

**Farnsworth Public Library
Meeting Minutes
for
November 25, 2025**

1. Meeting called to order by Dee Donlevy, President, at 4:00 PM

2. Roll Call

Trustees Present: Dee Donlevy, Kelly Gilbertson, Amy Peterson, Jay Rietz, Ron Ruscher, Debi Schroeder, Wendy Spice, Mike Werner, Bonnie Wusterbarth, Jolene Zahn

Trustees Absent:

3. Approval of Agenda

M/S/C M. Werner/ J. Zahn to approve the agenda for today's meeting.

4. Approve September 23, 2025, Board Meeting Minutes

M/S/C W. Spice/R. Rauscher to approve the September 23, 2025 Board Meeting Minutes.

5. Bills and Expenditures

a. Bills Submitted for October 3, 2025, October 17, 2025, November 3, 2025, November 6, 2025, and November 14, 2025

Dee recommends the documents are to be treated as information.

b. YTD Income & Expenditures

Updated YTD was presented with explanations.

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. The library had two Art Shows here in October.
3. I attended the Wisconsin Library Association conference at the end of October. This was paid for with continuing education funds from Nicolet Library System
4. We had a great turnout for trick or treating. We had treats donated by residents and Friends of Library.
5. We will have a UW-Madison grad student working on digitizing part of our collection next semester. This is a part of a project with WiLS and Recollection Wisconsin.

I will have to go to training in Madison in January to be a supervisor for this project. We will be using the scanner that we received from the Nicolet Library System grant for this project

6. We received some books for the collection and 2 to give away as part of a Scholastic project to celebrate National Children's Book week.
7. 7th grade ELA classes have been coming over 1/month to use the library and learn a little about Oconto history.
8. For the Merry on Main Event-The Friends of the Library of the Library gave money for us to purchase all the outside lights and window candles.
9. New ILS software August 2026

Coming up:

1. Next time on WOCO is Tuesday, December 2 from 8-9 AM
2. Sesame Street project to provide materials to do an event about limiting kids screen time. This will be offered in January.

7. Committee Reports

a. Administrative/Personnel

The Committee has successfully completed the Director's evaluation today.

b. Building / Grounds

The gutters have been cleaned out, and the heat tapes have been changed.

The lights in the front of the building needs to be taken care of.

A five-to-10-year building and grounds plan needs to be addressed.

The Trustees Tale provided a checklist, and it was suggested a consultant could be involved in making this plan.

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

1. Friends Happenings

The Friends met on Wednesday, November 12, at 6 PM.

Amy recapped events which happened in September and October and explained upcoming events and any needs the library has for programming.

The Friends will be holding a Silent Auction starting November 24th at noon and will accept bids for the donated items until noon on Friday, December 12th. All items will need to be collected and paid for by Friday, December 19th.

This was the last meeting for 2025. The Friends will meet again on Wednesday, March 11, 2026 at 6 PM.

b. Old Business

1. 2026 Budget

Reviewed the budget, discussed personnel needs and staff scheduling. The telephone service will be changed potentially.

M/S/C M. Werner/R. Rauscher to approve the 2026 Budget.

a. snow shoveling

The library needs to have someone hired to clear the front entrance steps and the area in front of the doors to the lower level.

b. ADT cameras

The Trustees suggested this should be researched before any action is taken.

c. Hoopla funding/e-materials funding

Amy reported many library systems are phasing out offering Hoopla to their patrons due to the expense.

c. New Business

1. Change to 2026 calendar

The library will be closed June 12 and 13th 2026 instead of June 5 and 6th for Copper Fest weekend.

M/C R. Rauscher/ W. Spice to accept the calendar changes as presented.

11. Trustee training/education

Board walk around inside and outside of building will be tabled to the next meeting.

12. Adjournment

Adjournment took place at 4:56 PM, M/S/C R. Rauscher/ J. Rietz to adjourn.

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Tuesday, December 16, 2025 at 4 PM