



# City of West Allis

## Meeting Minutes

### Library Board

---

Wednesday, December 1, 2021

7:00 PM

West Allis Public Library  
7421 W. National Ave.

---

#### A. Call to Order

Ms. Suelzer called the meeting to order at 7:02 p.m.

#### B. Roll Call

**Present** 8 - Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Michelle Wadewitz, Angelito Tenorio, and Adam Hengel

**Excused** 1 - Ray Turner

*Staff present: Michael Koszalka, Library Director, and Lisa VandenBoom, Library Manager*

#### C. Approval of Minutes

1. Library Board Meeting Minutes October 27, 2021

**Attachments:** [Library Board Meeting Minutes October 27, 2021](#)

Ms. Hart moved to approve the October 27, 2021 Library Board meeting minutes as written. Second by Mr. Hengel. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

None.

#### F. Claims and Finance Report

2. December 2021 Claims and Finance Report

**Attachments:** [December 2021 Claims and Finance Report](#)

Ms. Hart moved to approve the December 2021 Claims and Finance report. Second by Ms. Suelzer. Motion approved.

#### G. Unfinished Business

3. COVID-19 Update

None.

4. 2022 Schedule of Holidays and Closings

**Attachments:** [2022 Schedule of Holidays and Closings](#)

Ms. Wadewitz moved to approved the 2022 Schedule of Holidays and Closings. Second by Ms. Dohearty. Motion approved.

5. City Consolidation Feasibility Study

**Attachments:** [Barrientos WA Consolidated City Facility Proposal](#)

There has been no update on the City Consolidation Feasibility Study.

6. Performance Evaluation of the Library Director

**Attachments:** [Proposed Timeline for Library Director Evaluation](#)

[Library Director Evaluation Policy](#)

[Library Director Evaluation Feedback](#)

[Proposed Timeline for Director Evaluation \(revised\)](#)

Ms. Rymaszewski moved to approve the revised Timeline for Library Director Evaluation. Second by Mr. Hengel. Motion approved.

## H. New Business

7. MCFLS Update

Ms. Suelzer has been appointed to the MCFLS Board Budget Subcommittee.

An open spot on the MCFLS Board will be filled by a Wauwatosa representative.

There is a proposal to change reciprocal borrowing to a three year rolling average of net positive transactions.

8. Resolution Honoring Ellen Dobrogowski

**Attachments:** [Resolution Honoring Ellen Dobrogowski](#)

Ms. Wadewitz moved to approve the resolution honoring Ellen Dobrogowski. Second by Alderperson Tenorio. Motion approved.

9. Trustee Essentials-Chapter 7-The Library Board and Library Personnel and Chapter 8-Developing the Library Budget

**Attachments:** [Trustee Essentials-Chapter 7-The Library Board and Library Personnel](#)

[Trustee Essentials-Chapter 8-Developing the Librray Budget](#)

## I. Library Director's Report

- The Friends of the Library hosted the first blood drive at the Library since before the start of the pandemic on Tuesday, November 23rd.
- The Library is currently hosting a Hunger Task Force food drive and the Gift of Warmth, collecting hats, scarves, and gloves for the West Allis-West Milwaukee community closet.
- On Tuesday, January 18th the Library will hold Night of Hygge II, part of the West Allis BID Winter Week.
- Sharon Pryor, part-time Library Assistant, is retiring December 11th after 29 years of service.
- In October the Library held 13 outdoor programs with 290 patrons in attendance. Since June 2020, 220,000 people have come through the Library doors checking out over 410,000 items. 1,200 new patrons have signed up for library cards and 27,000 Internet computer sessions have been logged. Almost 1,000 curbside appointments have been filled as well.

**J. Adjournment**

There being no further business, Ms. Rymaszewski moved to adjourn. Second by Ms. Hart. The meeting was adjourned at 7:50 p.m.

*Respectfully submitted,*

*Jody Rymaszewski, Secretary*



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

**NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

**AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.