



City of West Allis

Meeting Minutes

Library Board

Wednesday, April 24, 2024

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Suelzer 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 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Elizabeth Suelzer, Alderperson Ray Turner

Excused 3 - Adam Hengel, Jody Rymaszewski, Angela Collings

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

C. Approval of Minutes

1. Library Board Meeting Minutes March 27, 2024

Attachments: [Library Board Meeting Minutes March 27, 2024](#)

Ms. Hart moved to approve the March 27, 2024 Library Board meeting minutes as written. Second by Mr. Rausch. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Ms. Joanna Bender March 2024 Communication

Attachments: [Ms. Joanna Bender March 2024 Communication](#)

F. Claims and Finance Report

2. April 2024 Claims and Finance Report

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

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

G. Unfinished Business

3. Revocation of Library Privileges

Attachments: [Revocation of Library Privileges \(Revised draft\)](#)
[Revocation of Library Privileges Final](#)

The final Revocation of Library Privileges process was presented to the Library Board. Mr. Rausch moved to approve the process. Second by Alderperson Turner. Motion approved.

H. New Business

4. MCFLS Update

There is a new member on the MCFLS Board. Supervisor Kathleen Vincent is a County Supervisor and is also on the Milwaukee Public Library Board.

eBooks have been heavily used this year. The allocated MCFLS budget may not cover all the copies needed.

The new CountyCat catalog, Aspen, is scheduled to go live in June of 2024. Staff are currently receiving training.

The MCFLS strategic plan will be presented to local Library Boards in June or July.

5. West Allis A La Carte

West Allis A La Carte will take place on Sunday, June 2nd. The Library will have a table and Liz Suelzer will coordinate Library Board member shifts.

Present 7 - Jamie Arneson, Barbara Hart, Adam Hengel, Darren Rausch, Cathy Manthei, Elizabeth Suelzer, Alderperson Ray Turner

Excused 2 - Jody Rymaszewski, Angela Collings

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

6. Library Code of Conduct Policy

Attachments: [Library Code of Conduct revised](#)
[Library Code of Conduct revised 4.24.24 \(1\)](#)

Mr. Rausch moved to approve the Code of Conduct policy with a few revisions. Second by Ms. Hart. Motion approved.

Present 8 - Jamie Arneson, Barbara Hart, Adam Hengel, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Ray Turner

Excused 1 - Angela Collings

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

Present 7 - Jamie Arneson, Barbara Hart, Adam Hengel, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Elizabeth Suelzer

Excused 1 - Angela Collings

7. Trustee Essentials-Chapter 4-Effective Board Meetings and Trustee Participation

Attachments: [Trustee Essentials-Chapter 4-Effective Board Meetings and Trustee Participation](#)

Library Director's Report

- The interviews for the Children's Librarian position are ongoing.
- The part-time Teen Librarian position remains open. The selected candidate accepted and rescinded. The position has been reposted.
- The Library made the second payment on the elevator upgrade and the parts needed have been shipped. The installation is targeted for May.
- National Library Week was 4/7-4/13 and staff and patrons participated in a spirit week. Patrons have been invited to design our new library card. Cathy Manthei, Library Board member, sent Library staff an Edible Arrangement to express thanks for their service.
- The Library has started a seed library. Patrons may select up to 5 seed types and growing instructions are included. Seeds include kale, lettuce, carrots, flowers, and herbs.
- The Library has been selected to join a partnership with the Wisconsin Badgers to promote literacy and summer reading. Stickers and posters will be distributed and raffles for books and Badger gear will be part of the program.
- On Saturday, 4/27 the Friends of the West Allis Public Library general meeting will take place. The Milwaukee County Zoo will be presenting on conservation projects.

J. Adjournment

There being no further business, Mr. Rausch moved to adjourn. Second by Ms. Hart. Motion approved. The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Elizabeth Suelzer, 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.