

**Farnsworth Public Library  
Meeting Minutes- unapproved Draft  
for  
October 25, 2022**

**1. Meeting called to order** by Kitty Werner, President, at 6:03 PM

**2. Roll Call**

**Trustees Present:** Mary Grace Murphy, Amy Peterson, Debi Schroeder, Kitty Werner,  
Mike Werner, Bonnie Wusterbarth

**Trustees Absent:** Patsy Bake, Ron Rauscher

**Guests Present:** Mayor John Panetti

**3. Approval of Agenda**

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

**4. Approve September 27, 2022 Board Meeting Minutes**

M/S/C B. Wusterbarth/M. Werner to approve the September 27<sup>th</sup>, meeting minutes

**5. Bills and Expenditures**

**a. Bills Submitted for October 7 and October 21, 2022**

Kitty recommends the documents are 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, Library Director reported to the Board of Trustees...**

What we worked on this month:

1. Website training from NFLS
2. No Holiday collection in storage anymore. All are items are our on regular shelves, our entire collection is available all the time
3. DVDs are all together on 3<sup>rd</sup> floor
4. Picture books are back on regular shelves, only some are pulled out for categories.
5. Attended October Chamber of Commerce meeting
6. We are going through storage area and getting all back- up copies of DVDs and books checked if they are needed in system. Some of these will become part of our nursing home/assisted living collection. The rest will be part of the next book sale/on-going book sale.
7. We had a successful staff meeting on October 21, trying to prioritize projects and goals for library.
8. Learned about our current camera security system. We can have cameras serviced, but cannot add cameras or look at it from another device, beside the closed circuit monitor downstairs.
9. Received quotes for door fixes and replacements.

Coming up:

1. An information table and craft at Bond Center Family night on October 28 & November 11
2. November 1 between 9 -10, we will be on Local 5 Live, morning TV show
3. November 1-March will be part of pilot program for free day passes to Wisconsin State parks. 1 of 20 libraries in state picked for this program.
4. November 29 and December 1 technology classes at library.
5. Security Cameras -working on quotes, should have by November board meeting
6. Tree at Winter Wonderland, after Nov. 6- paid for with Friends donation
7. Updates to website

## **7. Committee Reports**

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

Work on the Employee Handbook will be put on hold until a date to be determined.

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

We need a City appointee for this committee.

### **c. Finance**

We need a City appointee for this committee.

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

Nothing to report

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

### **a. Recurring**

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

The Fall Book Sale concluded on Saturday, October 22<sup>nd</sup>. The Friends reported it was well attended and sales were good.

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

The Friends changed the By-Laws to change the meeting day and time to the second Wednesday of the months they meet and the time will be moved to 6 o'clock.

### **b. Old Business**

#### **i. 2023 Budget**

Amy presented the proposal for the 2023 budget for the library.

She also presented possible ways to make cuts if needed.

M/S/C M. Murphy/B. Wusterbarth to have Amy present this proposal to the Committee of the Whole.

#### **ii. 2023 Calendar**

Amy presented dates the library will not be open beyond the legal holidays.

M/S/C M. Werner/M. Murphy to direct Amy to tell OWLSNET what additional the library will be closed.

iii. Open Board positions

Amy will contact several individuals to find out if they are interested to serve on the board.

**c. New Business**

i. Material Reconsideration Form amendment

M/S/C m. Werner/B. Wusterbarth to amend the Materials Reconsideration Policy to read  
“The library investigates reconsideration requests only from individuals who are both  
Farnsworth Public Library cardholders and Oconto County residents.”

ii. Quote for door repairs/replacements

Amy will be seeking other quotes for door repairs/replacements.

**10. Adjournment** took place at 7:41 PM M/S/CM. M. Werner/M. Murphy

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

**Next Meeting: 6:00 PM, Tuesday, November 22, 2022**