RICE LAKE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES FROM THE MEETING OF
Tuesday, September 8th, 2026
Rice Lake Public Library
2 E. Marshall St., Rice Lake, WI 54868

Members Present: Abbey Fischer, Pat Edwardsen, Melissa Kozma, Jeff Miller, Vicky Ondell, Kyle Polzin, and Andrea Thompson

Members Absent: None.

Others Present: Rachel Thomas, Library Director

Call to Order: Abbey Fischer called the meeting to order at 4:01 pm.

Public Appearances: None.

Approval of the August 2026 Meeting Minutes: Andrea Thompson made a motion to approve the minutes, and Vicky Ondell seconded the motion.

Review and Approval of August 2026 Bills: Jeff Miller made a motion to approve the bills; Pat Edwardsen seconded the motion. Roll call vote: unanimous approval by all Board members present.

Review of August 2026 Financial Statements: Director Thomas updated the Board on the Library's most recent financial statements.

Review of August 2026 Library Statistics: There was an average of 386 patron visits per day in August. There were 718 computer sessions, 124 meeting and study room sessions, and 56 new patrons added this month.

Review of Library Director's Report: August programming highlights included a Dragon Training Academy for kids, a Family Bingo Night to celebrate the successful conclusion of the Summer Reading Program, and an open house regarding the City's proposed concept plan for lakefront redevelopment.

Friends of the Rice Lake Public Library updates: The Friends of the Library will meet on Saturday, September 12.

Brief: AI (Artificial Intelligence) Public Polices

Rationale: The use of various forms of Artificial Intelligence has grown rapidly in the last couple of years, and affects many aspects of library services. Current RLPL policies do not include mention of AI, but such policies are needed.

Director Thomas provided the Board with a draft of public policies regarding the use of AI.

Action: Melissa Kozma made a motion to accept the policies with edits as discussed by the Board. Pat Edwardsen seconded the motion. Motion approved by all Board members present.

Brief 4: AI Personnel Policy

Rationale: While current City personnel policies do not reference Artificial Intelligence (AI), the Library does need an AI addendum to provide guidance and transparency on the use of AI in the workplace.

Director Thomas provided the Board with a draft of an AI addendum for the City's personnel policy, using existing policies from the Kenosha Public Library and the Public Library Association as models.

Action: Jeff Miller made a motion to accept the policy addendum with edits as discussed by the Board; Pat Edwardsen seconded the motion. Motion approved by all board members present.

Action: RLPL Board Officer election, Vice President:

Melissa Kozma nominated Pat Edwardsen; Pat accepted the nomination. Unanimous approval by all Board members to appoint Pat Edwardsen Vice President of the RLPL Board of Trustees.

Andrea Thompson left the meeting at 5:45 pm.

Jeff Miller left the meeting at 5:55 pm.

Action: 2027 Budget Fund 28 and Fund 48

Vicky Ondell made a motion to approve these budget funds; Kyle Polzin seconded the motion. Roll call vote: unanimous approval by all Board members remaining at the meeting.

Adjournment: Abbey Fischer adjourned the meeting at 6:09 pm.

The next meeting of the Library Board of Trustees is scheduled for Tuesday, October 13th, 2026.

Minutes prepared by Melissa M. Kozma.