



# City of West Allis

## Meeting Minutes

### Library Board

Wednesday, October 23, 2019

7:00 PM

West Allis Public Library  
7421 W. National Ave.

#### 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. Barbara Hart, Ms. Kari Lerch, Ms. Elizabeth Suelzer, Ms. Jody Rymaszewski, Mr. Ray Turner, and Ms. Michelle Wadewitz

**Excused** 2 - Ms. Michelle Boening, and Ald. Martin J. Weigel

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

*Others present: Tony Giron, City of West Allis Planner*

#### 1. Approval of Minutes

Library Board Meeting Minutes September 25, 2019

Attachments: [Library Board Meeting Minutes September 25, 2019](#)

Ms. Hart moved to approve the September 25, 2019 Library Board minutes as written. Second by Ms. Suelzer. Motion approved.

#### D. Statements by Citizens

Moe and Samantha Saavedra, members of LifeWay Church, presented a statement about the church's request to utilize the Library parking lot on Sunday mornings (item 19-0672).

#### E. Correspondence

Greater Milwaukee Foundation Communication

Attachments: [Greater Milwaukee Foundation Communication](#)

Greenfield Public Library Communication

Attachments: [Greenfield Public Library Communication](#)

West Milwaukee 2020 Payout

Attachments: [West Milwaukee 2020 payout](#)

Friends of Libraries Proclamation

Attachments: [Friends Proclamation](#)

Community Breakfast of Thanks and Giving

Attachments: [Community Breakfast of Thanks and Giving](#)

## 2. Claims and Finance Report

October 2019 Claims and Finance Report

Attachments: October 2019 Claims and Finance Report

Ms. Hart moved to approve the October 2019 Claims and Finance Report. Second by Ms. Suetzer. Motion approved.

## G. Unfinished Business

### 3. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)  
[Strategic Planning Subcommittee Minutes May 9, 2019](#)  
[June 2019 Strategic Planning Subcommittee Meeting Minutes](#)  
[Library Strategic Planning Subcommittee Minutes July 11, 2019](#)  
[Library Board Strategic Planning Subcommittee Meeting Minutes August 8th, 2019](#)

The next meeting of the Strategic Planning Subcommittee will take place Thursday, October 31st at 6:30 p.m.

### 4. Performance Evaluation of the Library Director

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

The next meeting of the Performance Evaluation of the Library Director Subcommittee will take place Wednesday, November 13th at 6:00 p.m.

### 5. 2020 Library Operating Budget

Attachments: [2020 Budget Calendar Revised 10.9.19](#)  
[Proposed 2020 Library Budget \(Revised\)](#)

Due to budget challenges, the City has altered the 2020 Library Operating Budget. Ms. Hart moved to approve the revised 2020 Library Operating Budget. Second by Ms. Lerch. Motion approved.

### 6. MCFLS Member Agreement

Attachments: [MCFLS Member Agreement-Proposed Changes](#)  
[2020-2024 MCFLS Member Agreement](#)

Ms. Hart moved to table this item until the December Library Board meeting. Second by Ms. Lerch. Motion approved.

## H. New Business

### 7. MCFLS Update

None.

8. November and December Meeting Date

The next meeting of the Library Board will take place Wednesday, December 11th at 7:00 p.m.

9. 2020 Schedule of Holidays and Closings

Attachments: 2020 Schedule of Holidays and Closings

Ms. Rymaszewski moved to approve the 2020 Schedule of Holidays and Closings. Second by Ms. Suelzer. Motion approved.

10. Draft Parking Lease for The LifeWay Church

Attachments: Lease Agreement -The LifeWay Church - Final

Tony Giron, City of West Allis Planner, presented a draft parking lease agreement for the LifeWay Church. Ms. Hart moved to vote on the draft parking lease. Second by Ms. Rymaszewski. Motion approved.

The voice vote was as follows:

Aye: Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, Mr. Ray Turner, and Ms. Michelle Wadewitz.

Nay: Ms. Elizabeth Suelzer.

The draft parking lease for the LifeWay Church was approved 6 to 1.

11. Book Bench Project

Attachments: Book Bench Letter

Two book benches have been purchased for the Library. They will be professionally painted in themes chosen by Library staff and then voted on by the Library Board. Two more benches may also be purchased depending upon funding. The Board wishes to thank the Artscape Leadership Group for providing funding for the project.

12. Trustee Essentials-Chapter 15-The Library Board and the Public Records Law

Attachments: Trustee Essentials-Chapter 15-The Library Board and the Public Records Law

## I. Library Director's Report

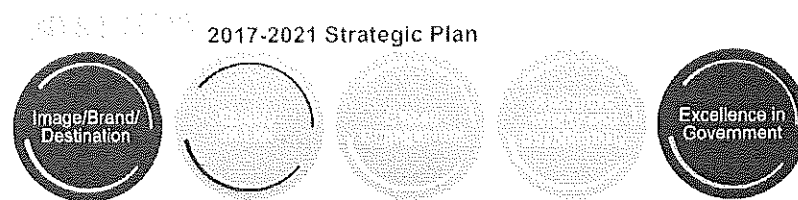
-Mary Krauski, owner of Krauski Art Glass, would like to donate a stained glass window to the Library in memory of Ms. Hilda Voss, a former Children's librarian who positively influenced her life.

## J. Adjournment

There being no further business, Ms. Lerch moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 8:35 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.