

**Rhineland District Library Board of Trustees**  
**Minutes from the Regular Meeting**  
1:00 pm, Tuesday, August 15, 2023  
Rhineland District Library  
106 North Stevens Street  
Meeting Room

1. Call to order/roll call

**The regular meeting of the Rhineland District Library Board of Trustees was held 8/15/2023. President Tom Kelley called the meeting to order at 1:01 pm. The meeting was properly noticed, and a quorum was present. Members present:** Petra Pietrzak, Harry Whidden, Ruth Jaeger, Coleen Wendt, Nancy Sattler, Bill Freudenberg, Tom Kelly, Diana Harris.

**Members not present:** Dennis Carriere.

**Staff and Guests:** Debbie Valine, Associate Director, Denise Chojnacki, Children's Department, Cathy Oelrich, Adult Services Manager, rec., Laura Tooke-Effinger, Kim Swisher, Jan Bauer.

2. Approve agenda

**Whidden/Freudenberg motion to approve the agenda. All aye. Motion carries.**

3. Approve July 11, 2023, minutes

**Whidden/Freudenberg motion to approve the minutes, with the correction that president Tom Kelly ran the meeting. All aye. Motion carries.**

4. Guests in meeting – Laura Tooke-Effinger, Kim Swisher, Jan Bauer.

5. Public Comment (limited to 2 minutes)

6. Correspondence and media

7. Review financial reports

a. Review / approve "City Fund 203 - Library Operations Fund" report

**Kelly/Harris motion to approve "City Funds 203 – Library operations funds. All Aye. Motion carries.**

b. Approve "RDL -- City Accounts" bills and claims.

**Kelly/Freudenberg motion to approve "RDL-City Accounts" bills and claims. Roll Call vote – Freudenberg – Aye, Whidden – Aye, Harris – aye, Kelly – Aye, Pietrzak – Aye, Wendt – Aye, Jaeger – Aye, Sattler – Aye. Motion carries.**

c. Approve "RDL -- Board Accounts" financial report

**Kelly/Freudenberg motion to approve "RDL-Board Accounts" financial report. Roll Call vote – Freudenberg – Aye, Whidden – Aye, Harris – aye, Kelly – Aye, Pietrzak – Aye, Wendt – Aye, Jaeger – Aye, Sattler – Aye. Motion carries.**

8. Fundraising Consultant Report to the Board

**New website, new Facebook page. 4 Step plan for upcoming. Fundraising Team/Donors, Library staff/board to identify benefactors, exclusive property owners, and social media calendar for the next month.**

9. Building Committee Report—Next Meeting TBD

**Staff has been working with architects/project managers.**

10. New Business (discussion and action, if any)

a. Building Committee status

b. Jan Bauer would like to disband the building committee. Have one last meeting to thank all the members for their service. Kelly/Freudenberg motion to approve the disbandment of the building committee within 60 days of notice. **Roll Call vote – Freudenberg – Aye, Whidden – Aye, Harris – aye, Kelly – Aye, Pietrzak – Aye, Wendt – Aye, Jaeger – Aye, Sattler – Aye. Motion carries.**

c. 2024 Budget

d. Foundation MOU

Fundraiser for the building project is for the building project since they are raising funds specifically for the building project.

e. Circulation policy/processes

f. Public display space policy – Read for next month for approval.

g. Grant request Mobil Literacy

**Kelly/Freudenberg motion to approve grant request submission for Mobil Literacy. Roll Call vote – Freudenberg – Aye, Whidden – Aye, Harris – aye, Kelly – Aye, Pietrzak – Aye, Wendt – Aye, Jaeger – Aye, Sattler – Aye. Motion carries.**

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- h. Inservice September 22, 2023  
**Kelly/Pietrzak motion to approval closing of the building on Friday, September 22<sup>nd</sup> for invoice. All aye. Motion carries.**
- 11. Old Business
  - a. Overdue/Late Fees – **Table until next meeting**
- 12. Management reports
  - a. Director's Report
  - b. Adult Department Report
  - c. Children's Department
  - d. Statistics
- 13. Property committee report
- 14. Foundation Report—Next Meeting 9/5/2023
- 15. Friends Report—Next Meeting 8/15//2023 – Gave money towards the ALA conference expense.
- 16. OCLB report Next Meeting – Next meeting 11/16/2023. Passed budget to county. Meeting 10/5/2023.
- 17. Town representatives report
- 18. Items for future agenda
  - a. Accessibility of policy & procedures
  - b. Building Committee recognition
- 19. Adjourn  
**Meeting was adjourned at 2:41pm.**

Tom Kelly, President or Bill Freudenberg, Vice President

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

Virginia Roberts, Director

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

