

**Farnsworth Public Library  
Meeting Minutes-Draft  
for  
September 27, 2022**

1. **Meeting called to order** by Ron Rauscher, Vice President, at 6 PM

2. **Roll Call**

**Trustees Present:** Sandy Mathy, Mary Grace Murphy, Amy Peterson, Ron Rauscher,  
Debi Schroeder, Mike Werner

**Trustees Absent:** Patsy Bake, Kitty Werner, Bonnie Wusterbarth

**Guests Present:** None

3. **Approval of Agenda**

M/S/C S. Mathy/M. Murphy to approve the agenda for today's meeting.

4. **Approve July 26, 2022 Board Meeting Minutes**

M/S/C M. Murphy/ S, Mathy to approve the July 26th, meeting minutes

5. **Bills and Expenditures**

a. **Bills Submitted for July 29, August 12, August 26, September 9, and September 23, 2022**

Ron recommends the documents to be treated as information.

b. **YTD Income & Expenditures**

The 2022 YTD documents are to be treated as information.

6. **Director's Report**

**Amy Peterson the new Library Director reported to the Board of Trustees...**

Here are the things we worked on this month:

1. Updated the computer surge protectors. We replaced ones from the Gates computer grants that were recalled.
2. Upgraded all the staff computers and public computers to Microsoft Office suite 2023, we were running Office 2010, which stopped being supported in October of 2020. These new licenses will renew every year at \$48 per year for all 10 computers. The update was all done by Nicolet Federated Library System Tech staff. We also did some updates to the 5 public computers will shut themselves down after the break time prior to closing each evening.
3. Added a small phone or other device charging station by the public computers on 3<sup>rd</sup> floor.
4. City is now tracking library staff sick and vacation time in their software and is printed on our paychecks. The library director will no longer track this separately.
5. Removed 3 of the 4 desk/screen protectors that were installed to prevent the COVID spread.

6. Moved a bookcase upstairs to make reference desk ADA complaint.
7. Created a visitor center on 2<sup>nd</sup> floor with City of Oconto map and pamphlets.
8. Entered Homecoming week decorating contest through school district.
9. Attended the Chamber of commerce meeting.
10. Had outdoor storytime for HarvestFest. We also hand out suckers to advertise it on Main St.
11. Had a table and craft at Bond Center Family Night on September 23<sup>rd</sup>.

Coming up:

1. Security Cameras-working on quotes
2. Tree at Winter Wonderland-paid for with Friends donation.
3. Friends Used Book Sale starts October 8
4. Movies, Firefighter week and storytimes in October- please see newsletter.
5. Updates on website.

## **7. Committee Reports**

### **a. Administrative/Personnel**

The committee will be working together with Amy to update the Employee Handbook.

### **b. Building / Grounds**

Amy will check to find out if Electrical Service fixed the bathroom fan on roof and some other issues.

Tabled: The area around the flagpole needs attention.

### **c. Finance**

Sandy will contact committee members and Kitty Werner to schedule a meeting.

## **8. Correspondence/Public Input**

Nothing to report

## **9. Discussion/action/recommendation on the following:**

### **a. Recurring**

#### **i. Friends Happenings**

The Friends will be setting up for the Fall Book Sale on Wednesday, October 5<sup>th</sup>.  
The Friends of Farnsworth Public Library preview sale will be Friday, October 7<sup>th</sup>,  
the book sale will be open to the public starting Saturday, October 8<sup>th</sup> through  
Saturday, October 22<sup>nd</sup>.

At the October meeting, the Friends will discuss the annual Cookie and Candy Sale,  
the Holiday Silent Auction and how to stage the Santa visit this year.

**b. Old Business**

**c. New Business**

i. 2023 Budget

Amy shared the preliminary budget numbers for 2023.

ii. 2023 Calendar

Tabled until October

iii. Staff meetings and library hours

M/S/C M. Murphy and M. Werner for the library to be closed for an hour, once a month for a staff meeting.

iv. Strategic Planning

Nicolet Federated Library System will be paying for the training and the planning of the Strategic Planning Cohort.

v. Open Board Position

Several suggestions for the city appointed position were discussed.

**10. Adjournment** took place at 7:31 PM M/S/CM. M. Werner/M. Murphy

**Minutes respectfully submitted by secretary, Debi Schroeder**

**Next Meeting: 6:00 PM, Tuesday, October 25, 2022**