



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, August 25, 2021

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** 7 - Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, and Angelito Tenorio

**Excused** 2 - Michelle Wadewitz, and Adam Hengel

*Others present: Rebecca Grill, City Administrator*

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

#### C. Approval of Minutes

1. Library Board Meeting Minutes July 28, 2021

**Attachments:** [Library Board Meeting Minutes July 28, 2021](#)

Ms. Hart moved to approve the July 28, 2021 Library Board Meeting Minutes as written. Second by Mr. Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Barbara J. Herbst July 2021 Communication

**Attachments:** [Barbara J. Herbst July 2021 Communication](#)

Bus Route Change Communication

**Attachments:** [Bus Route Change Communication](#)

MCTS August 2021 Communication

**Attachments:** [MCTS Communication August 2021](#)

West Milwaukee 2022 Cost per Circulation Worksheet

**Attachments:** West Milwaukee 2022 Cost per Circ Worksheet

Greater Milwaukee Foundation Statement January-June 2021

**Attachments:** Greater Milwaukee Foundation Statement January-June 2021

**F. Claims and Finance Report**

- 2. August 2021 Claims and Finance Report

Attachments: August 2021 Claims and Finance Report

**Ms. Southern moved to approve the August 2021 Claims and Finance Report. Second by Alderperson Tenorio. Motion approved.**

**G. Unfinished Business**

- 3. COVID-19 Update

**None.**

- 4. West Allis Public Library Temporary Safety Practices Policy in Response to COVID-19

Attachments: [West Allis Public Library Temporary Safety Practices Policy in response to Covid - rev. 5.26.21](#)

**This policy remains in effect.**

- 5. 2022 Library Operating Budget

Attachments: [2022 Budget Calendar Final](#)  
[2022 proposed budget](#)

**At the September Library Board meeting Rebecca Grill, City Administrator, will present budget information.**

At this point Library Board member Mr. Adam Hengel arrived.

**Present** 8 - Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, Angelito Tenorio, and Adam Hengel

**Excused** 1 - Michelle Wadewitz

- 6. Election of Officers

**Ms. Southern moved to approve a new slate of officers. Second by Ms. Dohearty. Motion approved.**

**The officers for 2021-2022 are:**

**Ms. Elizabeth Sulezer, President  
Mr. Ray Turner, Vice President  
Ms. Jody Rymaszewski, Secretary  
Ms. Barbara Hart, Financial Secretary**

**H. New Business**

- 7. MCFLS Update

MCFLS has hired a Public Information Coordinator. This position will maintain the MCFLS website, social media accounts, and provide marketing for the library system.

A financial audit at MCFLS was completed.

MCFLS state aid has increased and spending priorities are being discussed.

8. Meeting and Study Room Use

Attachments: [Temporary Meeting and Study Room Policy](#)

Ms. Rymaszewski approved the Temporary Meeting and Study Room Use Policy. Second by Alderperson Tenorio. Motion approved.

9. Revision of Permanent Library Service Hours

Attachments: [Proposed permanent public service hours](#)

Ms. Hart moved to approve the permanent Library service hours. Second by Mr. Turner. Motion approved.

Starting October 3rd the Library's hours will be:

Monday-Thursday 9:30 a.m.-8:30 p.m.  
Friday-Saturday: 9:30 a.m.-5:30 p.m.  
Sunday (October -April): 1 p.m.-5 p.m.

10. Trustee Essentials-Chapter 5-Hiring a Library Director

Attachments: [Trustee Essentials-Chapter 5-Hiring a Library Director](#)

## I. Library Director's Report

- The repaving of S. 75th St. that started in mid-August is expected to be completed by the middle of September. One entrance to the Library parking lot will remain open at all times.
- The Library Director participated in City of West Allis strategic planning sessions.
- The Print management system has been going well.
- Since June 2020, the Library has welcomed 180,000 visitors, circulated over 337,000 items, signed up 880 new patrons for library cards, and filled almost 1,000 curbside orders. Patrons have logged over 21,000 Internet computer sessions.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Alderperson Tenorio. Motion approved. The meeting was adjourned at 7:47 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.