



City of West Allis

Meeting Minutes

Library Board

Wednesday, August 28, 2019

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:00 p.m.

B. Roll Call

Present 5 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Elizabeth Suelzer, Ald. Martin J. Weigel, and Ms. Michelle Wadewitz

Excused 3 - Ms. Michelle Boening, Ms. Kari Lerch, and Ms. Jody Rymaszewski

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

C. Approval of Minutes

1. Library Board Meeting Minutes July 24, 2019

Attachments: [Library Board Meeting Minutes July 24, 2019](#)

Ms. Hart moved to approve the July Library Board minutes as written. Second by Alderperson Weigel. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Library Card Sign-Up Month 2019 Ad Campaign

Attachments: [Library Card Sign-Up Month 2019 Ad Campaign](#)

Greater Milwaukee Foundation Statement

Attachments: [Greater Milwaukee Foundation Statement January-June 2019](#)

F. Claims and Finance Report

2. August 2019 Claims and Finance Report

Attachments: [August 2019 Claims and Finance Report](#)

Ms. Suelzer moved to approve the August 2019 Claims and Finance report. Second by Ms. Hart. Motion approved.

G. Unfinished Business

3. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)
[Strategic Planning Subcommittee Minutes May 9, 2019](#)
[June 2019 Strategic Planning Subcommittee Meeting Minutes](#)
[Library Strategic Planning Subcommittee Minutes July 11, 2019](#)
[Library Board Strategic Planning Subcommittee Meeting Minutes August 8th, 2019](#)

Several hundred library patron surveys have been returned. The Strategic Planning Subcommittee discussed the results of the SWOT analysis at their August meeting.

4. Performance Evaluation of the Library Director

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

The Performance Evaluation Subcommittee will meet in September to start the mid-year evaluation of the Library Director. Ms. Wadewitz, Ms. Lerch, and Alderperson Weigel have volunteered to be on the committee. Emily Rutter, Supervisor of Adult and Circulation Services, will send out the Library Director feedback form to staff and city stakeholders.

H. New Business

5. MCFLS Update

MCFLS is moving forward with a marketing campaign linked to Library Card Sign Up Month. This initiative involves libraries in southeastern Wisconsin.

6. 2020 Library Operating Budget

Attachments: [2020-Budget-Calendar-](#)
[2020 proposed budget](#)

This item was tabled until the September Library Board meeting. The Board requested more information on the price of safety glasses and the funding needed for water services.

7. MCFLS Member Agreement

Attachments: [MCFLS Member Agreement](#)

The changes to the MCFLS Member Agreement were presented to the Board.

8. Trustee Essentials-Chapter 13-Library Advocacy

Attachments: [Trustee Essentials-Chapter 13-Library Advocacy](#)

I. Library Director's Report

- Hoopla statistics show that 214 patrons have borrowed items since June of 2018.
- The Library has had 365 programs this year and attended 46 outreach events.
- The Library parking lot is almost completed. Landscaping and signage installation still needs to be done.
- Staff will be completing a Q12 employee engagement survey through September 13th.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Suelzer. Motion approved. The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Elizabeth Suelzer, Acting 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.

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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.

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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.