



City of West Allis

Meeting Minutes

Library Board

Wednesday, March 26, 2025

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

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

B. Roll Call

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

Present 6 - Barbara Hart, Jody Rymaszewski, Elizabeth Suelzer, Angela Collings, Amelia Bursi, Ray Turner

Excused 3 - Jamie Arneson, Darren Rausch, Cathy Manthei

C. Approval of Minutes

1. Library Board Meeting Minutes February 26, 2025

Attachments: [Library Board Meeting Minutes February 26, 2025](#)

Ms. Hart moved to approve the February 26, 2025 Library Board minutes as written. Second by Ms. Bursi. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mr. Javonte Lewis February 2025 Communication-Revised

Attachments: [Mr. Javonte Lewis February 2025 Communication-revised](#)

Greater Milwaukee Foundation March 2025 Communication

Attachments: [Greater Milwaukee Foundation March 2025 Communication](#)

F. Claims and Finance Report

2. March 2025 Claims and Finance Report

Attachments: [March 2025 Claims and Finance Report](#)

Ms. Hart moved to approve the March 2025 Claims and Finance Report. Second by Ms. Collings. Motion approved.

G. Unfinished Business

H. New Business

3. MCFLS Update

MCFLS received a letter about cuts to the Institute of Museum and Library Services Funding. The Wisconsin Department of Instruction receives funding from this federal government agency.

4. MCFLS-Proposal for Self-Registration Form Options

Attachments: [MCFLS - Proposal for Self-Registration Form Options](#)

Ms. Suelzer moved to choose option # 3. Second by Ms. Hart. Motion approved.

5. Individual and Group Study Rooms Policy

Attachments: [DRAFT Individual and Group Study Rooms Policy](#)

Ms. Rymaszewski moved to approve the revised Individual and Group Study Room policy. Second by Ms. Hart. Motion approved.

6. Trustee Essentials-Chapter 14-The Library Board and the Open Meetings Law

Attachments: [Trustee Essentials-Chapter 14-The Library Board and the Open Meetings Law](#)

I. Library Director's Report

- Anna Gabrielson has been hired as the part-time weeknight Cleaner. She also works part-time as a cleaner at the Waukesha Public Library.
- The Library is in the process of hiring a part-time Library Assistant, part-time Librarian, and part-time Circulation Services Representatives.
- Congresswoman Gwen Moore held a Congressional Cafe in the Constitution Room on March 15th.
- The Friends of the Library will hold their general meeting following a presentation by HAWS on Saturday, April 5th.
- The West Allis Reads book has been selected. It will be The Connellys of County Down by Tracey Lange.
- Two customer service surveys were included in the Library Board packet. The Children's Department received praise.
- 379 patrons attended story times in February along with 72 in attendance at two day off programs.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Collings. The meeting was adjourned at 7:41 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.