



# City of West Allis

## Meeting Minutes

### Library Board

Wednesday, June 25, 2025

7:00 PM

West Allis Public Library  
7421 W. National Ave.

#### A. Call to Order

Mr. Rausch called the meeting to order at 7:00 p.m.

#### B. Roll Call

**Present** 7 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Angela Collings, Amelia Bursi

**Excused** 2 - Elizabeth Suelzer, Ray Turner

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

#### C. Approval of Minutes

##### 1. Library Board Meeting Minutes May 28, 2025

**Attachments:** [Library Board Meeting Minutes May 28, 2025](#)

Ms. Hart moved to approve the May 28, 2025 Library Board minutes as written. Second by Ms. Arneson. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

None.

#### F. Claims and Finance Report

##### 2. June 2025 Claims and Finance Report

**Attachments:** [June 2025 Claims and Finance Report](#)

Ms. Hart moved to approve the June 2025 Claims and Finance report. Second by Ms. Manthei. Motion approved.

#### G. Unfinished Business

##### 3. Performance Evaluation of the Library Director

**Attachments:** [Library Director Evaluation Feedback](#)  
[Library Director Performance Eval Timeline](#)  
[Library Director Evaluation Policy](#)

Feedback from staff has been collected and the sub-committee will meet soon. The sub-committee will consist of Mr. Rausch, Ms. Manthei, and Ms. Bursi.

**H. New Business****4. MCFLS Update**

A plan for a new welcome card that would allow patrons who cannot provide identification or provide residency has been discussed. Mr. Koszalka has reminded MCFLS representatives that this is a local control issue.

**5. Library Code of Conduct**

**Attachments:** [Library Code of Conduct revised 6.25.2025](#)

Ms. Hart moved to approve the revised Library Code of Conduct. Second by Ms. Bursi. Motion approved.

**6. Trustee Essentials-Chapter 17-Membership in the Library System**

**Attachments:** [Trustee Essentials-Chapter 17-Membership in the Library System](#)

**I. Library Director's Report**

-On Thursday, June 12th Mayor Dan Devine introduced Erin Hirn, the new City of West Allis Administrator, to Library staff and they toured the Library.

-The Library table at West Allis A La Carte was a huge success thanks to Library Board volunteers.

-Wednesday summer performances have begun. The first performance by Fox and Branch drew close to 300 people.

-Story times continue in the summer on Tuesday and Thursday mornings along with other programming. A Tween Reverse Escape room had 33 tweens attend.

-Circulation increased by 7 % in May and digital circulation was also up.

-In May, the Children's librarians attended school open houses and High Interest days and reached 640 students, informing them about the upcoming Summer Reading Program.

**J. Adjournment**

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 7:32 p.m.

*Respectfully submitted,*

*Jody Rymaszewski, Secretary*



All meetings of the Library Board 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.