



**Library Board Development Committee Meeting Minutes  
April 9, 2026, 5:30 p.m.**

**Zoom**

**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:**

**The meeting was called to order by Chair, Stefanie Moritz, at 5:30 p.m.**

**1. Public comment**

- a. There was no public comment.

**2. Approval of minutes from March 5, 2026 meeting (action)**

- a. Minutes accepted as presented.

**3. Announcement of new committee chair**

- a. Since S. Moritz will assume the role of President of the Library Board of Trustees, M. Bechtol will take over as Development Committee Chair at the next meeting.
- b. B. Wakeham has chosen to step down from the committee.

**4. Update from the Library Director, Jocelyne Sansing**

- a. Goals review (discussion)
  - i. J. Sansing worked with Trustee C. Anderson on goal metrics for the library board. C. Anderson took the annual calendar and matched it with metrics for each month.
  - ii. These metrics will help both the library board and the development committee.
- b. Planned gifts in process
  - i. No planned gifts in progress at this time. J. Sansing has been sharing brochures.

- ii. The disbursement from the Madison Community Foundation amount is ready and will be shared with the board for approval or deferment. The development committee's recommendation is to defer and let it continue to grow in interest.

**5. Update from the Friends President, Kristen Mildenhall**

- a. K. Mildenhall shared the final draft of the Friends of the Library strategic plan. This is the first strategic plan.
- b. K. Mildenhall facilitated a collaborative process with the Friends of the Library Board to create the plan and determine four strategic priorities: (1) Build organizational capacity, (2) Strengthen Fundraising and Donor Stewardship, (3) Expand Engagement, Visibility, and Advocacy, and (4) Measure Impact and Plan for Sustainable Growth.
- c. The Friends of the Library Board's Annual Meeting, which will be referred to as an Open House, will be on May 13, 2026, from 6:30 to 7:30. There will be a review of the work of the Friends, and a preview of the library's new 3d printers! The open house will be held in the main floor corner conference room (near the children's area).

**6. Planning Giving campaign kickoff, National Library Week**

- a. Review Communications Plan timeline & task assignments (discussion)
  - i. S. Moritz wrote an article, and the press release is out.
  - ii. R. Light worked on social media posts that will highlight donor profiles, along with many posts for National Library Week.
  - iii. The proclamation was presented and approved at the council meeting this week.
  - iv. R. Light is planning a display for the main level of the library that will have the brochures and other items for National Library Week.
  - v. The display will also invite people to share a favorite library memory. If a memory is submitted, then patrons will be entered into a drawing for a tote bag.
  - vi. M. Paulisse drafted the legacy giving email. The committee reviewed the email. There was a discussion over how the email should be signed. A motion to have the letter signed from the President of the Library Board was made by M. Bechtol, seconded by M. Paulisse. The motion passed unanimously.
- b. Assign last-minute tasks (discussion)
  - i. There were no last-minute tasks to discuss.
- c. Review budget (discussion)
  - i. Funds are on track, and purchases are well within the allocated budget.

d. Evaluation metrics (discussion)

- i. Evaluation metrics will be discussed at the next Development Committee meeting.

**7. New business**

- a. There was no new business.
- b. J. Sansing shared the planned giving program done by the Sun Prairie Public Library Foundation as an example of something we can move toward in the future. She reached out to learn from them and get feedback on it.

**8. Next meeting:** June 4, 2026 at 5:30 (virtual) rescheduled from May 7, 2026

**9. Adjourn**

- a. The meeting was adjourned by S. Moritz at 6:15 p.m.