



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, June 26, 2024

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

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

#### B. Roll Call

Present 7 -Jamie Arneson, Barbara Hart, Cathy Manthei, Darren Rausch,  
Elizabeth Suelzer, Angela Collings, Ray Turner

Excused-1- Jody Rymaszewski

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

#### C. Approval of Minutes

1. Library Board Meeting Minutes May 22, 2024

Attachments: [Library Board Meeting Minutes May 22, 2024](#)

Ms. Hart moved to approve the May 22, 2024 Library Board meeting minutes with  
one change. Second by Alderperson Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation May 2024 Communication

Attachments: [City Audit Terchak Endowment Fund Request](#)

Public Librarian Certificate-Michael Koszalka

Attachments: [Librarian Certificate-Michael Koszalka](#)

#### F. Claims and Finance Report

2. June 2024 Claims and Finance Report

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

Ms. Hart moved to approve the June 2024 Claims and Finance report. Second by  
Ms. Arneson. Motion approved.

#### G. Unfinished Business

3. Performance Evaluation of the Library Director

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

The sub-committee will meet in July and the Library Board will meet in closed session at the next Library Board meeting to discuss the Library Director's performance.

**H. New Business**

4. MCFLS Update

MCFLS has applied for a racial equity fund grant which will provide \$3,300 for adult literacy programs.

The South Milwaukee Public Library is experiencing a budget shortfall and undergoing an audit.

The new CountyCat catalog, Aspen, went live on June 20th.

5. 2025 Library Operating Budget

**Attachments:** [2025 City of West Allis Budget Calendar](#)  
[2025 proposed budget](#)

The 2025 City of West Allis Operating Budget calendar was shared.

6. Revocation of Library Privileges Policy

**Attachments:** [Revocation of Library Privileges Policy Revision 6.26.24 FINAL](#)

Ms. Arneson moved to approve the Revocation of Library Privileges policy. Second by Ms. Hart. Motion approved.

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

**Attachments:** [Ms. Melanie Nolan June 2024 Communication](#)

Ms. Manthei moved to approve the ban on Ms. Nolan. Second by Ms. Collings. Motion approved.

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

**Attachments:** [Mr. Robert Schwartz June 2024 Communication](#)

Ms. Hart moved to approve the ban on Mr. Schwartz. Second by Mr. Rausch. Motion approved.

9. Narcan Staff Training

Mr. Rausch moved to approve Narcan staff training. Second by Ms. Arneson. Motion approved.

**10.** Computer and Internet Policy

Attachments: [Computer and Internet Policy](#)

Ms. Hart moved to approve the Computer and Internet policy. Second by Ms. Arneson. Motion approved.

**11.** Trustee Essentials-Chapter 6-Evaluating the Library Director

Attachments: [Trustee Essentials-Chapter 6-Evaluating the Library Director](#)

**I. Library Director's Report**

- Mr. Adam Hengel has resigned his position with the Library Board.
- The laptop dispenser purchased with the All of Us grant has been installed. It will go live in mid-July.
- The elevator upgrade will begin Monday, July 1st. It will take 4-5 weeks to complete the project. Signage has been posted in the library, on social media, and on the Library website.
- The Library's first shift full-time custodian, Mark Kasten, is out on medical leave. The part-time Cleaners have been filling in admirably.
- Danielle Poisl has been hired as a part-time Teen Librarian. She has worked at the University of Wisconsin-Milwaukee and the Racine Public Library.
- Many people stopped at the Library table at West Allis A La Carte. Many thanks to all who volunteered.

**J. Adjournment**

There being no further business, Mr. Rausch moved to adjourn. Second by Ms. Hart. The meeting was adjourned at 7:55 p.m.

*Respectfully submitted,*

*Darren Rausch, Acting 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.