Farnsworth Public Library
Meeting Minutes
for
September 22, 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, Debi Schroeder, Wendy Spice, Mike Werner, Jolene Zahn

Trustees Absent: Ron Rauscher, Jay Rietz

Also Present: FPL Director: Amy Peterson

3. **Approval of Agenda Agenda/Change of Sequence**

Request made by D. Schroeder to add to the agenda information pertaining to a Trustee Training session under item number 4.
M/S/C W. Spice/J. Zahn to approve the change to the agenda for today's meeting.

4. **Trustee Training/Education**

a. Trustee Training 201

The "Trustee 201 Workshop" was a virtual presentation held on Thursday, September 10th at noon. The focus was on the Library Board as the Employer. Kristie Hauer, Nicolet Library System Assistant Director, explained the importance of the library trustee's role as employer, understanding the library board's relationship with the library director and other staff, to gain insight into personnel policies, best practices and resources for hiring, evaluating, and disciplining a library director. Debi Schroeder watched the presentation and asked NLS directors about helping us to find new evaluation forms.
We have been using the same ones for 15 years. It would benefit our staff to update the Library's current process.

b. Inside and Outside Tour of Building

This will be addressed when Ron Rauscher is present at a meeting.

5. **Approve August 25, 2026, Board Meeting Minutes**

M/S/C B. Bailey/M. Werner to approve the August 25, 2026 Board Meeting Minutes.

6. **Bills and Expenditures**

a. Bills Submitted for September 4, 2026

Dee recommends the documents are to be treated as information.

b. YTD Income & Expenditures

Updated YTD document was presented with explanations.
Dee asked the Trustees if they had any questions about the document, then explained some of the expenses and what was budgeted.

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. Two Book Clubs continue to meet each month. We are supporting a new book club, with books for check-out, The new book club is starting at a local business.
2. New BrainHQ app started- Amy will get usage statistics at end of each month and work on sharing those with the board
3. 7th grade class visits resumed in September. They will come once a month.
4. Amy is serving as part of a focus group for a possible library system merger between the Nicolet and OWLS systems.
5. Homeschool listening session was held on September 21
6. We have had lots of nice donations for the book sale, and all staff have been working on sorting and adding some to the collection.

Coming up:

1. Next time on WOCO is Wednesday, October 7th from 8-9 AM.
2. Staff evaluations and staff evaluations of Director will be done soon.
3. The library will be closed for all staff training on 9/24/2026
4. Amy will be speaking to the Oconto County Historical Society board on 9/24/2026.
5. Friends used book sale starts on 9/26/2026.
6. Art and poetry contest/display with Machickanee Players will be in October.
7. Author visit with Lynda Drews on October 19th This is funded by an anonymous donation.
8. The City budget hearing is on 10/21/26.
9. We are a Wisconsin Science Festival "science in a bag" pick up site. This will take place October 15-25.
10. We will be participating in trick-or-treating using donated items and/or Friends support.
11. There will be limited programming in October due to book sale and using the Bond Room for storage during basement repairs.

8. Committee Reports

a. Administrative/Personnel

The Committee will need to set a date to complete an evaluation of the Library Director and meet with her to discuss it.

b. Building / Grounds

Clean up of the fence area has made a great improvement to the library's overall property.

c. Finance

This will be addressed under new business.

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

The Friends will be setting up for the Book Sale, tomorrow, Wednesday, September 23rd starting at 9 AM. A preview sale will be open for all members of of the Friends on Friday, September 25th from 4 to 5 PM and the book sale will be open to the public during HarvestFest from 9 AM to 3 PM, Saturday, September 26th. The sale will continue until Saturday, October 10th.

b. Old Business

1. Basement Repair

All paperwork and a down payment was made and work will begin October 19th. The work may be completed in 7 working days.

2. Community Refrigerator

Amy will follow up with Shannon about the Board's decision.

c. New Business

1. Election of officers

Dee Donlevy will continue to be Board President, Jolene Zahn will be the new Vice President for 2026-2027, Debi Schroeder will continue to be the Board Secretary.

2. 2027 calendar

M/S/C M. Werner/W. Spice to accept the 2027 calendar as presented.

3. 2027 Budget

a. 2027 budget wages/compensation

M/S/C J. Zahn/K. Gilbertson at 5:11 PM to go into closed session for discussion.
M/S/C B. Bailey/M. Werner at 5:30 PM to go into open session.
M/S/C M. Werner/ B. Bailey to accept the salary increases as presented.

12. Adjournment

Meeting adjourned at 5:33 PM, M/S/C B. Bailey /W. Spice.

Minutes respectfully submitted by secretary, Debi Schroeder

Next Meeting: Tuesday, October 27, 2026 at 4:00PM