

**Farnsworth Public Library
Meeting Minutes
for
December 16, 2025**

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

2. Roll Call

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

Trustees Absent:

Kelly Gilbertson

3. Approval of Agenda

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

4. Trustee training/education – Board walk around inside and outside of building
This item will be tabled until Spring 2026

5. Approve November 25, 2025, Board Meeting Minutes

M/S/C M. Werner/B. Bailey to approve the November 25, 2025
Board Meeting Minutes.

6. Bills and Expenditures

a. Bills Submitted for December 4, 12, and 15, 2025

Dee recommends the documents are to be treated as information.

b. YTD Income & Expenditures

Updated YTD was presented with explanations.

7. Director's Report

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

What the library has worked on since last Board meeting:

1. In January, I will start attending the city department head meetings.
2. 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.

3. 7th grade ELA classes have been coming over once a month to use the library and learn a little about Oconto history.
4. New ILS software will be installed August 2026.
5. Nutcracker activities in the building are in full swing, there are scavenger hunts, an escape room, community coloring sheet and photo-op spots going on until December 23.
6. Gutters were checked and roof heat tape was
7. The elevator phone needs to be replaced because the library does not have landline service.
8. Furnaces were all checked last week and filters changed.
All furnaces are in good order and humidifier pads were all changed.

Coming up:

1. Next time on WOCO is Wednesday, January 7 from 8-9 AM.
Please note the monthly show was switched to the first Wednesday of month.
2. Children's Museum of Green Bay will be here on Friday, January 16 to present a program for kids on how to make play-dough. This is part of a grant the museum received.
3. Sesame Street project to provide materials to do an event about limiting kids screen time. This will be offered in January

8. Committee Reports

a. Administrative/Personnel

A goal for the Committee in 2026 will be to review and update the Staff Handbook to align with the Oconto City Employee Handbook.

b. Building / Grounds

Ron gave the Trustees a list of building maintenance projects and the rundown of when each project was completed.

c. Finance

Continue to look at the Budget Comparison Reports on a regular basis.

9. Correspondence

Nothing to Report

10. 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.

11. Discussion/action/recommendation on the following:

a. Recurring

1. Friends Happenings

The Friends Silent Auction concluded on Friday, December 12th. The winners of the bids for the items were called on Friday and will need to pay and collect their items by Friday, December 19th.

b. Old Business

1. ADT camera bill/building cameras

M/S/C J. Rietz/R. Rauscher to discontinue paying the ADT tech support fee.

c. New Business

1. Meeting Room Policy

M/S/C R. Rauscher/ M. Werner to approve the new Meeting Room Policy with the recommended changes

12. Adjournment

Adjournment took place at 4:51 PM, M/S/C R. Rauscher/ J. Rietz to adjourn.

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Tuesday, January 27, 2026 at 4 PM