



City of West Allis

Meeting Minutes

Library Board

Wednesday, May 28, 2025

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Mr. Rausch called the meeting to order at 7:00 p.m.

B. Roll Call

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

Present 9 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Elizabeth Suelzer, Angela Collings, Amelia Bursi, Ray Turner

C. Approval of Minutes

1. Library Board Meeting Minutes April 23, 2025

Attachments: [Library Board Meeting Minutes April 23, 2025](#)

Ms. Hart moved to approve the April 23, 2025 Library Board meeting minutes. Second by Alderperson Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mr. Jason Mendoza April 2025 Communication (2)

Attachments: [Mr. Jason Mendoza April 2025 Communication \(2\)](#)

F. Claims and Finance Report

2. May 2025 Claims and Finance Report

Attachments: [May 2025 Claims and Finance Report](#)

Ms. Hart moved to approve the May 2025 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

G. Unfinished Business

3. West Allis A La Carte

Ms. Suelzer has organized a full schedule of Library Board members to staff the Library's table at West Allis A La Carte.

H. New Business

4. MCFLS Update

- South Milwaukee Public Library is facing budget difficulties and has hired a consultant to determine their best course of action.
- MCFLS is providing postcards for patrons to send to their legislators. The campaign, Speak Up for Wisconsin Libraries, will advocate for the Institute of Museum and Library Services (IMLS) which the federal government would like to close.
- Patrons participated in the Great Library Treasure Hunt with a clue placed in a book on our library's shelves. The winner received multiple gift cards.

5. Performance Evaluation of the Library Director

Attachments: [Library Director Evaluation Feedback](#)
[Library Director Performance Eval Timeline](#)
[Library Director Evaluation Policy](#)

Due to the hiring of a new West Allis City Administrator this item has been tabled until the July Library Board meeting.

6. Circulation of Library Materials policy

Attachments: [DRAFT April 2025 Circulation Policy](#)

Ms. Manthei moved to approve the revised Circulation of Library materials policy. Second by Ms. Rymaszewski. Motion approved.

7. Trustee Essentials-Chapter 16-Ethics and Conflict of Interest Laws Applying to Trustees

Attachments: [Trustee Essentials-Chapter 16-Ethics and Conflict of Interest Laws Applying to Trustees](#)

I. Library Director's Report

- Two Library interns have been hired. Omar Cervantez is a Marquette University High School student and will start at the Library on Thursday, May 29th. Julia Seeger is a student at Wisconsin Lutheran High School and will start Tuesday, June 3rd. The interns will be helping with shelving and library programming.
- Maggie Baisley has been hired as a part-time Circulation Services Representative. She is a student at UW-Milwaukee and works part-time at Barnes and Noble.
- On May 1st, staff met with Forte to learn about software for the eight digital signs that will be deployed in late summer or early fall.
- Erin Hirn has been hired as the West Allis City Administrator. She has a background in public service, most recently with the city of Germantown.
- The Strategic Planning Committee will be meeting Thursday, May 29th. In September they will meet to review and revise the plan and it will be presented to the Library Board in the October or November/December Library Board meetings.
- Circulation increased 3 percent in April and Libby increased 21%.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Collings. Motion approved. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Jody Rymaszewski, Secretary



All meetings of the Library Board 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.