



City of West Allis

Meeting Minutes

Library Board

Wednesday, February 25, 2026

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

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

B. Roll Call

Present: Amelia Bursi, Angela Collings, Barbara Hart, Amy Hutter, and Jody Rymaszewski

Excused: Jamie Arneson, Darren Rausch, Elizabeth Suelzer, and Alderperson Ray Turner

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

C. Approval of Minutes

1. Library Board Meeting Minutes January 28, 2026

Attachments: [Library Board Meeting Minutes January 28, 2026](#)

Ms. Hart moved to approve the January 28, 2026 Library Board meeting minutes as written. Second by Ms. Collings. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mr. Jacob Dickinson February 2026 Communication

Attachments: [Mr. Jacob Dickinson February 2026 Communication](#)

Mr. Joshua Kirkendoll February 2026 Communication

Attachments: [Mr. Joshua Kirkendoll February 2026 Communication](#)

F. Claims and Finance Report

2. February 2026 Claims and Finance Report

Attachments: [February 2026 Claims and Finance Report](#)

Ms. Hart moved to approve the February 2026 Claims and Finance Report. Second by Ms. Hutter. Motion approved.

G. Unfinished Business

3. 2025 Annual Report Statement of Effectiveness

Attachments: [2024 Statement of Effectiveness](#)
[Annual Report Statement of Effectiveness](#)
[2025 Statement of Effectiveness](#)

The Statement of Effectiveness will be included in the 2025 Annual Report.

H. New Business

4. MCFLS Update

There is nothing to report on this item.

5. 2025 Annual Report

Attachments: [2025 Annual Report](#)

Ms. Hart moved to approve the 2025 Annual report. Second by Ms. Collings. Motion approved.

6. 2025 Trust Fund Report

Attachments: [2025 Library Trust Fund Report](#)
[Greater Milwaukee Foundation-Terchak Fund 2025 Statement](#)

Ms. Hart moved to approve the 2025 Trust Fund Report. Second by Ms. Bursi. Motion approved.

7. West Allis Public Library Board Bylaws

Attachments: [Bylaws of the West Allis Public Library Board-Draft-February 2026](#)

Ms. Rymaszewski moved to approve the West Allis Public Library Board Bylaws. Second by Ms. Hutter. Motion approved.

8. Library Meeting Room Policy

Attachments: [Library Meeting room Policy-Revised](#)

Ms. Hart moved to approve the Library Meeting Room policy. Second by Ms. Collings. Motion approved.

9. Trustee Essentials-Chapter 24- Library Friends and Library Foundations

Attachments: [Trustee Essentials-Chapter 24-Library Friends and Library Foundations](#)

I. Library Director's Report

- On February 10th Library staff attended an in-service day. This included icebreakers, certificates recognizing years of service, and a West Allis Reads presentation. Two presentations were included. Brittney Fair from Rogers Memorial presented on reducing stigma associated with mental illness and addiction. Dr. Abigail Phillips and Chris Remington, instructors at UW-Milwaukee, presented on AI. Staff also participated in a relay race and attended department meetings.
- The grant -funded digital displays are up. The IT department will soon implement the software needed to run them.
- Mike Koszalka, Library Director, reported on a disruptive incident that occurred on February 11th. Librarians will meet and discuss ways to deescalate such situations.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Hutter. Motion approved. The meeting was adjourned at 8:05 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.