



City of West Allis

Meeting Minutes

Library Board

Wednesday, October 24, 2018

7:00 PM

West Allis Public Library
7421 W. National Ave.

Revised Agenda

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:03 P.M.

B. Roll Call

Present 6 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

Excused 3 - Ms. Michelle Boening, Ms. Bree Johns-Konkol, and Ms. Jody Rymaszewski

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

Others present: Rebecca Grill, City Administrator, and Sheryl Kuhary, City Attorney

C. Approval of Minutes

1. September 2018 Library Board Minutes

Attachments: [September 2018 Library Board Minutes](#)

Ms. Suelzer moved to approve the September Library Board minutes as written. Second by Ms. Lerch. Motion carried.

D. Statements by Citizens

Dr. Shon Lewis introduced her husband, Willie Lewis, Jr. and stated she is a local author and community activist. She supports anti-discrimination training.

E. Correspondence

2017 West Milwaukee Cost per Circulation Worksheet

Attachments: [2017 West Milwaukee Cost per Circulation Worksheet](#)

2018 Community Breakfast of Thanks and Giving

Attachments: [2018 Thanksgiving Breakfast Flyer](#)

F. Claims and Finance Report

2. October Claims and Finance Report

Attachments: [October Claims and Finance Report](#)

Mr. Hengel moved to approve the October Claims and Finance Report. Second by Ms. Suelzer. Motion carried.

G. Unfinished Business**3. 2019 Library Operating Budget**

Attachments: [2019 Budget Calendar Revised](#)
[Library Organizational Chart](#)
[2019 proposed budget revised](#)

Alderson Weigel moved to approve the revised 2019 Library Operating Budget. Second by Ms. Hart. Motion carried.

4. City of West Allis Website redesign

Attachments: [Library Subsite Summary](#)
[City of West Allis Website Redesign Presentation](#)
[Library Website Redesign Slides](#)
[Terchak Trust Fund Request](#)
[Demco Info Sheet](#)
[Civic Plus Contract Revised](#)

Alderson Weigel moved to approve the use of Terchak Fund money to purchase a four hour block of virtual training with an additional four hours if needed. Second by Ms. Lerch. Motion carried.

5. Concrete Poetry Contest

Attachments: [Sidewalk Poetry Flyer](#)

Ms. Wadewitz read the six winning poems aloud. Mr. Koszalka will contact the winners.

H. New Business**6. MCFLS Update**

The West Milwaukee Cost per Circulation Worksheet is included in tonight's packet under Correspondence.

Ms. Suelzer's appointment to the MCFLS Board will be up for approval before the Milwaukee County Board of Supervisors.

7. Anti-Discrimination Training

Attachments: [Library Board Anti-Discrimination Training Statement](#)

Ms. Wadewitz read the attached statement:

The Library Board notes the Librarians participated in an anti-discrimination training session earlier today that was advocated for by Dr. Shon Lewis and was presented by Employment Practices Liability Specialist David Bailey from CIVMIC. Such training is conducted on a regular basis within the City in conjunction with the City's ongoing Employment Practices Liability training schedule.

8. 2019 Schedule of Holidays and Closings

Attachments: [2019 Schedule of Holidays and Closings](#)

Ms. Suelzer moved to approve the 2019 Schedule of Holidays and Closings. Second by Ms. Hart. Motion approved.

9. November and December Meeting Dates

Ms. Hart moved to approve the date of the combined November and December Library Board meeting. Second by Ms. Suelzer. Motion approved. The next meeting will take place Wednesday, November 28th at 7:00 P.M.

A second roll call was taken to reflect Ms. Jody Rymaszewski present at this time.

Present 7 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

Excused 2 - Ms. Michelle Boening, and Ms. Bree Johns-Konkol

10. Trustee Essentials-Chapter 7-The Library Board and Library Personnel

I. Library Director's Report

-The Library has two new employees: Patricia Koch part-time Cleaner and Megan Reddin, Librarian Intern.

-The Shorewood and Whitefish Bay Public Library directors visited the Library last week. They were interested in information relating to the Terchak endowment and received a tour of the Library as well.

- The Teen Summer Reading program was successful. 208 teens received 133 coupons with 69 of them completing the program.

-The National Avenue construction project is currently scheduled to be completed by Thanksgiving.

J. Adjournment

There being no further business Alderperson Weigel moved to adjourn. Second by Ms. Hart. Motion carried. The meeting was adjourned at 7:45 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.

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.