Farnsworth Public Library
Meeting Minutes
for
June 23, 2026

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

Trustees Present: Bonnie Bailey, Dee Donlevy, Kelly Gilbertson, Jay Rietz, Debi Schroeder, Wendy Spice, Mike Werner, Jolene Zahn

Trustees Absent: Ron Rauscher

Also Present: FPL Director: Amy Peterson

3. **Approval of Agenda of Agenda/Change of Sequence**
M/S/C J. Zahn/M. Werner to approve the agenda for today's meeting.

4. **Trustee Training/Education-Spring Inside and Outside Tour of Building**
On Thursday, June 11th, NFLS held a Library Trustee 101 Workshop at the Suring Area Public Library, Debi Schroeder attended. An overview of a library trustee's job was presented. Information about legal issues (open meetings, policies, and liability), and library advocacy as well as topics and concerns from the attendees was discussed. Debi recommended for Farnsworth Public Library to invite NFLS to present this workshop to all Farnsworth Trustees for the valuable information.

Trustees would like to see the power point presentation sheets before we invite NFLS to present this workshop to the whole Board.

In addition, a different workshop will be available on September 10th
12:00 – 1:00 PM via Zoom. A recording of Trustee 201 will be shared with all who register.

5. **Approve April 26, 2026, Board Meeting Minutes**
M/S/C W. Spice/B. Bailey to approve the April 26, 2026 Board Meeting Minutes.

6. **Bills and Expenditures**

a. Bills Submitted for April 27, 2026 and May 4, 14, 18, 29, and June 12, 19, 2026

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. Thompson's County Market donated $2,682.93 from the May round-up program!
2. June 9 Oconto Chamber of Commerce was hosted at the Library. Friends of the Library provided snacks. The July 14 meeting of the Chamber will also be at the Library.

3. We are working with Oconto Chamber of Commerce to assemble welcome bags for new residents.
4. We hosted 2 Summer School classes from June 8-19 for the Oconto School district. I have the silent book club class with middle and high schoolers. Amanda had a storytime class for elementary age students.
5. Tunes on Tuesday started on June 16 and we plan on attending, having crafts and activities for the kids to do each week
6. New ILS software in mid-August 2026, training and testing has already started. We will also be upgrading to a new app and card catalog.
7. Building was sprayed outside for bugs on June 14, 2026

Coming up:

1. Next time on WOCO is Wednesday, July 1 from 8-9 AM.
2. Summer events: Zoomobile visit, exotic pet surrender, J&R Aquatics visit, Dinosaur Dimensions show, Tunes on Tuesday, National Night Out
3. Summer reading program for kids and adults. We also have craft days for kids and teen.
4. Escape Room style event with America 250th Birthday theme
5. New BrainHQ app coming September 1.

8. Committee Reports

a. Administrative/Personnel

Nothing to report

b. Building / Grounds

The Inside and Outside Tour is tabled until Ron Rauscher, committee chair can attend.

c. Finance

Dee commented that the financial report looked good.

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, which 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

At the May 13th meeting, it was reported that Spring Book Sale was very successful, with $2062.08 earned from the sale of books, puzzles, DVDs, and CDs.
Amy shared upcoming events for programs this summer. The Friends will provide funding for the materials and fees needed for the programs. The next Friends meeting will be on Wednesday, September 9, 2026. It will include the election of officers.
The fall Book Sale will once again coincide with HarvestFest by beginning on Saturday, September 26th. Preview date for Friends Members is the Friday before.

b. Old Business

1. 1st level Update
   All of the repairs are completed from the water seepage. The carpet will be cleaned in August. Insurance has covered all of the repairs minus the $1,000. deductible.

c. New Business

1. Basement Repair Estimates

   The Trustees will consider whether this issue should be referred to the Public Works.

2. Carpet Cleaning Estimates

   Ascher's Janitorial Services will clean the first-floor carpet for $555.77 and the fourth floor for $456.30. The work will be scheduled in August.
   M/S/C W. Spice/ M. Werner to have the carpets cleaned by Ascher's Janitorial Services for the total amount of $1,012.07 for both floors.

3. Innovation and Improvement Grant through Nicolet Library System

   The grant monies would go to a monitor which would loop upcoming events at the Library. This would be placed on the circulation desk.

   M/S/C B. Bailey/J. Zahn to approve to have Amy apply and use the Innovation and Improvement Grant through the Nicolet Library System for the monitor.

4. August Closed Day(s)
   Amy requested to close the library to complete the computer updates.

   M/S/C J. Rietz/B. Bailey to have to library to be closed on dates at the discretion of the Library Director .

5. CEC Fire Alarm Communicator Estimate
   Communications Engineering Company will repair and provide around the clock central station monitoring using Honeywell M2M system. Repair and Installation one-price summary is $2,248.52 with a recurring monitoring price of $650.00 per year.

6. Possible Change to Regular Meeting Date and Time

   The Trustees decided to not to make any changes to the monthly meeting date or time.

7. Account Maturity and Computer Purchase

   The library would use the money from Thompson's County Market May donation round-up program ($2,682.93) and the interest from the CD maturing ($3,863.67) to purchase 6 computers, 4 for public and 2 for staff.

   M/S/C M. Werner/B. Baile to use the budgeting funds for the computers.

   M/S/C W. Spice/ J. Zahn to roll over the N.E.W. Credit Union 7-month CD at 3.85%.

12. Adjournment

Adjournment took place at 4:59 PM, M/S/C J. Rietz/J. Zahn to adjourn.

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Tuesday, July 28, 2026 at 4:00PM