



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, March 27, 2024

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

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

#### B. Roll Call

**Present** 7 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Ray Turner, Angela Collings  
**Excused** 2 - Adam Hengel, Elizabeth Suelzer

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

#### C. Approval of Minutes

1. Library Board Meeting Minutes February 28, 2024

Attachments: [Library Board Meeting Minutes February 28, 2024](#)

Ms. Hart moved to approve the February 28, 2024 Library Board minutes as written. Second by Alderperson Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation March 2024 Communication

Attachments: [Greater Milwaukee Communication March 2024](#)

Mr. Monterio Pringle March 2024 Communication

Attachments: [Monterio Pringle March 2024 Communication](#)

#### F. Claims and Finance Report

2. March 2024 Claims and Finance Report

Attachments: [March 2024 Claims and Finance Report](#)

Ms. Hart moved to approve the March 2024 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

#### G. Unfinished Business

#### H. New Business

3. MCFLS Update

MCFLS will be conducting a strategic planning meeting in late April.

4. Terchak Fund Request-New Automated Sorter

**Attachments:** [New Sorter proposal](#)  
[Lyngsoe Service and Update Proposal](#)  
[Terchak trust fund report March 2024](#)

Ms. Hart moved to approve the Terchak Fund request for a new automated sorter. Second by Ms. Arneson. Motion approved.

5. Revocation of Library Privileges

**Attachments:** [Revocation of Library Privileges \(Revised draft\)](#)  
[Revocation of Library Privileges Final](#)

Ms. Hart moved to approve the Revocation of Library Privileges process. Second by Ms. Collings. A final copy will be presented at the next Library Board meeting.

6. Recommendation from the Library Director to revoke the privileges of a library patron

**Attachments:** [Joanna Bender February 2024 Communication](#)

Ms. Manthei moved to approve the ban on Ms. Bender. Second by Ms. Rymaszewski. Motion approved.

7. Trustee Essentials-Chapter 3-Bylaws-Organizing the Board for Effective Action

**Attachments:** [Trustee Essentials-Chapter 3-Organizing the Board for Effective Action](#)  
[West Allis Library Board Bylaws](#)

### -TI. Library Director's Report

- The Department of Public Works assessed the Library roof. There are numerous leaks that occur during heavy rains. Half of the roof will be replaced with a double layer method.
- The City presented a 2045 Comprehensive Plan and the Library was highly rated by citizens.
- March is art month in the West Allis-West Milwaukee School District and the Library is host to many pieces of student art.
- The first meeting of the Strategic Planning Committee was held on March 21st. A SWOT analysis will be discussed at the next meeting on April 25th.
- Circulation of print and digital materials increased in February. A blues concert was held in February and 76 people attended.
- Interviews for the vacant Children's Librarian position are being conducted.

### J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 7:53 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.