



City of West Allis

Meeting Minutes

Library Board

Wednesday, September 25, 2019

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:00 p.m.

B. Roll Call

Present 4 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Elizabeth Suelzer, Mr. Ray Turner, and Ms. Michelle Wadewitz

Excused 4 - Ms. Michelle Boening, Ald. Martin J. Weigel, and Ms. Jody Rymaszewski

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

C. Approval of Minutes

1. Library Board Meeting Minutes August 28, 2019

Attachments: [Library Board Meeting Minutes August 28, 2019](#)

Ms. Hart moved to approve the August Library Board minutes as written. Second by Mr. Hengel. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mayor Dan Devine Communication

Attachments: [Mayor Dan Devine Communication](#)

Adult Summer Reading Statistics 2019

Attachments: [Adult Summer Reading Stats 2019](#)

West Milwaukee Cost per Circulation Worksheet

Attachments: [West Milwaukee Cost per Circulation Worksheet](#)

F. Claims and Finance Report

2. September 2019 Claims and Finance Report

Attachments: [September 2019 Claims and Finance report](#)

Ms. Hart moved to approve the September Claims and Finance report. Second by Ms. Lerch. Motion approved.

G. Unfinished Business

3. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)
[Strategic Planning Subcommittee Minutes May 9, 2019](#)
[June 2019 Strategic Planning Subcommittee Meeting Minutes](#)
[Library Strategic Planning Subcommittee Minutes July 11, 2019](#)
[Library Board Strategic Planning Subcommittee Meeting Minutes August 8th, 2019](#)

At the September Strategic Planning meeting revision of the mission and vision statements was discussed. Almost 500 citizen surveys have been received and the results will be compiled.

4. Performance Evaluation of the Library Director

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

The Performance Evaluation subcommittee will be meeting Thursday, September 26th in closed session to review the staff and library stakeholder feedback forms.

5. 2020 Library Operating Budget

Attachments: [2020-Budget-Calendar-](#)
[2020 proposed budget](#)

Ms. Wadewitz moved to approve the 2020 Library Operating Budget as revised. Second by Ms. Hart. Motion approved. The safety glasses budget is reduced from \$350 to \$50. The water budget will be increased after a consultation with the Finance Director.

6. MCFLS Member Agreement

Attachments: [MCFLS Member Agreement](#)

The MCFLS Member Agreement is still under review by member libraries.

H. New Business**7. MCFLS Update**

None.

8. Trustee Essentials-Chapter 14-The Library Board and the Open Meetings Law

Attachments: [Trustee Essentials-Chapter 14-The Library Board and the Open Meetings Law](#)

I. Library Director's Report

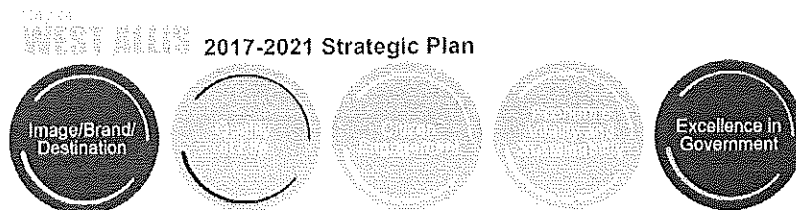
- Three staff positions have been filled. Danielle Lewis has been hired as a part-time Cleaner, Gina DeVecchis has been hired as a part-time librarian, and Angela Meadows has been hired as a full-time librarian.
- Three staff members will be attending Memory Cafe training at the Senior center on Friday, September 27th. The Library will be partnering with the Health Department and Senior Center to offer Memory Cafes.
- Adult, teen, and children's summer reading statistics have rebounded after a 2018 dip due to the National Avenue reconstruction project. Mr. Koszalka reviewed the results of all the Library Summer Reading Programs with the Board.

J. Adjournment

There being no further business, Ms. Lerch moved to adjourn. Second by Ms. Wadewitz. Motion approved. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Elizabeth Suelzer, Acting 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.