



City of West Allis

Meeting Minutes

Library Board

Wednesday, July 24, 2024

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, Ray Turner

Excused 1 - Elizabeth Suelzer

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

C. Approval of Minutes

1. Library Board Meeting Minutes June 26, 2024

Attachments: [Library Board Meeting Minutes June 26, 2024](#)

Ms. Hart moved to approve the June 26, 2024 Library Board meeting minutes as written. Second by Ms. Manthei. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mr. Robert Schwartz July 2024 Communication

Attachments: [Mr. Robert Schwartz July 2024 Communication](#)

Ms. Melanie Nolan July 2024 Communication

Attachments: [Ms. Melanie Nolan July 2024 Communication](#)

Greater Milwaukee Foundation June 2024 Communication

Attachments: [Greater Milwaukee Foundation June 2024 Communication](#)

Wisconsin Trustee Training Week 2024

Attachments: [Wisconsin Trustee Training Week 2024](#)

F. Claims and Finance Report

2. July 2024 Claims and Finance Report

Attachments: [July 2024 Claims and Finance Report](#)

Ms. Hart moved to approve the July 2024 Claims and Finance Report. Second by Ms. Arneson. Motion approved.

G. Unfinished Business

3. Performance Evaluation of the Library Director

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

Mr. Rausch stated it was the intention of the Library Board to convene in closed session at said time and place, to consider and vote on a motion to discuss the Library Director's performance evaluation and to take such further action as may be necessary and appropriate in this matter. A closed session for the above purpose is authorized pursuant to the provisions of Section 19.85(1)(c) of the Wis. Stats. which permits a governmental body upon motion duly made and carried, to convene in closed session for the purpose of considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A motion was made by Ms. Manthei to go into closed session at 7:10 p.m. Second by Ms. Hart. Motion approved. At 7:40 p.m. a motion was made by Ms. Manthei to convene in open session. Second by Ms. Hart. Motion approved.

4. 2025 Library Operating Budget

Attachments: [2025 City of West Allis Budget Calendar](#)
[2025 proposed budget](#)

Mike Koszalka, Library Director, met with City Administrator Grill and Mayor Devine about the 2025 operating budget. Salary figures will be available for the Library Board to approve in August.

H. New Business

5. MCFLS Update

A meeting with system library directors will take place soon about the upcoming reciprocal borrowing agreement.

6. Election of Officers

This item was tabled until August.

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

Attachments: [Trustee Essentials-Chapter7-The Library Board and Library Personnnel](#)

I. Library Director's Report

- The elevator upgrade has been progressing.
- The laptop dispenser will go live soon.
- The City will be transitioning to a new website provider-Apptegy. Library staff will bring proposals for a website vendor to the Library Board at a future meeting.
- Digital content checkouts have increased significantly.
- Summer program attendance has been high.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Arneson. Motion approved. The meeting was adjourned at 7:55 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.