



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, September 27, 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

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

**Present** 5 - Jamie Arneson, Barbara Hart, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner  
**Excused** 3 - Adam Hengel, Darren Rausch, Cathy Manthei

#### C. Approval of Minutes

##### 1. Library Board Meeting Minutes August 23, 2023

Ms. Rymaszewski moved to approve the August 23, 2023 Library Board meeting minutes with one change. Second by Ms. Hart. Motion approved. The date of the July Library Board minutes was corrected.

#### D. Statements by Citizens

None.

#### E. Correspondence

Michael Koszalka August 2023 Communication

**Attachments:** [Michael Koszalka August 2023 Communication](#)

West Milwaukee Cost per Circ Form 2024

**Attachments:** [West Milwaukee Cost per Circ Form 2024](#)

Summer 2023 Outreach Events Statistics

**Attachments:** [Summer 2023 Outreach Events](#)

#### F. Claims and Finance Report

##### 2. September 2023 Claims and Finance Report

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

Ms. Hart moved to approve the September 2023 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

#### G. Unfinished Business

3. Terchak Fund Request-Repair/Replacement of Elevator

**Attachments:** [West Allis Library KONE Proposal using Omnia Partners Contract \(002\) \(1\)](#)  
[Terchak Fund Statement January-July 2023](#)  
[Terchak trust fund report September 2023](#)

Ms. Hart moved to approve the request to use the Terchak Fund to fund the elevator upgrade. Second by Ms. Arneson. Motion approved.

4. 2024 Library Operating Budget

**Attachments:** [City Of West Allis 2024 Budget Timeline](#)  
[2024 proposed budget](#)

There is nothing new to report on this item.

## H. New Business

5. MCFLS Update

Steve Hesel, MCFLS Director, has brokered a discount with Newsbank, database provider of the Milwaukee Journal Sentinel. The Library will save around \$10,000 on the 2024 subscription.

Three MCFLS libraries have been chosen to participate in interviews with radio station B93.3. North Shore Library, Milwaukee Central Library, and the West Allis Public Library will receive visits from the radio station. On Tuesday, October 10th our library will be showcased.

6. City of West Allis Volunteer Handbook and Application

**Attachments:** [City of West Allis Volunteer Program Handbook](#)  
[Volunteer Application Form](#)  
[Library Storytime Volunteer description of responsibilities](#)

Ms. Hart moved to approve the volunteer handbook. Second by Alderperson Turner. Motion approved.

7. Trustee Essentials-Chapter 26-The Public Library System Board-the Broad Viewpoint

**Attachments:** [Trustee Essentials-Chapter 26-The Public Library System Board-the Broad Viewpoint](#)

## I. Library Director's Report

- Gina DeVecchis, part-time Librarian, has resigned. Her last day will be Friday, 9/29. She has accepted a school librarian position at Horace Mann Elementary.
- Marge Henderson, Lead Library Page, is retiring and her last day will be Sunday, October 1st. Both employees will be greatly missed.
- Angie LaLuzerne, part-time Circulation Services Representative, has been promoted to full-time. Nicole Paddock resigned from her full-time Circulation Services representative position in August.
- The Library staff went to many outreach events this summer. A report is included under Correspondence.

**J. Adjournment**

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 7:45 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.