



City of West Allis Meeting Minutes Library Board

Wednesday, March 22, 2023

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

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

B. Roll Call

Present: Jamie Arneson, Barbara Hart, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Ray Turner, and Michelle Wadewitz

Excused: Adam Hengel

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

C. Approval of Minutes

1. Library Board Meeting Minutes February 22, 2023

Attachments: [Library Board Meeting Minutes February 22, 2023](#)

Ms. Hart moved to approve the February 22, 2023 Library Board minutes. Second by Alderperson Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Greater Milwaukee Foundation Communication February 2023

Attachments: [Greater Milwaukee Foundation Communication February 2023](#)

F. Claims and Finance Report

2. March 2023 Claims and Finance Report

Attachments: [March 2023 Claims and Finance Report](#)

Ms. Hart moved to approve the March 2023 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

G. Unfinished Business

3. Terchak Fund Request-Repair/Replacement of Elevator

Attachments: [Terchak trust fund report March 2023](#)

The Department of Public Works is soliciting a third bid for elevator repair or replacement.

H. New Business

4. MCFLS Update

MCFLS has terminated a marketing contract over a concern that the company was not reaching certain Milwaukee zip codes.

A proposal to increase the fine and fees threshold for library cards is being considered by MCFLS Library Directors.

5. Posting-Free Literature Racks Policy

This item will be ready for the April Library Board meeting.

6. Circulation of Library Materials Policy

Ms. Hart moved to approve the revised Circulation of Library Materials Policy. Second by Alderperson Turner. Motion approved.

7. Library Code of Conduct

Ms. Rymaszewski moved to approve the revised Library Code of Conduct. Second by Ms.Hart. Motion approved.

8. Performance Evaluation of the Library Director

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

Ms.Suelzer stated it was the intention of the Library Board to convene in closed session at said time and place to consult and discuss the evaluation for the Library Director and to take such further action as may be necessary and appropriate in these matters.

A closed session for the above purpose is authorized pursuant to the provision of Section 19.85 (1)(c) of the Wis. Stats., which authorizes a governmental body, upon motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A motion was made by Ms. Wadewitz to go into closed session at 7:40 p.m. Second by Ms. Hart. Motion approved. At 8:04 p.m. a motion was made by Alderperson Turner to convene in open session. Second by Ms. Hart. Motion carried.

Trustee Essentials-Chapter 20- The Library Board and Building Accessibility

Attachments: [Trustee Essentials-Chapter 20-The Library Board and Building Accessibility](#)

I. Library Director's Report

- Gloria Dohearty has resigned from the Library Board and Mayor Devine will be considering applicants.
- Darren Rausch has been approved by the Common Council to fill an open seat on the Library Board.
- The Library will soon provide an option for people to make online donations to the Library.
- Krystal Crawley has been hired as a part-time Cleaner. She will start March 25th. She also works at MATC as a full-time custodian.

J. Adjournment

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.