



**Library Board Development Committee Meeting Agenda
February 5, 2026, 5:30 p.m.**

Minutes Prepared and Submitted by MaryBeth Paulisse

Committee Members Present: Stefanie Moritz, MaryBeth Paulisse, Marta Bechtol, Kristen Mildenhall, Brian Wakeham

Library Staff: Jocelyne Sansing

The meeting was called to order by Chair, Stefanie Moritz, at 5:31 p.m.

1. Public comment

- a. There was no public comment.

2. Approval of minutes from November 6, 2025 meeting (action)

- a. Motion by K. Mildenhall to approve the minutes, seconded by S. Moritz.
- b. Motion passed unanimously.

3. Update from the Library Director, J. Sansing

a. Goals. Review and make S.M.A.R.T.? (discussion)

- i. J. Sansing provided a summary of the 2026 Goals, which are aligned with the Library Strategic Plan.
- ii. Director Sansing also reviewed the 2025 goals and the Development Committee's specific actions.
- iii. J. Sansing suggested reviewing the annual calendars of the Board of Trustees and Friends Board in order to identify areas of overlap and ways to work together.

b. Planned gift brochure template (discussion)

- i. J. Sansing introduced the most recent version of the brochure.
- ii. The template can also be used for a Friends brochure.
- iii. S. Moritz suggested considering providing information on how donations would be used, not just on ways to give.

- iv. There was discussion about the difference between what legacy giving supports (programming patrons loved) and what tax dollars fund (basic infrastructure, personnel, etc.). There was dialogue around how to incorporate the difference into the brochure.
- v. M. Bechtol will provide the language and text to J. Sansing, who will determine where to place the content on the brochure.
- vi. There is consideration to do a targeted mailing of the brochure during National Library Week. This will be further discussed at the March Development Committee meeting.

c. Planned gift(s) in process

- i. J. Sansing provided updates on two planned gifts in progress.

4. Update from Friends President, K. Mildenhall

a. Report on strategic planning retreat

- i. It was a fantastic planning retreat with the Friends Board, facilitated by K. Mildenhall. It included lots of brainstorming and visioning.
- ii. At the next meeting, the group will review the common themes and finalize specific goals.
- iii. One of the key goals moving forward will be to focus on how to strengthen the retention and recruitment of board members and volunteers
- iv. Another goal is to clarify what it means to be a “friend of the library” and how patrons can “build a friendship with the library.”
- v. There is a desire to determine annual measurable success metrics for the Friends.
- vi. Finalized goals will be shared at the next meeting.

5. Policy on where to deposit donations received by the Library: SCLS Foundation or Madison Community Foundation Endowment (discussion/possible action)

- a. J. Sansing explained the process for gift deposits.
- b. There are various ways we receive gifts and donations. Sometimes donations are made out to Friends, and at other times to the library or endowment.
- c. We encourage people to give to the Friends, unless they intend to make a planned gift.
- d. There is a desire to create a process and clear guidance on when to deposit funds into the SCLS foundation account versus the endowments.
- e. There was discussion about creating a decision-making process or flowchart.
- f. J. Sansing will work with Rebecca Light on suggestions for the flowchart and amount thresholds.
- g. This topic will be brought back to the next meeting agenda.

6. New business

- a. There was no new business.

7. Next meeting: March 5th or April 9th, 2026?

- a. The next meeting will remain, as scheduled, on March 5, 2026.

8. Adjourn

- a. The meeting was adjourned by S. Moritz at 6:22 p.m.