



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

Minutes Prepared and Submitted by MaryBeth Paulisse

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

Library Staff: Jocelyne Sansing, Rebecca Light

Not Present: Brian Wakeham

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 February 5, 2026 meeting (action)

- a. Minutes accepted as presented.

3. Update from the Library Director, Jocelyne Sansing

- a. Goals review (discussion)
 - i. J. Sansing presented the Library Board's goals and the Development Committee's goals.
 - ii. There was discussion about creating metrics for the goals/outcomes of the Development Committee.
 - iii. There was discussion about proclamations and ensuring that the proclamation for Friends of the Library week in October becomes a regular occurrence.
- b. Planned gifts in process
 - i. A planned gift was received for \$8426.44
 - ii. J. Sansing asked the committee about their desire for where to deposit the gift. Discussion was had about the differences in the MCF Endowment and the SCLS Foundation.
 - iii. SCLS Foundation account is a more fluid account. The only requirement is a minimum account balance of \$500.00. This is a high yield interest

account. Bequests have deposited there before. We have also withdrawn funds from this account for projects and needs.

- iv. The MCF Endowment account is fixed. We have the option to receive dividends from investments.
- v. M. Bechtol inquired about the idea of starting our own foundation. J. Sansing described the history of exploration on this topic. Our own foundation would require its own board, and the startup cost for such a foundation is not feasible at this time.
- c. Policy on where to deposit donations
 - i. There was a discussion about having a general policy on where certain gifts should be deposited.
 - ii. J. Sansing would like the committee or the board of trustees to make a recommendation or decision on where to deposit donations, and specifically, the most recent bequest.
 - iii. A motion to deposit the bequest that was received for the amount of \$8426.44 to the SCLS Foundation was made by M. Bechtol, seconded by M. Paulisse. The motion passed unanimously.
 - iv. J. Sansing will place the deposit on the Library Board agenda for next week.

4. Update from Friends President, K. Mildenhall

- a. The Friends of the Library are continuing to develop the strategic plan.
- b. The goal is to encourage people to “be a friend” and “develop a friendship with the library.” The Friends want to be clear in their literature and language about what it means to be a friend, to donate, etc.
- c. The Friends of the Library have been selected for an IRS audit.
- d. They have learned through the tax process that there is a difference between donations and memberships. There will be a discussion at the next Friends Board meeting about the difference between the two.
- e. In the future, any money coming in will be a donation and not classified as a membership. Therefore, they will change their language to be a “friend” rather than a “member.” There are currently no membership features or benefits. Therefore, membership is not the correct term. Any donation will allow patrons to become a “friend” moving forward. This change is for tax purposes and also provides an easy understanding for the community.

5. Planning Giving campaign kickoff, National Library Week

- a. Final version of planned giving brochure (discussion/action)
 - i. The language provided by M. Bechtol was added to the second page.

- ii. The messaging was changed from “how to” donate to “inspiring why” to donate and the impact. The shift is intended to show a donor perspective
 - iii. This is the final copy and will now be sent for printing.
- b. Draft Communications Plan (discussion)
 - i. J. Sansing reviewed the draft communications plan.
 - ii. This is a draft for rolling out the campaign. It provides an overview of the campaign and its goals.
 - iii. J. Sansing requested that one of the trustees create the dedicated email to donors.
 - iv. There was discussion about the in-library event to help launch the campaign. It was decided that we are not able to pull it together right now. But this could be an option in the future.
- c. Task assignments (discussion)
 - i. S. Moritz will draft an article.
 - ii. M. Paulisse will compose the email to donors.
 - iii. J. Sansing will work with B. Kyzer-McHenry on a press release.
 - iv. R. Light will create a social media post for a donor story/testimonial.
 - v. J. Sansing will create an email and FAQ on how to leave a gift.
 - vi. J. Sansing will work with the library staff on display signage.
 - vii. S. Moritz will help with thank you notes, if needed.

6. New business

- a. There was no new business.

7. Next meeting: April 9th, 2026 at 5:30 p.m. (virtual)

Next regularly scheduled meeting: May 7, 2026 at 5:30 p.m. (virtual)

8. Adjourn

- a. The meeting was adjourned by S. Moritz at 6:33 p.m.