



City of West Allis

Meeting Minutes

Library Board

Wednesday, October 28, 2020

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 8 - Adam Hengel, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, Michelle Wadewitz, and Angelito Tenorio

Excused 1 - Gloria Dohearty

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

C. Approval of Minutes

1. Library Board Meeting Minutes September 23, 2020

Attachments: [Library Board Meeting Minutes September 23, 2020](#)

Ms Hart moved to approve the September 23, 2020 Library Board minutes as written. Second by Mr. Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Greater Milwaukee Foundation September 2020 Communication

Attachments: [Greater Milwaukee Foundation September 2020 Communication](#)

Ms. Valerie Fisher September 28th, 2020 Communication

Attachments: [Ms. Valerie Fisher September 28th, 2020 Communication](#)

F. Claims and Finance Report

2. October Claims and Finance Report

Attachments: October 2020 Claims and Finance report

Ms. Hart moved to approve the October Claims and Finance Report. Second by Mr. Turner. Motion approved.

G. Unfinished Business

3. Performance Evaluation of the Library Director

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

Mr. Turner moved to accept Mr. Koszalka's goals. Second by Ms. Hart. Motion approved.

4. COVID-19 Update

The Library is now open on Sundays from 1 p.m.-5 p.m. Computer Internet use has increased.

5. 2021 Library Operating Budget

Attachments: [2021 Budget Calendar](#)
[2021 Budget Memo](#)
[2021 proposed budget](#)

The Administration and Finance Committee approved the 2021 Library operating budget with a small reduction in office supplies. City staff will receive a cost of living salary increase as approved by the Common Council.

H. New Business

6. MCFLS Update

Returned items are now quarantined for 24 hours down from 96 hours. A study approved by the Wisconsin Department of Instruction has demonstrated that the longer quarantine time is not necessary.

MCFLS has hired a marketing company to fulfill one of its strategic goals.

7. November and December Meeting Dates

The next meeting of the Library Board will take place December 9th, 2020 at 7:00 p.m.

8. 2021 Schedule of Holidays and Closings

Attachments: [Holidays 2021](#)

Ms. Hart moved to approve the 2021 Schedule of Holidays and Closings. Second by Mr. Turner. Motion approved.

9. Terchak Trust Fund Report-Request Funds for Print and Time Management Software

Attachments: [Terchak trust fund report October 2020](#)

Ms. Rymaszewski moved to approved the Terchak Fund request. Second by Ms. Hart. Motion approved.

10. Popular Picks Collection Policy (formerly Browsing Collection)

Attachments: [Popular Picks Policy](#)

Ms. Suelzer moved to approved the revised Popular Picks policy. Second by Mr. Turner. Motion approved. "West Allis Public Library" will be added to the title of the policy along with a note stating that it was formerly referred to as the Browsing policy.

11. Trustee Essentials, Chapter 23-Dealing with Challenges to Materials and Policies

Attachments: [Trustee Essentials, Chapter 23-Dealing with Challenges to Materials and Policies](#)

I. Library Director's Report

- Sarah Lange has been hired as a full-time Librarian in the Adult department. She previously worked part-time as a Librarian at Greenfield Public Library as well as in the publishing industry.
- The Children's summer reading program had 528 children registered. 269 participants reached the first level and 156 children finished the program.
- Adult summer reading had 201 adults registered and 78 participants completing the program.
- Teen summer reading finished with 96 teens registered. 48 reached the first level and 18 teens finished the program.
- Mr. Koszalka thanked his staff for their hard work with bringing virtual programming options to patrons.

J. Adjournment

There being no further business, Ms. Rymaszewski moved to adjourn. Second by Mr. Turner. Motion approved. The meeting was adjourned at 7:52 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.