

President Rebecca Cody convened the meeting at 9:05am

Present: Karen Barnes, Rebecca Cody, Nicole Kozma, Sharon Lee, Steve McKinstry, Heidi Meister, Trevor Rees, Debbie Rutsch, Victoria Schmitt Babb, Larry Shroth, Mandy Studer, John Thielke, Danielle Tormala, Kris Weidenbenner, and Blake Wyatt.

Absent: Kyle Gaines and Keith VanHoy

Staff: Jim Brown, Lisa Dunham, Karen Guccione-Englert and Kristin Williams

Approval of Minutes: Minutes from the November meeting were presented by Rebecca Cody. John Thielke made a motion to accept the minutes as presented. Blake Wyatt (Second). Motion passed

Financial Report: Presented by Kristin Williams. Areas with variances of \$500 or more were discussed. Kristin pointed out that currently the Gala finances were just being placed in contract services but would be moved to appropriate lines once she discussed the process with the Finance Committee. She also let the group know that following the retreat the Auditor would be meeting with the Finance committee to review the audit findings. Anyone is welcome to attend. John Thielke made a motion to approve the financial report. Victoria Schmitt Babb (second) Motion passed

New Business

FY14-5 Board Nominations of Mandy Studer and Heidi Meister. Blake Wyatt made a motion to approve the slate of nominations. Larry Shroth (second) Motion passed.

Adjournment – Hearing no other comments, Rebecca asked for a motion to adjourn the official meeting and transition into the Board Retreat. John Thielke made a motion to adjourn. Trevor Rees (second) motion passed. Meeting was adjourned at 9:20

Recording Secretary, Kristin Williams
Meeting Minutes – January 24, 2014
St. Charles City-County Library Foundation

Board Retreat Summary

1/24/2014

A Look back at 2013 – Kristin walked through the summary sheet that was shared in the packet of information and used a video to highlight all that was accomplished in 2013. Thank you to Karen Guccione-Englert for putting the video presentation together.

SWOT/2014 Goals – Rebecca Cody facilitated the SWOT discussion with smaller groups that focused on Programming, Development, Awareness and the Next Big Thing. Through that process it was determined that no new programming concepts would be developed but instead the focus would be to further develop the ones that we have and create a clear fundraising strategy for the upcoming fiscal year. The following committees will be utilized in 2014 and the goals are listed below.

Development and Finance Committee

Chairs:

Mandy Studer and Blake Wyatt

Members:

Sharon Lee, Nicole Kozma, John Thoelke, Victoria Schmitt Babb, Kris Weidenbenner, Steve McKinstry, Larry Shroth, Keith VanHoy

Staff: Kristin Williams

Goals:

- Create a Development Plan
 - Integrate a more traditional annual campaign and end of year giving request
 - Incorporate grant requests
 - Find ways to tie in other funding streams like planned giving and major gifts
- Determine how to better utilize Donor Database – eTapestry
 - Set up meeting with representative to show committee all that it can do
 - Determine reporting mechanisms that will be helpful
 - Set up guidelines for how to input data
- Identify Marketing pieces needed to support development goals
 - Clarify messaging
 - Determine what can be done in house vs outsourcing
 - Develop social media plan to share stories
 - Work to develop video pieces that can be used

Meetings will take place on 2nd Thursday at 3:30pm during even months. Finance Committee will be a subcommittee of this group and meeting times will be determined at the February meeting. The Gala committee will be a subcommittee of this group and it meets monthly prior to the gala.

Program Committee

Chair:

Heidi Meister

Members:

Danielle Tormala, Rebecca Cody, Karen Barnes, Kyle Gaines, Trevor Rees

Staff: Karen Guccione-Englert

Goals:

- To be THE Programs people look to when identifying County Wide Literacy Campaigns, Early Literacy support and services for Homebound
 - Improve and Expand Current Programs
 - Books to You (not just for Seniors anymore)
 - Shelters
 - Community Centers
 - Mobile Library
 - Expand services to include all individuals who don't have access to library materials
 - Meals on Wheels collaboration
 - Ready to Read
 - Pre Natal focus / Nurses for Newborns
 - Foster Care / Adoption agencies
 - Teen Parents / JDC
 - Pediatric Dental/Medical connections
 - Take 20 and Read
 - School District Expansion
 - Increase Volunteer Base
 - Connecting with Girl Scouts/Boy Scouts
 - High School Service Hours
 - Increase Visibility in the Community
 - Work to develop basic stats that we for program needs
 - Develop outcomes related to data

Meetings will take place on 3rd Wednesday at 4:00pm during even months.

Executive Committee

Chair: Rebecca Cody

Members: Kyle Gaines, Danielle Tormala, Keith VanHoy, Larry Shroth

Staff: Kristin Williams

This committee will continue to serve as the nomination committee as well as be responsible for developing agenda items and serve as advisory support for Executive Director.

Succession Planning / Recommitment to job description

Everyone filled out their personal commitment forms and resigned the job description. Kristin also asked people to let her know if they are interested in serving in a leadership role, as we will have several vacancies as terms expire.

The retreat ended at 3:00pm