

Farnsworth Public Library  
Meeting Minutes  
for  
July 23, 2024

1. **Meeting called to order** by Kitty Werner, President, at 4:00 PM

2. **Roll Call**

**Trustees Present:**

Dee Donlevy, Mary Grace Murphy, Amy Peterson, Ron Rauscher,  
Debi Schroeder, Wendy Spice, Kitty Werner, Mike Werner

**Trustees Absent:** Bonnie Wusterbarth

3. **Approval of Agenda**

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

4. **Approve May 28, 2024, Board Meeting Minutes**

M/S/C M. Murphy/ W. Spice to approve the April 23, 2024, meeting minutes

5. **Bills and Expenditures**

a. **Bills Submitted for June 28, 2024 and July 12, 2024**

Kitty recommends the documents are to be treated as information.

b. **YTD Income & Expenditures**

The 2024 YTD documents are to be treated as information.

6. **Director's Report**

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

What the library worked on since last Board meeting:

1. We have wooden ramps, balls and tubes on loan from the Children's museum for kids to play with while at the library. We are still checking-out day passes to the museum. This is all funded with a grant from Bond Foundation, that the museum applied for. The museum did a class in July and will do another in August. All of these classes were funded by the grant.
2. Adult and child summer reading programs going on now. Kid's program is for month of July. The adults is 12 weeks and started in early June. The Friends, along with private donors, are funding the prizes
3. Summer schedule: Craft tables at Tunes on Tuesdays, 3 classes with Children's Museum (one during summer school), 2 survival/fire making classes, Dinosaur Dimensions visit in August, table at National Night Out, Einstein truck, Bingo games, Dog visits, movies, teen crafts, sidewalk chalk, adult crafts and book clubs.
4. The Infosoup Road trip has brought many visitors to our library. We also see an increase in visitors looking for/asking about local history or family history -Plus we have many just checking out the building in the summer.

5. We are a community cooling center for the summer, along with the other libraries in the County.
6. We are getting lots of donations of books and other items, so the staff has been going through those. Reminder: the donations are either added to the collection, used for nursing home/assisted living program or saved for the Friends of the Library Book Sale. Next sale is September 28.
7. I am working with Bloomsbury publishing on reviewing book proposals, 2-5 per month. They will make a donation to the Library in September for this work.

Coming up:

1. Updating all library policies
2. Planning for fall and winter
3. Continuing to attend meetings for Oconto County library planning
4. Looking for grants to bring some recycled art to the library in 2025 – this is a long shot, but worth checking into.

## **7. Committee Reports**

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

Amy received the Employee Handbook from the City with the November 2023 updates and shared the information with the Administrative Personnel Committee.

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

This will be addressed in Old Business.

### **c. Finance**

Budget will be addressed in New Business.

## **8. Correspondence**

Kevin Huggett tendered his resignation due to other commitments.

## **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**

The Friends will meet on September 11, 2024 at 6 PM.

The Fall Book Sale will be September 28 to coincide with Harvest Fest.

**b. Old Business**

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

The OCLSB Planning Committee met July 1 and July 22 continuing to work on the draft of the Oconto County Library Service Plan for 2024-2029.

The Committee approved the language portion of the plan and will be addressing the funding portion of the plan on July 29<sup>th</sup>. In August, public hearings about the plan will be presented in different parts of the county. These will be scheduled soon.

**ii. Front Door Replacement**

The library is waiting for parts before the entrance door can be installed.

**c. New Business**

**i. First Level Remodel Plans**

Amy presented two plans for the first level remodel from two different companies: Kay-12 and Demco to inform the Trustees of upcoming work.

**ii. Other Library projects-countertop, parking lot, reference desk**

Amy shared future projects she would like to see addressed.

**iii. 2025 Budget**

Amy provided a handout to explain considerations in regard to budgeting: Revenues and Expenditures.

**11. Trustee Training/Education**

Trustee training is recorded and saved to be viewed at any time.

**12. Adjournment**

Adjournment took place at 5:25 PM, M/S/C R. Rauscher/M. Werner

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

**Next Meeting: Tuesday, August 27, at 4:00 PM**