

Rhineland District Library Board of Trustees
Minutes from the Regular Meeting
Tuesday October 14, 2025, 2:30 PM
Rhineland District Library
106 North Stevens Street

Remote attendance is available during open session for this meeting. Please call the Library Director to attend remotely.

1. Call to order/roll call
The regular meeting of the Rhineland District Library Board of Trustees was held on 10/14/2025. Vice President Freudenberg called the meeting to order at 2:30 pm. The meeting was properly noticed, and a quorum was present.
Members present: Ruth Jaeger, Dave Daniels, Nancy Sattler, Gerald Anderson, Pam Winchell, Ryan Ourada, SDR and Laura Tooke-Effinger.
Staff: Virginia Roberts, Director; Denise Chojnacki, Children's Services Manager; Cathy Oelrich, Adult Services Manager (recorder)
2. Introductions of public – LeeAnnette Schidmayr, Cate Hallisy, Deb Richardson, Carolyn DeJongh – RDLF members
3. Public Comment (limited to 2 minutes) - Cate Hallisy – New Foundation president
4. Correspondence and media
5. Meet RDL staff - Virginia
6. Approve agenda with liberty to change order at Board President's discretion
Sattler/Jaeger motion to approve the agenda with the liberty to change order at Board President's discretion. All aye. Motion carries.
7. Approve September 9, 2025, Regular Board Meeting Minutes
Tooke-Effinger/Ourada motion to approve September 9, 2025, Regular Board Meeting minutes. All aye. Motion carries.
8. Consent Agenda/review consent agenda items
Anderson/Tooke-Effinger motion to accept the consent agenda with the removal of the Director's report and statistics for further discussion. All aye. Motion carries.
 - a. Financial reports
 - i. Review / approve "City Fund 203 - Library Operations Fund" report
 - ii. Approve "RDL -- City Accounts" bills and claims
 - iii. Approve "RDL -- Board Accounts" bills and claims
 - b. Library reports
 - i. Director's Report
 - ii. Adult Department
 - iii. Children's Department
 - iv. Statistics
 - c. Committee and other Reports
 - i. Foundation
 - ii. Friends
9. New Business (discussion and possible action)
 - a. Fundraising Consultant Report
Tooke-Effinger/Freudenberg motion to accept final report from KSC. All aye. Motion carries.
 - b. Grant requests
Anderson/Winchell motion to approve Loca Projects Program grant for building grant. Freudenberg/Anderson motion to approve request for matching Funds for 50% match of grant or approximately. All aye. Motion carries.
Anderson/Daniels motion to approve Virginia to apply for T-Mobile Hometown Grant to renovate the meeting space. All aye. Motion carries.
 - c. Special Election BOT Officer(s)
President – Nancy, Bill – Vote ends in a tie. Virginia will research how to break the tie for next month's meeting.
 - d. Remove Signatories and Add Signatories to Accounts
Winchell/Anderson motion to remove Petra Pitrazak from signatories and safe deposit box. All aye. Motion carries.
Tooke-Effinger/Anderson motion to add Ruth Jaeger as a signatory on the accounts. All aye. Motions carries.
 - e. Policy: Employee Manual, First Reading

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- f. Policy Committee vacancy
Anderson/Tooke-Effinger are both willing to help on the committee. Ruth will continue as the point person. Chapter 6 is the last policy. Tooke-Effinger will get ownership of the documents.
 - g. *Trustee Essentials*
 - i. Chapter 4 "Effective Board Meetings and Trustee Participation"
 - ii. Chapter 14 "Library Board and Open Meetings Law"
 - h. Board of Trustee Retreat
Ourada will check the calendar dates available at Cavoc.
10. Previous Business
- a. Plumbing Estimates
Daniels/Ourada motion to cap the sink and not use it any longer. All aye. Motion carries.
 - b. Grant Writer RFP draft
Ourada/Anderson motion to approve the grant writer RFP with suggested changes. All aye. Motion carries.
 - c. Fundraiser RFP draft
 - d. Audit information / update
Sattler/Ourada motion to table audit information until after 2024 audit is returned by the city. All aye. Motion carries.
 - e. Budget 2026 Updates
11. Building Project
- a. Establishment of a Fundraising Committee
Gerald, Heather, Bill, Jan Baer
12. Town representatives' report
13. Items for future agenda
Direction of the fundraiser, annual property leases, calendar
14. Adjourn
Meeting was adjourned at 4:38 pm.

Bill Freudenberg Vice President

_____ Date: _____

Virginia Roberts, Director

_____ Date: _____