

**St. Charles City-County Library District
Board of Trustees Quarterly Work Session Minutes
January 8, 2019**

The St. Charles City-County Library District Board of Trustees met for a Quarterly Work Session at 6:00 p.m. on Tuesday, January 8, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

- Staci Alvarez
- Julie Bartch
- Justin Collier
- Mary Reese
- Gail Zumwalt

Board members absent:

- Myra Crook
- Joann Leykam
- Georganne MacNab
- Nevada Smith

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Gary Brinker, Information Technology Manager
- Zach Campbell, Library Technology Coordinator
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Maggie Melson, Director of Youth Services
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- Sara Nielsen, Director of Adult Services
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Kristen Sherry, Outreach Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie "AC" Dienoff – citizen

Board President Gail Zumwalt called the meeting to order at 6:03 p.m.

The work session agenda included one item, a review of the proposed 2019-2023 Strategic Plan.

Jason Kuhl reported that the plan represents the culmination of a six-month process by Library Strategies that included:

- The development of a steering committee consisting of staff, trustees, representatives from the Foundation and Friends, and community members that met early in the process and helped drive participation in a community planning retreat.
- Analysis of demographic data and benchmarking against peer libraries.
- The distribution and analysis of a staff survey and a community survey that was completed by over 7,000 residents.
- An all-day community planning retreat with a diverse group of nearly 50 community stakeholders.
- Reviews of several preliminary drafts by staff.
- Review and development of final draft by the steering committee.

The draft presented includes new mission, vision, and values statements for the library and focuses around goals in six key strategic areas:

1. Facilities for the Future
2. Experiences and Outreach
3. Service and Staffing Model
4. Digital Leadership
5. Public Relations and Marketing
6. Community Support

Jason said that the plan is ambitious, but necessary. It has the potential to impact all areas of the library. To be carried out effectively, the way we think about providing service and our priorities will need to shift. We will need to think differently about facilities and staffing, as well as how we go about promoting our role in the community, partnering with other organizations, and garnering private support.

To be successful, a careful, measured approach to introducing and implementing the plan is critical. As a result, Library Strategies recommends expanding the timeframe of the plan from three years to five years. While shorter timeframes have become the norm in planning, the scale and type of our priorities are such that a longer timeframe will be necessary to make substantial progress in executing it.

Once approved, staff will immediately begin work to implementing the plan. A strategic plan update will be provided to the Trustees each month in the Board Meeting information packet.

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Georganne MacNab
Secretary Board of Trustees

February 12, 2019
Date