



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, February 22, 2023

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: Barbara Hart, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Ray Turner, and Michelle Wadewitz*

*Excused: Gloria Dohearty and Adam Hengel*

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

#### C. Approval of Minutes

1. Library Board Meeting Minutes January 25, 2023

**Attachments:** [Library Board Meeting Minutes January 25, 2023](#)

Ms. Hart moved to approve the January 25, 2023 Library Board meeting minutes as written. Second by Ms. Rymaszewski. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

2022 Greater Milwaukee Foundation Statement

**Attachments:** [Greater Milwaukee Foundation Statement 2022](#)

#### F. Claims and Finance Report

2. February 2023 Claims and Finance Report

**Attachments:** [February 2023 Claims and Finance Report](#)

Ms. Hart moved to approve the February 2023 Claims and Finance Report. Second by Ms. Wadewitz. Motion approved.

*Present: Barbara Hart, Adam Hengel, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Ray Turner, and Michelle Wadewitz*

*Excused: Gloria Dohearty*

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

**G. Unfinished Business**

3. Terchak Fund Request-Repair/Replacement of Elevator

**Attachments:** [Terchak trust fund report March 2023](#)

The City is still waiting on bids from elevator companies.

4. Statement of Effectiveness for 2022 Library Annual Report

**Attachments:** [Statement of Effectiveness for 2022 Annual Report](#)

[2021 Statement of Effectiveness](#)

[Statement of Effectiveness for 2022 Annual Report-Draft](#)

[2022 Statement of Effectiveness-Final](#)

Ms. Hart moved to vote yes to the question regarding MCFLS providing effective leadership and approve the final statement. Second by Ms. Rymaszewski. Motion approved.

**H. New Business**

5. MCFLS Update

A new delivery company has taken over MCFLS delivery. Action Logistics has sold its business to Winning Solutions Inc.

6. 2022 Library Annual Report

**Attachments:** [2022 Library Annual Report](#)

Ms. Hart moved to approve the 2022 Library Annual Report. Second by Mr. Turner. Motion approved. Ms. Rymaszewski abstained from voting.

7. 2022 Trust Fund Report

**Attachments:** [2022 Library Trust Fund Report](#)

Ms. Wadewitz moved to approve the 2022 Library Trust Fund Report. Second by Ms. Hart. Motion approved.

8. Trustee Essentials-Chapter 19-Library Director Certification

**Attachments:** [Trustee Essentials-Chapter 19-Library Director Certification](#)

**I. Library Director's Report**

- The Children's Services Supervisor position has been posted.
- On February 11th the Friends of the Library had their first book sale since 2020. It raised almost \$800.
- An off-site YA book club will be offered by the Library at various restaurants around West Allis.
- The Mayor has two candidates he will present to the Common Council in March to fill the vacant Library Board seats.
- Emily Rutter, Adult and Circulation Services Supervisor and Michael Koszalka met with the Department of Public Works to discuss plans to rearrange and refurbish parts of the Adult department public space.

## J. Adjournment

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