:** Jacobs, Kozak, Hughes, Misselt, Nelson, Jacobson

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

**Approval of Minutes:** Kozak made a motion to approve the June 25, 2025 minutes. Seconded by Vivoda-Sadée. Changes made per discussion. Motion passed to approve with changes.

**Financial Report:** Treasurer Nelson

- A donation was made by Benevity, a donation company. Nelson will work with them to obtain donor information.
- Capital Campaign donations are transferred monthly to the Edward Jones Money Market account.
- Nelson created a tracking spreadsheet of Jayne Hoffman book donations.
- Kozak, Vivoda-Sadée, Jacobs and Nelson met with Kendra at Edward Jones to complete the risk questionnaire for the Foundation's investments.
- Nelson provided Financial highlights for 01/01/2025 – 08/15/2025, along with the Profit and Loss Comparison and the Balance Sheet Comparison.
- Nelson provided a list of expenses for June 2025 through August 2025 to date

**Hughes made a motion to approve the Financial Report. Seconded by Kozak. Motion passed.**

**Director's Report:** Misselt

**Campaign Update:** Over \$900,000 raised as of last week.

Donor recognition will include FCKBA Foundation and WESTconsin Credit Union.

**Sold naming rights:**

- Community Garden
- Rain Garden
- Pollinator Garden
- Children's Manipulative Wall
- History and Genealogy Shelving

**Grants Pending:**

Kwik Trip  
Hugh Anderson Foundation  
Royal Credit Union  
Royal Credit Union Foundation

**Other possible grant applications:**

Allina Health  
Health Partners  
Compeer Financial

**Pending request:**

First National Bank

**Rotary donation:**

Rotary just announced that it will be donating \$10,000 to establish a Vox Books Collection for Youth Services. Though this isn't considered part of the original Capital Campaign, we will recognize them with naming rights for that particular collection.

**Thermometer:** Banner will go up this week.

**Volunteer Opportunity:**

The Chamber of Commerce invited us to host Bingo with them at Bacon Bash and split proceeds. We will also set up a Capital Campaign booth.

**Library Renovation Updates:**

- Moving company will be here on Friday, August 29 to move furniture and collections
- Construction company will be here on Tuesday, Sept 2 to tarp off construction areas and start construction
- An aggressive timeline has been set by the construction company for three phases of construction

**New Council Representative on the Library Board of Trustees:** Nick Carow

**Two new staff:** Wanda Wells and Ainsley Kennedy

**Board of Trustee Representation at Foundation Meetings**

- September 24, 2025 – Lorraine Davis
- October 29, 2025 – Kari Heinselman
- December 3, 2025 – Jean Ritzinger

**Membership Report:** Jacobson had no report. The Foundation newsletter was discussed and a recommendation was made to send them out to all who made Capital Campaign donations along with the Foundation members.

**Old Business:**

- Jacobs made a report on the Library Board of Trustees August 4, 2025 meeting.

**New Business:**

- Discussion was held on how to set up the Foundation's Investment and Distribution Policy, and on a Foundation Gift Acceptance Policy. The current concern is where to put the money removed from the SCVF account that has not been used in support of the Library construction to date. **Jacobson made a motion to put the balance of the money from the SCVF account not utilized less estimated expenses for the rest of the year (2025) into a new investment account with Edward Jones. Seconded by Jacobs. Motion passed.** Kozak drafted an Investment and Distribution Policy for the Foundation Board to review. More discussion to be held in future meetings.
- Schedule of Foundation members to Library Board of Trustees meetings:

September 8, 2025 - Vivoda-Sadée

October 6, 2025 – Huges

November 3, 2025 - Jacobson

**Adjournment:** Nelson made a motion to adjourn the meeting at 7:57pm. Seconded by Hughes. Motion passed.

**Next Meeting:** September 24, 2025, 6:30 pm, Library Board Room