



# Meeting Minutes

## Library Board

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Wednesday, May 27, 2026

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** 8 - Elizabeth Suelzer, Amy Hutter, Barbara Hart, Amelia Bursi, Ray Turner, Angela Collings, Darren Rausch, Carrie Zagzebski

**Excused** 1 - Jody Rymaszewski

*Others present: Claire de Rochefort-Reynolds, Children's Services Supervisor, Erin Hirn, City Administrator, and Shelly Sarasin and Josh Hansen, Street Angels*

*Staff present: Michael Koszalka, Library Director, and Lisa VandenBoom, Administrative Services Supervisor*

### C. Approval of Minutes

1. Library Board Meeting Minutes April 22, 2026

**Attachments:** [Library Board Meeting Minutes April 22, 2026](#)

Ms. Suelzer moved to approve the April 22, 2026 Library Board minutes as written. Second by Ms. Hart. Motion approved.

### D. Statements by Citizens

None.

**Present** 9 - Elizabeth Suelzer, Amy Hutter, Barbara Hart, Amelia Bursi, Ray Turner, Angela Collings, Jody Rymaszewski, Darren Rausch, Carrie Zagzebski

### E. Correspondence

May 2026 Communication

**Attachments:** [May 2026 Communication](#)

### F. Claims and Finance Report

2. May 2026 Claims and Finance Report

**Attachments:** [May 2026 Claims and Finance report](#)

Ms. Hart moved to approve the May 2026 Claims and Finance Report. Second by Ms. Suelzer. Motion approved.

### G. Unfinished Business

West Allis a La Carte

Ms. Suelzer has created a volunteer schedule for the Library booth. The event is held on June 7th from 11 am to 5 pm.

#### H. New Business

3. MCFLS Update

The North Shore Library recently opened its new building.

MCFLS is considering not requiring patrons to sign for library cards and have received a legal opinion. Library Director Mike Koszalka has sent it to the City Attorney asking if they concur.

4. Appearance by Ms. Shelly Sarasin from Street Angels

Ms. Sarasin and Mr. Hansen from Street Angels presented an overview of how the Showers of Hope program is going and answered questions from the Library Board.

5. Appearance by Ms. Claire de Rochefort-Reynolds, Children's Services Supervisor

Ms. de Rochefort-Reynolds shared an overview of the Children's department and summer reading, and her team's role in providing children's services to the community.

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

Attachments: [Mr. Elijah Banks April 2026 Communication](#)

Ms. Hart moved to affirm the ban on Mr. Banks. Second by Ms. Hutter. Motion approved.

7. Performance Evaluation of the Library Director

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

Ms. Hirn presented an overview of NeoGov, the City's performance evaluation software. The Library Board tabled the Library Director's performance evaluation until the July Library Board meeting.

8. Request to use the Library parking lot by Library Square for a car show

The Library Square show will take place from 5-8:30 p.m. on Friday, June 12th. Use of the Library parking lot was requested.

Ms. Hart moved to approve the request contingent upon Library Square leaving the lot in its original condition. Second by Ms. Collings. Motion approved.

9. Trustee Essentials-Chapter 27-Trustee Orientation and Continuing Education

**Attachments:** [Trustee Essentials-Chapter 27-Trustee Orientation and Continuing Education](#)

## I. Library Director's Report

- The Library is in the process of hiring three part-time Cleaners.
- Ms. Maggie Baisley, part-time Circulation Representative, has resigned her position.
- There has been an uptick in library patrons who are under the influence of alcohol or drugs on Library property. Staff continue to work with police and enforce the Library code of conduct. Repeat offenders will risk the loss of library privileges.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Hutter. Motion approved. The meeting was adjourned at 8:28 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.