

**Farnsworth Public Library
Meeting Minutes
for
May 27, 2025**

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

2. Roll Call

Trustees Present: Amy Peterson,
Ron Rauscher, Debi Schroeder, Wendy Spice, Kitty Werner, Mike Werner,
Bonnie Wusterbarth

Trustees Absent: Dee Donlevy,

3. Approval of Agenda

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

4. Approve April 22, 2025, Board Meeting Minutes

M/S/C W. Spice/ R. Rauscher to approve the April 22, 2025
meeting minutes

5. Bills and Expenditures

a. Bills Submitted for May 2, 2025 and May 16, 2025

Kitty recommends the documents are to be treated as information.

b. YTD Income & Expenditures

The 2025 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 has worked on since last Board meeting:

1. I have been attending the Oconto City Council of the Whole meeting and providing a monthly update from the Library.
2. Summer: We will be hosting 2 summer school classes June 9-20.
3. We will also be hosting an art therapy workshop every Tuesday afternoon in June, July and August. This is a grant funded workshop. We also will be at Tunes on Tuesday June 3-August 5. We will have a booth at MartinFest on June 28 – we are borrowing a tent from The Chiropractic Advantage for this event. We have an Adult Community read planned for summer. We will start the kids' summer reading program when school is done.
4. IMLS funding has been partially released to the state. We do not have any changes in services at this time.
5. Conducting interviews this week for open positions.

6. Due to staff schedules we will be closed on Friday, June 20. Amanda will be the only one working that day – and will be doing two summer school classes.
7. Oconto Fire Department was here on 5/23/2025 and we passed their inspection.
8. Van's Fire and Safety was here on 5/8/2025 for fire extinguisher inspections. 3 extinguishers had their 6-year maintenance recharge.
9. The elevator passed its annual inspection, and we are just waiting on the company to upload the certificate to the state, so we can pay for it and print it. The elevator also gets inspected quarterly by A1 Elevator – no problems on the last inspection on 5/19/2025.

Coming up:

1. Next time on WOCO is Tuesday, June 3 from 8-9 AM

7. Committee Reports

a. Administrative/Personnel

Committee met to discuss and review the Library Employee Handbook and the City Employee Handbook on Tuesday, May 13 at 9 AM. Some progress has been made to align the current handbook with the City Employee Handbook. More work will be done to update the document.

b. Building / Grounds

Amy received two proposals for repairing/maintaining the parking lot Surface. This will be discussed in New Business.

c. Finance

Nothing to Report

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

The Friends met on May 14; Reports included Amy's recap of Library activities for April and May, upcoming events, activities and programs and library needs for the summer months, and dates for the Fall Book

Sale. Sheila Ballestad, treasurer, reported the Spring Book Sale total was \$1,629.25.

Next meeting for the Friends will be Wednesday, September 10, 2025 at 6 PM.

b. Old Business

1. Open positions
Amy is interviewing this week.
2. Hoopla Services
 - a. Survey results
Amy explained the responses from the patrons who completed the survey about Hoopla services.

c. New Business

1. Contract for fire alarm system
M/S/C R. Rauscher/W. Spice to renew the current contract for CEC fire alarm system.
2. Parking lot resealing bids.
Amy's going to get another quote before a decision is made.
3. Move endowment money to CD account
M/S/C W. Spice/ B. Wusterbarth to approve moving 2/3 of endowment fund into a CD account for seven months at the NEW Credit Union.

11. Trustee training/education

12. Adjournment

Adjournment took place at 7:01PM, M/S/C R. Rauscher/M. Werner to adjourn.

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Tuesday, June 24, 2025 at 4 PM