

**Rhineland District Library Board of Trustees**  
**Minutes from the Regular Meeting**  
Tuesday January 13, 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 01/13/2026. President Sattler called the meeting to order at 2:31 pm.** The meeting was properly noticed, and a quorum was present.  
**Members present :** Ruth Jaeger, Gerald Anderson, Bill Freudenberg, Nancy Sattler, Pam Winchell, Dave Daniels, Laura Tooke-Effinger and Ryan Ourada, SDR.  
**Members not present:** Bill Wright.  
**Staff:** Virginia Roberts, Director; Denise Chojnacki, Children's Services Manager; Cathy Oelrich, Adult Services Manager (recorder)
2. Introduction of public  
Members of the Rhineland District Library Foundation Board - Cate Hallisy, Mary Pautz.
3. Public Comment (limited to 2 minutes)
4. Correspondence and media
5. Meet RDL staff
6. Approve agenda with liberty to change order at Board President's discretion  
**Freudenberg/Ourada motion to approve agenda with the liberty to change order at Board President's discretion. All aye. Motion carries.**
7. Approve December 9, 2025, Regular Board Meeting Minutes  
**Anderson/Freudenberg motion to approve December 9, 2025, Regular Board Meeting minutes with the addition of members present to include Bill Freudenberg and Gerald Anderson. All aye. Ourada abstains. Motion carries.**
8. Consent Agenda/review consent agenda items  
**Freudenberg/Anderson motion to approve the consent agenda as submitted. Roll Call vote – Ourada – Aye, Daniels – Aye, Winchell – Aye, Freudenberg – Aye, Sattler – Aye, Tooke-Effinger – Aye, Jaeger – 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. Capital Campaign Report
  - b. Fundraising Committee – Meeting 1/14/2026 3pm
  - c. Grant requests
  - d. Property leases – Lower Pelham Street Apartment. No rate change for 2026.  
**Tooke-Effinger/Anderson motion to extend the lower Pelham Street Apartment lease for 1 year at the current monthly rate. All aye. Motion carries.**
  - e. Trustee Training Essentials--
    - i. TE 3 "Bylaws"
    - ii. TE 6 "Evaluating the Library Director"
  - f. Director Evaluation Committee – Laura Tooke-Effinger/Ryan Ourada.
  - g. Bylaws
    - i. Conflict of interest
    - ii. Ethics
  - h. Fund Balance Transfer

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- i. Weather Closures
- 10. Previous Business
  - a. Board of Trustees Retreat – bring ideas to February meeting.
  - b. Policy Committee
- 11. Building Project
  - a. Grant progress / Update
  - b. Grant writer proposals update
- 12. Town representatives' report
- 13. Items for future agenda: Director Evaluation Committee, BOT Retreat, Policy Committee, Bylaws
- 14. Adjourn

**Meeting was adjourned at 3:35 pm.**

Nancy Sattler, President

\_\_\_\_\_ Date: \_\_\_\_\_

Virginia Roberts, Director

\_\_\_\_\_ Date: \_\_\_\_\_