



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, March 23, 2022

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, Jody Rymaszewski, Kari Southern, Elizabeth Suelzer, Angelito Tenorio, and Michelle Wadewitz*

*Excused: 2- Adam Hengel, and Ray Turner*

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

#### C. Approval of Minutes

##### 1. Library Board Meeting Minutes February 23, 2022

**Attachments:** [Library Board Meeting Minutes February 23, 2022](#)

Ms. Hart moved to approve the February 23, 2022 Library Board meeting minutes as written. Second by Alderperson Tenorio. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation Communication

**Attachments:** [Greater Milwaukee Communication March 2022](#)

Alderperson Roadt March 2022 Communication

**Attachments:** [Alderperson Roadt March 2022 Communication](#)

State of Wisconsin Certificate of Commendation

**Attachments:** [State of Wisconsin Certificate of Commendation](#)

#### F. Claims and Finance Report

##### 2. March 2022 Claims and Finance Report

**Attachments:** [March 2022 Claims and Finance Report](#)

Ms. Hart moved to approve the March 2022 Claims and Finance Report. Second by Alderperson Tenorio. Motion approved.

**G. Unfinished Business**

## 3. COVID-19 Update

Starting March 26th, the public Internet computers will all be available and patrons will be able to use them for the pre-COVID time limit of two hours per day. Study room five will reopen for use as well.

## 4. City Consolidation Feasibility Study

**Attachments:** [Barrientos WA Consolidated City Facility Proposal](#)

There is no update on this item.

## 5. 2021 Library Trust Fund Report

**Attachments:** [2021 Library Trust Fund Report](#)

Ms. Hart moved to approve the 2021 Trust Fund Report. Second by Ms. Dohearty. Motion approved.

## 6. Terchak Fund Request-TV/Monitor for Constitution Room

**Attachments:** [Terchak trust fund report February 2022](#)

Ms. Rymaszewski approved the Terchak fund request for a TV/monitor for the Constitution Room. Second by Ms. Southern. Motion approved. Teleconferencing equipment will also be purchased with an ARPA grant from MCFLS.

**H. New Business**

## 7. MCFLS Update

A designated field in Sierra, the Milwaukee County Federated Library System's circulation software, will be updated to reflect patrons' preferred pickup location.

*Present: 6- Gloria Dohearty, Barbara Hart, Jody Rymaszewski, Kari Southern, Elizabeth Suelzer, and Michelle Wadewitz*

*Excused: 3- Adam Hengel, Angelito Tenorio, and Ray Turner*

## 8. 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](#)

Ms. Dohearty moved to rescind the Temporary Safety Practices Policy in Response to COVID-19. Second by Ms. Hart. Motion approved. Signage will be changed to read "masks and social distancing encouraged".

## 9. Inclusive Services Statement

**Attachments:** [Inclusive Services Statement](#)

Ms. Hart moved to approve the Inclusive Services Statement. Second by Ms. Dohearty. Motion approved.

10. West Allis A La Carte

The Library will have a table at West Allis A La Carte. The event takes place Sunday, June 5th from 12-5 p.m. Library Board volunteers are needed to staff the table. Library Board President Suelzer will organize and schedule.

11. Collection Development Policy and Reconsideration of Library Materials form

**Attachments:** [COLLECTION DEVELOPMENT POLICY \(draft revision\) \(2\)](#)

[West Allis Public Library Request for Reconsideration of Library Material form \(draft\)](#)

Ms. Rymaszewski moved to approve the revised Collection Development Policy and Reconsideration of Library Materials form. Second by Ms. Hart. Motion approved.

12. Trustee Essentials-Chapter 11-Planning for the Library's Future

**Attachments:** [Trustee Essentials-Chapter 11-Planning for the Library's Future](#)

## I. Library Director's Report

-Holly Neubert has been hired as a part-time regular Circulation Services Representative and will start her position March 30th. She has previously worked at the Waukesha Public Library and Pewaukee Public Library and is currently a Community Outreach and Program Coordinator at the Addiction Resource Council.

-Angela LaLuzerne has been hired as a provisional part-time Circulation Services Representative and will start her position April 5th. She has extensive customer service experience and works part-time as the Executive Director of the Milwaukee Academy of Medicine.

-This year's Children's summer reading theme is Oceans of Possibilities. The Children's department will offer performers on Wednesdays, Tuesday story time, Lego Club, all ages sensory play, STEM activities for school age children, and take and make crafts. The Children's librarians will also be going to lunch sites and school summer camps to register children for the summer reading program.

-119 readers participated in the adult Winter Reading program, an increase of 22% over last year.

-The Library received a Certificate of Commendation from the Office of the Governor of the State of Wisconsin. The Board suggested the commendation be displayed in the atrium entrance.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 8:33 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.