



City of West Allis Meeting Minutes Library Board

Wednesday, October 23, 2024

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Mr. Rausch called the meeting to order at 7:00 p.m.

B. Roll Call

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

Excused 2 - Jamie Arneson, Jody Rymaszewski

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

C. Approval of Minutes

1. Library Board Meeting Minutes September 25, 2024

Attachments: [Library Board Meeting Minutes September 25, 2024](#)

Ms. Hart moved to approve the September 25, 2024 Library Board meeting minutes as written. Second by Ms. Collings. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Greater Milwaukee Foundation Communication September 2024

Attachments: [Greater Milwaukee September 2024 Communication](#)

Mr. Adrian Moore October 2025 Communication

Attachments: [Adrian Moore October 2024 Communication](#)

2024 Children's Summer Reading Report

Attachments: [2024 Children's Summer Reading Report](#)

F. Claims and Finance Report

2. October 2024 Claims and Finance Report

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

Ms. Suelzer moved to approve the October 2024 Claims and Finance Report. Second by Ms. Hart. Motion approved.

G. Unfinished Business**3. MCFLS Member Agreements**

Attachments: [Member Agreements - Executive Summary \(draft\) 2024](#)
[MCFLS Cataloging costs 2024-2025](#)
[2025-2028 Member Agreements Form](#)
[West Allis Costs](#)
[MCFLS agreement 2025-2028](#)

In a closed session meeting on October 14th the MCFLS Board unanimously approved moving forward with option 2, Collection Development grants, now referred to as Member Reserve Fund.

4. Library Literature Distribution and Solicitation Policy

Attachments: [Library Literature Distribution - Solicitation Policy](#)

This item was tabled until the December Library Board meeting. Michael Koszalka, Library Director, will forward questions from the Library Board to Kail Decker, City Attorney.

H. New Business**5. MCFLS Update**

Nothing new to report.

6. November and December Meeting Dates

The next Library Board meeting will take place Wednesday, December 4th, 2024 at 7:00 p.m.

7. 2025 Schedule of Holidays and Closings

Attachments: [2025 Schedule of Holidays and Closings](#)

Ms. Suelzer moved to approve the 2025 Schedule of Holidays and Closings. Second by Ms. Collings. Motion approved.

8. Library Website

The new City of West Allis website has gone live. The City chose website vendor Aptegey. Library staff would like to explore other options for the new Library website. Ms. Hart moved to allow the Library to obtain quotes from other website vendors. Second by Alderperson Turner. Motion approved.

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

Attachments: [Mr. Pedro Velazquez Communication](#)

Ms. Hart moved to affirm the ban on Mr. Velazquez. Second by Alderperson Turner. Motion approved.

10. Trustee Essentials-Chapter 10-Developing Essential Library Policies

Attachments: [Trustee Essentials-Chapter 10-Developing Essential Library Policies](#)

I. Library Director's Report

- Harley Jusino and Josephine Hitchcock have been hired as part-time Circulation Services Representatives.
- The railings on the stairs leading up to the Children's Department have been refurbished decreasing the time custodial staff need to spend maintaining them.
- The 2025 Children's Summer Reading program was a huge success. Numbers increased from 2023.
- The story of Irv H. Terchak is the subject of a display in the Library Atrium. Ms. Hart on behalf of the West Allis Historical Society provided items.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Manthei. Motion approved. The meeting was adjourned at 8:12 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.