



# City of West Allis

## Meeting Minutes

### Library Board Subcommittee

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Thursday, August 8, 2019

6:30 PM

West Allis Public Library  
7421 W. National Ave.

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#### Strategic Planning

##### A. Call to Order

Michael Koszalka, Library Director, called the meeting to order at 6:30 p.m.

##### B. Roll Call

*Staff Present: Ellen Dobrogowski, Supervisor of Technical Services, Emily Rutter, Supervisor of Adult and Circulation Services, Beth Henika, Supervisor of Children's Services, and Michael Koszalka, Library Director*

*Excused: Ashley Wagner, Administrative Support Specialist*

*Library Board members present: Barbara Hart*

##### C. Approval of Minutes

Library Board Subcommittee Meeting Minutes July 11, 2019

Attachments: [Library Board Subcommittee Meeting Minutes July 11, 2019](#)

Ms. Rutter moved to approve the July 11, 2019 Library Board Strategic Planning Subcommittee minutes. Second by Ms. Dobrogowski. Motion approved.

##### D. Unfinished Business

Review of the 2016-2018 West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)

West Allis Public Library Key Statistical Indicators-2015-2018

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Staff Strategic Plan Questionnaire

Attachments: [Staff Strategic Plan Questionnaire](#)

Possible Strategic Plan Stakeholder Questions

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SWOT Analysis

Revising the Mission and Vision Statement

This item was tabled until the next meeting.

## E. New Business

### Update of Online, Onsite, and Offsite Surveys

The Committee discussed the onsite and offsite surveys and are encouraged that initial responses have been strong.

### Review of Staff Questionnaire Responses and SWOT Analysis

The committee discussed and analyzed in detail the SWOT responses by staff. Mr. Koszalka combined both staff and committee responses into a single list, and the group discussed key elements identified by both groups.

### Next Meeting Date

The next Strategic Planning Subcommittee meeting will take place September 5th, 2019 at 6:30 p.m. in the Children's Meeting Room.

## F. Adjournment

There being no further business, Ms. Rutter moved to adjourn. Second by Ms. Henika. Motion approved. The meeting was adjourned at 8:07 p.m.



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.

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