



**St. Charles City-County
LIBRARY FOUNDATION**

***St. Charles City-County Library Foundation
July 16, 2009 Minutes***

Meeting convened at 3:30. Joe Krebs called to order.

Present: Joe Krebs, Kyle Gaines, Larry Shroth, Warlene Reed, John Thaelke, Mark Rudolph, Charles Lewis, David Stout, Todd Freund, Sharon Lee, Ryan Robertson

Staff Present: Kristin Williams, Lisa Dunham, Carl Sandstedt

Absent: Sheila O'Connell, Rebecca Cody, Denise Ulett

Secretary's report: Minutes presented by Joe Krebs. John Thaelke (Motion) moved to accept the minutes, Kyle Gaines (Second). Motion passed.

Financial report: Presented by Kristin Williams. Explanation of the operations budget, defined as a chart of current accounts recently entered into new Quick Books software. Discussion regarding amount of money currently spent on coffee service. Suggestion to take inventory of coffee supplies to give a true picture of assets on hand vs. what expenses suggest. Decision to table acceptance of proposed budget until complete picture includes coffee inventory data.

President's comments: Joe Krebs shared that the recent Friends of the Library Book Fair was a success. The Friends are looking for a new donation drop-off/sorting location due to the eventual razing of the NPDC for the Spencer branch rebuild. The Friends need an estimated 6,000 square feet for their operation. The Library District is also seeking space for long-term storage and the off-site collection project. It is likely that the district will locate a facility that can serve both the needs of the district as well as the needs of the Friends.

Committee Reports:

Finance - David Stout presented the committee's proposed update of the investment policy. Todd Freund explained the nuances of the new, less stringent investment ratio within the policy. David Stout brought up the issue of passing the investment policy by resolution vs. motion. Resolution requires passage by majority of board and results in signatures by officers. Motion requires passage by board and signatures by all board members. Thaelke (Motion) moved to accept proposed investment policy, Rudolph (Second). There was discussion about the Houck funds that will be required to support the Jackie & Bob Houck Center. Kristin will look into the specifics of the gift to determine if all of the funds or just a portion of the funds are restricted to the Spencer project.

Annual Campaign - Larry Shroth reported the Foundation has received \$13,282 of the \$25,000 annual campaign goal to date. Kristin Williams explained further that the actual "in-hand" amount is around \$8,000 with the remainder in pledges and anticipated gifts. The current gap to the Imagine campaign goal is \$11,718. Kristin Williams asked board

members to give her the names of other prospect organizations and individuals to approach for Imagine campaign. Todd Freund suggested we look at PAT. The Mayor's Ball was suggested for a future proposal since all funds for the current year have been designated.

ELA - Charles Lewis shared that the ELA is looking at other fundraiser options in light of the fact that the casino night fundraiser will require significant planning and time remaining was not sufficient. Kristin Williams reported that we are working on e-marketing options which appeal to the ELA demographic. An ELA winery social planned for July 25 may need to be rescheduled due to member availability. The 2010 Library Foundation Trivia Challenge is scheduled for Sat, March 27. Mark your calendars now and get your team together!

Planned Giving – Sharon Lee reported that the committee selected Nov 6 at KL for the Library Legends awards dinner. More details to come. Books to You volunteers are distributing the planned giving brochure to outreach recipients when they deliver library materials.

Planning and Development Coordinator Comments: Kristin was accepted into the Vision St Charles County Leadership program for 2009-2010. Vision's monthly meetings conflict with the Foundation board meeting schedule. As a result, future Foundation board meetings will be moved to the 2nd Thursday of the month in order to allow her to complete the Vision program requirements.

Kristin distributed the Foundation's Conflict of Interest policy for reaffirmation by board members. Board members were asked to complete the form, sign and return it at the end of the meeting.

Kristin announced that she is looking into the Whistle Blower policy and the Records Retention policy to ensure that the Foundation is in compliance. She will verify that we are maintaining records for the appropriate length of time.

Director's Comments: Carl discussed Spencer Road replacement plans and informed everyone that the timeline of opening in spring of 2011 is still in place. He also mentioned that Winghaven expansion and South County are two other projects taking place simultaneously, so the district is busy.

New Business:

- 10-01 John Thoelke (Motion) moved to resolve approval of the proposed investment policy, Mark Rudolph (Second). Motion passed.
- 10-02 Decision to table acceptance of FY2010 Budget pending coffee inventory data.
- 10-03 Nomination & Approval of Officers: Mark Rudolph (Motion) moved to approval the renewal of the current slate of officers for a 2nd year, David Stout (Second). Motion passed.

Comments from the Foundation Board:

Mark Rudolph asked about benchmarking the Foundation's status in comparison to other library foundations. Kristin commented that she could look into it further but from her visits to Johnson County and Topeka that we are in about the same position as other library foundations were around their 10 year mark.

Meeting adjourned at 4:50 p.m. Larry Shroth (motion) moved to adjourn the meeting and Kyle Gaines (second). Motion passed

Recording Secretary, Lisa Dunham
Meeting Minutes – July 16, 2009
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