



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, September 26, 2018

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

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

#### B. Roll Call

**Present** 7 - Mr. Adam Hengel, Ms. Michelle Boening, Ms. Barbara Hart, Ms. Bree Johns-Konkol, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

**Excused** 2 - Ms. Kari Lerch, and Ms. Jody Rymaszewski

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

#### C. Approval of Minutes

1. August 2018 Library Board Minutes

Attachments: [August 2018 Library Board Minutes](#)

Ms. Suelzer moved to approve the August Library Board minutes with the correction of a typo in item # 5. Second by Alderperson Weigel. Motion carried.

#### D. Statements by Citizens

None.

#### E. Correspondence

Ms. Jane Huttner Communication

Attachments: [Jane Huttner Communication \(2\)](#)

Ms. Sharon Guyette Communication

Attachments: [Ms. Sharon Guyette Communication](#)

Children's Summer Reading Report 2018

Attachments: [Children's Summer Reading 2018](#)

Greater Milwaukee Foundation Communication

Attachments: [Greater Milwaukee Foundation Communication](#)

#### F. Claims and Finance Report

2. September Claims and Finance Report

Attachments: [September 2018 Claims and Finance report](#)

Ms. Suelzer moved to approve the September Claims and Finance report. Second by Ms. Hart.  
Motion carried.

## G. Unfinished Business

### 3. 2019 Library Operating Budget

Attachments: 2019 Budget Calendar Revised  
Library Organizational Chart  
Proposed 2019 Library Budget revised

Mr. Koszalka reported that \$50,000 will be removed from the salary portion of the Library budget. Due to open positions and medical leaves during the year the Library does not generally spend its full salary budget.

### 4. City of West Allis Website redesign

Attachments: Library Subsite Summary  
City of West Allis Website Redesign Presentation  
Library Website Redesign Slides  
Terchak Trust Fund Request  
Demco Info Sheet

Aldersperson Weigel moved to approve the use of the Terchak Fund to pay for the new Library website contingent on the Library having control of the website and receiving training. Second by Ms. Hart. Motion carried.

### 5. Concrete Poetry Contest

Attachments: Sidewalk Poetry Flyer

Ms. Wadewitz distributed the poetry submissions to the Board. There were 42 entries and 39 will be considered. At the October Library Board meeting the top six will be determined.

## H. New Business

### 6. MCFLS Update

Ms. Suelzer has been selected to the MCFLS Board of Trustees. She met with County Supervisor Abele and will be approved for appointment soon.

### 7. Closed Session

*Library Board President Michelle Wadewitz stated it was the intention of the Library Board to convene in closed session at said time and place, to consider a Public Accommodations or Amusements Complaint filed with the Equal Rights Division and to take such further action as may be necessary and appropriate in this matter.*

*A closed session for the above purpose is authorized pursuant to the provisions of Section 19.85(1)(f) of the Wis. Stats. which permits a governmental body upon motion duly made and carried, to convene in closed session for the purpose of considering financial, medical, social or personal histories or*

*disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.*

*A motion was made by Ms. Suelzer to go into closed session at 8:15 pm. Second by Alderperson Weigel. Motion carried.*

*At 8:45 a motion was made by Ms. Wadewitz to convene in open session. Second by Alderperson Weigel. Motion carried.*

8. Trustee Essentials Chapter 6- Evaluating the Director

Attachments: Trustee Essentials Chapter 6-Evaluating the Director

### **I. Library Director's Report**

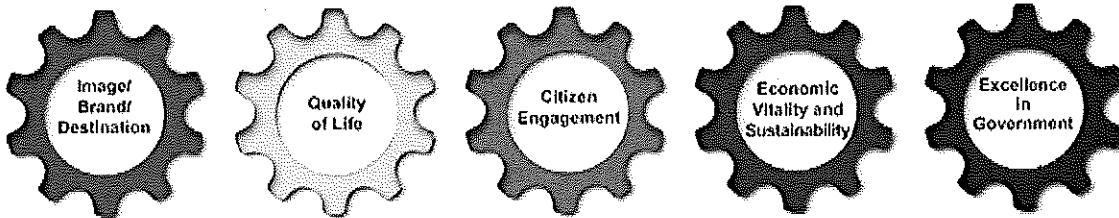
**-The Summer Reading Program went very well. The Children's Department Summer Reading Report may be found under Correspondence. The numbers were slightly down due to the National Avenue construction.**

### **J. Adjournment**

**There being no further business Alderperson Weigel moved to adjourn. Second by Ms. Johns-Konkol. Motion carried. The meeting was adjourned at 9:00 p.m.**

*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.