



**St. Charles City-County Library Foundation  
January 23, 2009 Board Retreat Minutes**

Meeting Convened at 9:00am at the St. Charles County Community College – Private Dining Room

**Present:** Joe Krebs (President) Kyle Gaines (Vice President) Warlene Reed (Treasurer) Denise Ulett (Secretary) Barb Griffith, Larry Shroth, Rebecca Cody, Ryan Robertson, John Thaelke, Charles Lewis, Sharon Lee, David Stout, Sheila O’Connell

**Absent:** Mark Rudolph

**Others present:** Carl Sandstedt, Lisa Dunham, Kristin Williams, Lynn Reichmuth, and Angie Winschel

**Ice Breaker:** Everyone participated in an activity to build the tallest tower with spaghetti and marshmallows. It was an activity that allowed for light interaction but also highlighted the different leadership styles in the room

**Mission and Messaging:** Angie Winschel from Fresh Ink Marketing led the group through a brainstorming activity to begin to define what the purpose and goals of the Foundation are so that we can identify some key messages and write a more appropriate mission statement. The goal is to have all of these approved at the March board meeting.

**Board Job Description:** Everyone reviewed the proposed job description to address any issues and / or concerns. Some minor changes were suggested, and the job description was approved.

**Review of proposed Committee Structure:** Everyone is asked to be a part of a committee that will meet on the off months from the board meetings. Everyone chose the committee that they were most interested in and discussed it goals, meeting times, as well as next steps. The following summarizes the discussions:

- **Finance** - Chair David Stout - Meetings 1st Tuesday of the off months at 7:00 am in the GA offices. Next Meeting 2/3/09. Members include: David Stout, Ryan Robertson, Joe Krebs, John Thaelke Staff: Rick Schultz, Kristin Williams
- **Planned Giving**- Co-Chairs - Sharon Lee & Denise Ulett - Meetings 11:30 at GA. Next meeting 2/12/09 Members Include: Sharon Lee, Denise Ulett, Warlene Reed, Barb Griffith Staff: Kristin Williams \*\*Look for Estate Lawyer, Financial

Advisor, and others to add to committee. Talk to Jim Rhodes about joining the committee.

- **Annual Campaign** - Co-Chairs - Larry Shroth and Rebecca Cody - Meetings 4:00pm at GA. Next Meeting 2/19/09. Members Include: Larry Shroth, Rebecca Cody, Mark Rudolph Staff: Kristin Williams, Lisa Dunham \*\*Phone meeting 2/6/09 at 9:00am to discuss other individuals to invite. \*\*\*Mark you got assigned to this committee. Look to have a staff representative from each branch to have on the committee
- **ELA** - Co-Chairs - Sheila O'Connell and Charles Lewis - Meetings 3rd Thursday of the off months 5:30pm location TBD. Next Meeting 2/19/09. Members Include: Sheila O'Connell, Charles Lewis, Kyle Gaines, other ELA participants. Staff: Lisa Dunham. I will be putting a call out to the Branch Managers to talk to their staff to see if other staff members are interested in volunteering to serve on these committees.

Our goal for the first committee meetings is to establish a chart of work / focus for the committee. I will be in touch with each of the committees prior to the meetings to make sure we have what we need.

**Overall Goals for the Foundation:** The group discussed the overall goals for the foundation and settled on the following:

Annual Campaign - \$25,000

Planned Giving - 10 new Library Legacy Society Members, 150 individuals at the Library Legends Awards Dinner

ELA - 20 Members with 15 engaged participants, \$15,000 of revenue between two fundraising events (Trivia and one additional event)

The day was summarized and brought to a close at approximately 2:50pm.