

**Farnsworth Public Library
Meeting Minutes
for
November 28, 2023**

1. **Meeting called to order** by Kitty Werner, President, at 4:03 PM

2. **Roll Call**

Trustees Present:

Mary Grace Murphy, Amy Peterson, Ron Rauscher, Debi Schroeder,
Kitty Werner, Bonnie Wusterbarth

Trustees Absent: Patsy Bake, Kevin Huggett, M. Werner

3. **Approval of Agenda**

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

4. **Approve August 22, 2023, Board Meeting Minutes**

M/S/C M. Murphy/ B. Wusterbarth to approve the August 22, 2023, meeting minutes

5. **Bills and Expenditures**

a. **Bills Submitted for August 25, September 8, 25, October 24, November 3, 6, 16, 2023.**

Kitty recommends the documents are to be treated as information.

b. **YTD Income & Expenditures**

Report not available.

6. **Director's Report**

Amy Peterson, Library Director reported to the Board of Trustees...

What we worked on since last Board meeting

1. I was on WOCO on September, October, and November
2. Becky, Amanda and I attended training in Green Bay on September 22
3. I completed all staff annual evaluations September 18-25
4. We have a new partnership with The Children's Museum of Green Bay. They applied for a grant, and it was awarded, in part, by the Bond Foundation. We have 4 museum passes that can be checked out, that are good for 1 adult and 1 child admission. They will also provide us with a new toy/exhibit every 2 months. Right now, we have the wind tunnel.
5. Strategic plan restarted, paid for with Nicolet Library System Grant
6. Started/restarted email newsletter again in September. Will be going out monthly.
7. Monthly we are having an adult craft, teen/tween event, bingo for all ages, read with a dog, book club, Storytime on Fridays, movies, and maker space open every Monday.

8. In December, Bug Tussel will be back to do another smartphone class. Green Bay Children's Museum will be doing a program on slime over Christmas break.

9. Grant came through to purchase a book vending machine.

Building stuff:

1. Custodian John cleaned carpets in high traffic areas on 9/2/23.
2. Smoke alarms and alarm system were all tested on 9/25/23
3. Passed City fire inspection on 10/13/23
4. Stewarts serviced furnaces and A/C at end of September. The furnace technician stated it had been a long time since the units were cleaned and checked. They redid all the water hoses and drains. He recommended we have them checked every year- A/C units in spring and furnace in fall. They will call us to remind us about this maintenance.
5. Window washing- Windows on addition were washed inside and out. For original building only outsides of windows were done (because of the double windows), along with cleaning the original front entrance. Some of the windows do have white streaks on them- they said this is from minerals coming out of the stone on the building. He did suggest that we have the building cleaned in the spring to prevent this. He also thought that windows should be cleaned twice per year. The County has requested that he clean the outside of the courthouse building in the spring, so he is going to get back in touch with me with an estimate in the spring.
6. Sewer Pump- On November 21 and 22nd, the library was closed because the library sewer pump was clogged and not operational. It is clogged at the bottom of the old/original entrance steps. Boehmers tried to clear it on Monday and Tuesday. It is a cast iron pipe, they estimate it is between 70-80 years old. Their solution is to dig a new pipe through part of the children's area and out under the window of the teens area to the east of the original entrance. They will have to pull up the carpet and drill into the cement. Depending on how the carpet pulls up, it might need to be replaced.

Boehmers hit a snag on Friday when trying to connect the new sewer pipe to the city line. The city maps were off from where the line is supposed to be. They will now need to close the road on Wednesday (November 29) to be able to dig into the road to be able to connect us to the city sewer line. Presently, we have no sewer service and they have turned off the main water line to the building. Boehmers has advised me they should be done sometime on

Tuesday and that we can re-open on Wednesday. At this time, I plan to open on Wednesday and not allow people to go on the first level of the library. It will need to be thoroughly cleaned. I have contacted Ascher's Janitorial Service about a sewer and construction clean up- they are supposed to get back to me on Monday. At this time, I still plan on having the Trustees meet at the Library on Tuesday for a 4:00 meeting.

Coming up:

1. Updating all library policies
2. Strategic plan process
3. Santa visit

7. Committee Reports

a. Administrative/Personnel

The Board completed the annual evaluation for Amy Peterson and discussed Amy's self-evaluation and staff suggestions.

b. Building / Grounds

This was addressed in the Director's Report.

c. Finance

At this time, we don't have current information.

8. Correspondence/Public Input

None to report

9. Discussion/action/recommendation on the following:

a. Recurring

i. Friends Happenings

Friends met on Wednesday, September 13, October 11, and November 8, 2023.

The Friends Used Book Sale was a success! The first day was Saturday, September 23., which was the same day as Harvest Fest. The sale ran from 9 to noon, but should have run the same hours as the Harvest Fest. This is a consideration for next year.

At the October and November meetings, plans were made for the Annual Santa Visit and Cookie and Candy Sale and the Silent Auction. Santa Visit and the Cookie and Candy Sale are scheduled for Tuesday, December 5, from 5:30 to 7 PM. The Silent Auction begins November 30 and continues through noon December 15th.

On November 8th, the Friends Meeting started by a surprise visit at Brian and Rosemary Rice's home to present this year's Best Friend of the Library Award.

The Spring Book Sale will take place in April 2024. Set up date is Wednesday, April 10th, Preview Sale for Friends of the Library will be Friday, April 12th, with the sale open to the public on Saturday, April 13th.

b. Old Business

i. Town of Little Suamico

The library has been put on hold.

ii. Oconto County Library Planning Committee update

The Board of Trustees were informed about the discussion at the recent Oconto County Library Planning Committee meeting.

iii. Front Doors

Amy is seeking information about replacing the second-floor main doors.

iv. 2024 Budget

Tabled until information is received from the city. A special meeting will be held when Amy gets the information.

c. New Business

i. Window washing

Job completed and advised to do the work twice a year.

ii. 2024 Library Calendar

M/S/CR. Rauscher/M. Murphy to approve the calendar as presented

iii. Building repairs update

Amy updated the trustees about the current plumbing situation progress.

iv. Strategic Plan update and survey

M/S/C M. Murphy/ R. Rauscher to approve funding for the Strategic Plan Survey.

v. Internet Use Policy

Tabled until the next meeting

10. Adjournment

Adjournment took place at 5:04 PM, M/S/C R. Rauscher/M. Murphy

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Date with be determined when director receives budget from city