



City of West Allis

Meeting Minutes

Library Board

Wednesday, December 4, 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

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

Present 9 - Jamie Arneson, Barbara Hart, Darren Rausch, Cathy Manthei, Jody Rymaszewski, Elizabeth Suelzer, Angela Collings, Amelia Bursi, Ray Turner

C. Approval of Minutes

1. Library Board meeting Minutes October 23, 2024

Attachments: [Library Board Meeting Minutes October 23, 2024](#)

Ms. Hart moved to approve the October 23, 2024 Library Board meeting minutes as written. Second by Alderperson Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Mr. Pedro Velazquez October 2024 Communication

Attachments: [Mr. Pedro Velazquez October 2024 Communication](#)

F. Claims and Finance Report

2. December 2024 Claims and Finance Report

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

Ms. Hart moved to approve the December 2024 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

G. Unfinished Business

3. MCFLS Member Agreements

- Attachments:** [Member Agreements - Executive Summary \(draft\) 2024](#)
[MCFLS Cataloging costs 2024-2025](#)
[2025-2028 Member Agreements Form](#)
[West Allis Costs](#)
[MCFLS agreement 2025-2028](#)

Ms. Rymaszewski moved to approve the 2025-2028 MCFLS Member Agreements. Second by Alderperson Turner. Motion approved.

4. Library Literature Distribution and Solicitation Policy

- Attachments:** [Library Literature Distribution - Solicitation Policy](#)

Ms. Manthei moved to approve the revised Library Literature Distribution-Solicitation Policy. Second by Ms. Hart. Motion approved.

5. Library Website

There is no update on this item.

H. New Business

6. MCFLS Update

The MCFLS officers remain the same.

MCFLS will be using some reserve funds to match state funds to support the Milwaukee County Jail and the Vel R. Phillips Juvenile Justice Center efforts to create libraries for their inmates.

7. Performance Evaluation of the Library Director

- Attachments:** [Library Director Performance Eval Timeline](#)
[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 goals 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. Hart to go into closed session at 7:26 p.m. Second by Alderperson Turner. Motion approved.

At 7:40 p.m. a motion was made by Ms. Hart to convene in open session. Second by Alderperson Turner. Motion approved.

8. Recommendation of the Library Director to revoke the privileges of a library patron

- Attachments:** [Mr. Donny Macklin Communication](#)

Ms. Hart moved to affirm the ban on Mr. Macklin. Second by Alderperson Turner. Motion approved.

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

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

I. Library Director's Report

- Part of the Library roof has been replaced.
- Winter Reading for all ages will run from December 16th to March 1st. Patrons can sign up in person or online.
- The Library received a final donation totaling \$227,000 from the estate of Marion Jane Ellert.
- The Children's Department has a new program called Barks and Books. Children in 5K-5th grade can read to therapy dogs. Julia Fischer, Children's Librarian, created the program.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Alderperson Turner. The meeting was adjourned at 7:59 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.