



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, July 26, 2023

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

Aldersperson Turner called the meeting to order at 7:00 p.m.

#### B. Roll Call

**Present** 5 - Jamie Arneson, Barbara Hart, Cathy Manthei, Elizabeth Suelzer, Ray Turner

**Excused** 3 - Adam Hengel, Darren Rausch, Jody Rymaszewski

*Others present: Michelle Wadewitz and Don Wadewitz*

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

#### C. Approval of Minutes

##### 1. Library Board Meeting Minutes June 28, 2023

**Attachments:** [Library Board Meeting Minutes June 28, 2023](#)

Library Board Meeting Minutes June 28, 2023 Supplemental Agenda

**Attachments:** [Library Board Meeting Minutes June 28, 2023 Supplemental Agenda](#)

**Ms. Hart moved to approve the June 28, 2023 Library Board minutes. Second by Ms. Arneson. Motion approved.**

**Mr. Rausch is now present.**

**Present** 6 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Elizabeth Suelzer, Ray Turner

**Excused** 2 - Adam Hengel, Jody Rymaszewski

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation June 2023 Communication

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

Wisconsin Trustee Training Week 2023

**Attachments:** [Wisconsin Trustee Training Week 2023](#)

Irv H. Terchak Endowment Fund Statement January-May 2023

**Attachments:** [Irv H. Terchak Endowment Fund Statement January-May 2023](#)

**F. Claims and Finance Report**

## 2. July 2023 Claims and Finance Report

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

Ms.Hart moved to approve the July 2023 Claims and Finance Report. Second by Mr. Rausch. Motion approved.

**G. Unfinished Business**

## 3. Performance Evaluation of the Library Director

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

Aldersperson Turner 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. Suelzer to go into closed session at 7:17 p.m. Second by Mr. Rausch. Motion approved. At 7:25 p.m. a motion was made by Aldersperson Turner to convene in open session. Second by Ms. Hart. Motion approved.

## 4. Posting-Free Literature Racks Policy

**Attachments:** [Library Posting and Free Literature Racks Policy Draft revision](#)  
[Posting-Free Literature Racks Policy-Revised](#)

Ms. Hart moved to approve the Posting-Free Literature Racks Policy. Second by Ms. Arneson. Motion approved.

## 5. 2024 Library Operating Budget

**Attachments:** [City Of West Allis 2024 Budget Timeline](#)

The Library 2024 operating budget will be ready for approval by the Library Board at the August meeting.

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

**Attachments:** [Mr. Michael Koszalka June 2023 Communication](#)  
[Michael Koszalka June 2023 Communication](#)

Due to no further information, Ms. Arneson moved to extend the ban another thirty days. Second by Ms. Hart. Motion approved.

## H. New Business

### 7. MCFLS Update

MCFLS is also receiving an All of Us grant which will be used to purchase laptops that can be shared among member libraries.

There has been an increase to MCFLS funding in the state budget.

### 8. Ms. Michelle Wadewitz Resolution

**Attachments:** [RESOLUTION HONORING MICHELLE WADEWITZ](#)

Ms. Suelzer moved to approve the resolution honoring Ms. Michelle Wadewitz. Second by Ms. Arneson. Motion approved.

### 9. Election of Officers

This item will be discussed at the August Library Board meeting.

### 10. All of Us Grant

**Attachments:** [All of Us Grant Contract](#)

The Library will be receiving \$99,260 to be a site for people to sign up for the All of Us research study. The grant money will be used to add a screen and teleconferencing equipment to the conference room. A laptop dispensing station with 24 laptops will also be purchased along with screens for display throughout the Library promoting the research study, Library programming, and community information.

### 11. Trustee Essentials-Chapter 24-Library Boards and Library Foundations

**Attachments:** [Trustee Essentials-Chapter 24-Library Friends and Library Foundations](#)

## I. Library Director's Report

-West Allis Reads programming will start September 8th and run through October 18th. The book that has been chosen is the Final Revival of Opal and Nev by Dawnie Walton. Free copies will be distributed at outreach events and in the Library.

-Sarah Lange, Adult Librarian, attended the American Library Association's annual conference in Chicago in June. She brought back many ideas.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Rausch. Motion approved. The meeting was adjourned at 7:57 p.m.

*Respectfully submitted,*

*Aldersperson Ray Turner, Acting 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.