

Farnsworth Public Library  
Meeting Minutes  
for  
December 18, 2023

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

**2. Roll Call**

a. Welcome new board member, Wendy Spice

**Trustees Present:**

Kevin Huggett, Mary Grace Murphy, Amy Peterson, Ron Rauscher, Wendy Spice,  
Debi Schroeder, Kitty Werner, M. Werner, Bonnie Wusterbarth

**Trustees Absent:** Patsy Bake

**3. Approval of Agenda**

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

**4. Approve November 28, 2023, Board Meeting Minutes**

M/S/C W. Spice/B. Wusterbarth to approve the November 28, 2023, meeting minutes

**5. Bills and Expenditures**

**a. Bills Submitted for November 30, 2023.**

Kitty recommends the documents are to be treated as information.

**b. YTD Income & Expenditures**

The 2023 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 since last Board meeting

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 was 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. The carpet was pulled up and they drilled into the cement.

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 had to dig into the road to be able to connect us to the city sewer line. The children's area will need to be thoroughly cleaned before anyone can go down there.

The vending machine was delivered on December 14, 2023.

## **7. Committee Reports**

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

The Committee 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**

The Trustees will be discussing this later in the meeting.

## **8. Correspondence**

Nothing to report

## **9. Public Input**

Anyone wishing to address the board must state their full name and address. Public input is limited to 5 minutes per person and personnel issues may not be discussed (nor individuals named). The Board may not take action on any item raised during the public input period, that is not already on the agenda for such a purpose. The board's role is to listen to comments and not respond to or discuss the issues raised.

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

### **a. Recurring**

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

Silent Auction, Bake Sale and Santa Visit were cancelled because the library was closed due to the sewer problem

### **b. Old Business**

#### **i. Oconto County Library Planning Committee update**

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

#### **ii. 2024 Budget**

Amy presented the budget proposal from the City Council. M/S/C R. Rauscher/M. Werner to accept the budget as presented with the difference being paid from the Fund Balance.

**c. New Business**

**i. Boehmers Ace bill dated 12/4/2023**

M/S/C B. Wusterbarth/M. Murphy to pay the bill dated from 12/4/2023 from the Fund Balance.

**ii. Building repairs update**

Sewer and water was restored by Monday, December 11, 2023. Staff came in on Monday, to set up a children's area on the fourth floor. The library was opened to the public on Tuesday, December 12<sup>th</sup>.

**iii. Review any restoration and insurance proposals**

M/S/C R. Rauscher/ M. Werner to have the West Bend Insurance Co. to pay the library directly for restoration on the first floor.

M/S/C B. Wusterbarth /M. Murphy to accept the bid from Midwest Restoration for cleaning the first-floor library.

**iv. 1<sup>st</sup> Level Plan**

Plans were discussed for changes to first floor after the cleaning is completed.

**v. Accept donation**

M/S/C M. Werner/ W. Spice to accept the donation from the estate of Genevieve V. Gogat.

**vi. Close Library Thursday September 26, 2024, for training**

M/S/C M. Murphy and B. Wusterbarth to close the library for training on September 26, 2024.

**11. Good of the Order**

**12. Adjournment**

Adjournment took place at 5:15 PM, M/S/C R. Rauscher/M. Murphy

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

**Next Meeting: Tuesday, January 23, 2024, at 4:00 PM**