



City of West Allis

Meeting Minutes

Library Board

Wednesday, June 28, 2023

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

Present: Jamie Arneson, Barbara Hart, Adam Hengel, Darren Rausch, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Ray Turner, and Michelle Wadewitz

Others present: Adrienne Calcagnino, City of West Allis Public Health Social Worker, and Rebecca Grill City Administrator

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

C. Approval of Minutes

1 Library Board Meeting Minutes May 24, 2023

Attachments: [Library Board Meeting Minutes May 24, 2023](#)
[Library Board Meeting Minutes May 24, 2023 Supplemental Agenda](#)

Ms. Hart moved to approve the May 24, 2023 Library Board meeting minutes as written. Second by Alderperson Turner. Motion carried.

D. Statements by Citizens

None.

E. Correspondence

None.

F. Claims and Finance Report

2. June 2023 Claims and Finance Report

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

Ms. Hart moved to approve the June 2023 Claims and Finance Report. Second by Mr. Rausch. Motion approved.

G. Unfinished Business

3. Performance Evaluation of the Library Director

Attachments: [Library Director Evaluation Policy](#)
[Library Director Evaluation Feedback](#)
[Proposed Timeline for Director Evaluation \(revised\)](#)

The Evaluation of the Library Director sub-committee has met and will share feedback at the July Library Board meeting.

4. Posting-Free Literature Racks Policy

Attachments: [Library Posting and Free Literature Racks Policy Draft revision](#)
[Posting-Free Literature Racks Policy-Revised](#)

The Library Board requested a few lines be added to the policy. The updated policy will be presented at the July Library Board meeting.

5. 2024 Library Operating Budget

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

There is nothing new on this item.

H. New Business

6. MCFLS Update

MCFLS has hired another Library Systems Technician.

MCFLS is searching for a consulting service to help with their upcoming strategic plan.

The West Allis Public Library will host a MCFLS Board meeting in the Constitution Room on Monday, August 21st at 3:30.

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

Attachments: [Mr. Michael Koszalka June 2023 Communication](#)

Ms. Calcagnino, City of West Allis Public Health Social Worker, spoke to the Library Board about a minor patron. Mr. Rausch moved to revoke the privileges of the library patron. Second by Ms. Arneson. The patron will be banned for 30 days. The Library Board requested he write three apology letters and continue to meet with Ms. Calcagnino. The ban will be reconsidered at the July Library Board meeting.

8. Trustee Essentials-Chapter 23-Dealing with Challenges to Materials and Policies

Attachments: [Trustee Essentials-Chapter 23-Dealing with Challenges to Materials and Policies](#)

I. Library Director's Report

- The Library has applied for an All of Us grant. If awarded a variety of items will be purchased including laptops with a dispensing station, a screen for the Conference Room, and digital screens throughout the building.
- City of West Allis Public Works has installed an ADA compliant ramp for outdoor programming.
- Tiffany Cohen, part-time Library Assistant, and Shawanda Barksdale, part-time Cleaner, have been hired.
- Claire de Rochefort-Reynolds has been hired as Children's Services Supervisor. She was previously the Youth Services Supervisor at the Menomonee Falls Public Library.
- Mr. Koszalka expressed thanks to Ms. Arneson, Alderperson Turner, and Ms. Suelzer for staffing the Library table at West Allis A La Carte on June 4th.

J. Adjournment

There being no further business, Mr. Rausch moved to adjourn. Second by Ms. Hart. Motion carried. The meeting was adjourned at 8:14 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.