



# City of West Allis Meeting Minutes Library Board

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Wednesday, February 28, 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, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, Angela Collings

**Excused** 2 - Adam Hengel, Darren Rausch

*Staff present: Michael Koszalka, Library Director, and Emily Rutter, Adult Services and Circulation Supervisor*

## C. Approval of Minutes

1. Library Board Meeting Minutes January 24, 2024

**Attachments:** [Library Board Meeting Minutes January 24, 2024](#)

Ms. Hart moved to approve the meeting minutes as written. Second by Ms. Arneson. Motion approved.

## D. Statements by Citizens

None.

## E. Correspondence

## F. Claims and Finance Report

2. February 2024 Claims and Finance Report

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

Ms. Hart moved to approve the February 2024 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

## G. Unfinished Business

3. Statement of Effectiveness for 2023 Annual Report

**Attachments:** [Statement of Effectiveness for 2022 Annual Report-Draft](#)  
[2023 Statement of Effectiveness](#)  
[Annual Report Statement of Effectiveness-2023](#)  
[2023 Statement of Effectiveness-Final](#)

Ms. Hart moved to approve the Statement of Effectiveness. Second by Ms. Mantei. Discussion ensued about rewording the first bullet point. Motion approved with recommended revisions.

## H. New Business

### 4. MCFLS Update

At a recent MCFLS meeting new initiatives were presented. A new passport program and The Juice were discussed.

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

**Attachments:** [Monterio Pringle Communication](#)

Ms. Hart moved to approve the ban on Mr. Pringle. Second by Ms. Arneson. Motion approved.

### 6. 2023 Trust Fund Report

**Attachments:** [2023 Library Trust Fund Report](#)

Ms. Arneson moved to approve the 2023 Trust Fund Report. Second by Ms. Collings. Motion approved.

### 7. 2023 Annual Report

**Attachments:** [Draft-Annual Report](#)

Ms. Hart moved to approve the 2023 Library Annual Report. Second by Alderperson Turner. Motion approved.

### 8. Trustee Essentials-Chapter 2-Who Runs the Library?

**Attachments:** [Trustee Essentials-Chapter 2-Who Runs the Library](#)

## I. Library Director's Report

-Children's Librarian, Mary Ross's last day is Friday, March 1st. She has made many contributions and will be missed.

-The Children's Librarian position has been posted. We are also recruiting for two part-time Library Assistants and one Circulation Services Representative.

-A part-time Librarian who will primarily be working in Teen Services is close to being hired.

-The Library has been nominated and selected to receive the Friend of Public Health Award by the West Allis Health Department for its contributions in 2023 to the health of the community. The award will be presented during Public Health Week on April 3rd.

-The first meeting of the Library Strategic Planning Committee will take place Thursday, March 21st at 6 p.m.

-Circulation of both print materials and online resources continues to increase.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Alderperson Turner. Motion approved. The meeting was adjourned at 7:52 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.