



**Library Board Development Committee Meeting Minutes
July 18, 2024**

Virtual

Attendees: Marta Bechtol, Dennis Dorn, Rebecca Light, Kristen Mildenhall, Stef Moritz, MaryBeth Paulisse.

Absent: Joan Gillman

1. **Public comments:** none
2. **Welcome Marta!**
3. **Thanks to Development Committee Chair, Stef Moritz!**
 - a. **Committee appointment process**
 - b. **Chair and Secretary position descriptions:** Members reviewed the positions descriptions with no recommended changes.
4. **Development Committee Secretary (action):** Paulisse volunteered as Secretary.
5. **Development Committee meeting schedule (action):** Moritz advocated for scheduling the Dev Comm meetings before the monthly board meeting to allow the opportunity to provide timely updates at the board meetings. Members agreed to a bi-monthly Dev Comm meeting schedule, with the recommendation to move to quarterly if appropriate at a later date. First Thursdays, bi-monthly, at 8pm over Zoom is the recommended time, provided library staff can run the Zoom at this time. Second option: first Thursdays, bi-monthly, at 5:30pm. Tentative upcoming meetings: Sept 5, 2024 8pm, Nov 7, 2024 8pm.
6. **Partnership Agreement/Roles and Responsibilities with the Friends of the Library (discussion):** The group discussed the need for a clear memo of understanding between the Friends and Development Committee over the focus and domains of each group. This will help each group pursue clear fundraising goals, work collaboratively, and prevent conflicting interests. Moritz, Mildenhall, Gillman, and Sansing will work on a draft of the memo for the next meeting.
7. **Close out of Bookmobile Campaign**
 - a. **Final numbers (Friends):** Campaign total exceeded the \$50,000 goal with final amount at \$57,646.50 (including \$1,000 from Middleton Lions Club, forthcoming).
 - b. **Review Press Release draft:** Light will share edits and notes with Sansing for final draft.
8. **New business:** none.
9. **Next Meeting:** Tentatively Sept 5, 8pm, virtual.
10. **Adjourn:** Motion by Dorn, second by Bechtol. Adjourned at 2:59pm.