

Rhineland District Library Board of Trustees
Minutes from the Regular Meeting
Tuesday December 9, 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 12/09/2025. President Sattler called the meeting to order at 2:30 pm. The meeting was properly noticed, and a quorum was present.
Members present: Ruth Jaeger, Nancy Sattler, Pam Winchell, Dave Daniels, Bill Wright and Laura Tooke-Effinger.
Members not present: Ryan Ourada, SDR, Gerald Anderson
Staff: Virginia Roberts, Director; Denise Chojnacki, Children’s Services Manager; Cathy Oelrich, Adult Services Manager (recorder)
2. Welcome new Board Member; Introductions of Board
3. Introduction of public
Members of the Rhineland District Library Foundation Board - Cate Hallisy, Mary Pautz, Deb Richardson, Carolyn Dejough, Mary Patterson-Delap, LeeAnnette Schmidmyr; Beckie Gaskill, Northwoods River News (online), Kris Adams Wendt – WVLS.
4. Public Comment (limited to 2 minutes)
5. Library Legislative Day—Kris Adams Wendt
6. Correspondence and media
7. Meet RDL staff – Esther O’Brien, Adult Dept.
8. Approve agenda with liberty to change order at Board President’s discretion
Tooke-Effinger/Anderson motion to approve agenda with the liberty to change order at Board President’s discretion. All aye. Motion carries.
9. Approve November 11, 2025, Regular Board Meeting Minutes
Freudenberg/Anderson motion to approve November 11, 2025, Regular Board Meeting Minutes. All aye. Motion carries.
10. Consent Agenda/review consent agenda items
Anderson/Tooke-Effinger motion to approve the consent agenda with removal of Director’s report to discuss in new business. Roll Call vote - Tooke-Effinger – Aye, Wright – Aye, Jaeger – Aye, Sattler – Aye, Freudenberg – Aye, Anderson – Aye, Winchell – Aye, Daniels – 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
11. New Business (discussion and possible action)
 - a. OCLB (Oneida County Library Board) report
 - i. County Contract
Anderson/Winchell motion to approve the annual contract. All aye. Motion carries.
 - b. Capital Campaign Report
 - c. Fundraising Committee
 - i. Fundraiser Notice/Job Description – Jan. 14 3pm next meeting date
Anderson/Freudenberg motion to accept the public notice RFP. All aye. Motion carries.
 - d. Grant requests

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- e. Property leases
Tooke-Effinger/Anderson motion to continue upper pelham lease as currently stated. All aye. Motion carries.
- f. Director's Report
- 12. Previous Business
 - a. Budget 2026 Updates
Freudenberg/Daniels motion to approve the budget as presented. Roll Call Vote – Tooke-Anderson – Aye, Wright – Aye, Jaeger – Aye, Sattler – Aye, Freudenberg – Aye, Anderson – Aye, Winchell – Aye, Daniels – Aye.
Tooke-Effinger/Anderson motion to approve letter sending to municipalities. All aye. Motion carries.
 - b. Policy: Employee Manual third reading
Anderson/Winchell motion to approve Employee Manual. All aye. Motion carries.
 - c. BOT Meeting dates 2026
Anderson/Tooke-Effinger move to accept changes to BOT meeting dates. All aye. Motion carries.
 - d. Holidays and Closures 2026
Tooke-Effinger/Anderson motion accept Holidays and Closures 2026 with date correction for Memorial Day. All aye. Motion carries.
 - e. *Trustee Essentials*
 - i. Chapter 2 "Who Runs the Library"
- 13. Building Project
 - a. Grant progress / Update
 - b. Grant writer proposals update
- 14. Town representatives' report
- 15. Items for future agenda: Director Evaluation Committee, BOT Retreat, Policy Committee, Bylaws, Format Newbold reps use to share information at town board meetings, Ethics/Conflict of Interest
- 16. Adjourn
The meeting was adjourned at 3:57 pm.

Nancy Sattler, President

Date: _____

Virginia Roberts, Director

Date: _____