



City of West Allis

Meeting Minutes

Library Board

Wednesday, November 28, 2018

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:00 P.M.

B. Roll Call

Present 7 - Ms. Barbara Hart, Ms. Bree Johns-Konkol, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

Excused 2 - Mr. Adam Hengel, and Ms. Michelle Boening

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

Others present: Sheryl Kuhary, Interim City Attorney

C. Approval of Minutes

1. October 24, 2018 Library Board Minutes

Attachments: [October 24, 2018 Library Board Minutes](#)

Ms. Hart moved to approve the meeting minutes with one spelling correction. Second by Alderperson Weigel. Motion carried.

D. Statements by Citizens

Mr. Thomas L. Brooks, Jr. made a statement about the Library's current policy for paying for printing from the public use computers. He would like to see a model similar to the Milwaukee Public Library put into effect to help control Library paper costs.

E. Correspondence

Jane A. Gallant Trust Communication

Attachments: [Jane A. Gallant Trust Communication](#)

Jane Gallant Communication (2)

Attachments: [Jane Gallant Communication \(2\)](#)

F. Claims and Finance Report

2. November Claims and Finance Report

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

Ms. Suelzer moved to approve the November Claims and Finance Report. Second by Ms. Lerch. Motion carried.

G. Unfinished Business

3. 2019 Library Operating Budget

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

The 2019 Library operating budget was approved by the Common Council with no changes.

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](#)

On December 4th, 2018 the Library website team will meet with a CivicPlus project manager to start the process of the Library website redesign.

5. Concrete Poetry Contest

Attachments: [Sidewalk Poetry Flyer](#)

All of the winners were contacted. They will be invited to attend the stamping which will occur in the spring.

H. New Business

6. MCFLS Update

Ms. Suelzer attended her first MCFLS Board meeting on November 26th. Discussion included a trial of a new database to possibly replace Standard and Poor's NetVantage, the Public Library System redesign recommendations, and new MCFLS hotspots ready for lending. Also, the possibility of a discovery layer being added to CountyCat to create one library catalog for all public library holdings in the state was discussed.

7. Process for Handling Claims Against the Library

Ms. Kuhary, City Attorney, discussed the process used to handle claims against the Library.

8. Performance and Salary Review Policy for Library Miscellaneous Employees

Attachments: [Performance and Salary Review Policy for Miscellaneous Employees Revised](#)

Alserperson Weigel moved to approve the Performance and Salary Review Policy for Library Miscellaneous Employees with one modification. Second by Ms. Johns-Konkol. Motion approved.

Item # 1 on each competency list will read: "a. Willing to work hours as described in job description."

9. Performance Evaluation of the Library Director

Ms. Wadewitz met with Rebecca Grill, City Administrator, to discuss evaluating the performance of the Library Director. A subcommittee will be formed to create a process that will be used for the yearly evaluation. Ms. Lerch volunteered to be on the committee.

10. Trustee Essentials-Chapter 6-Evaluating the Library Director

Attachments: [Trustee Essentials Chapter 6-Evaluating the Director](#)

I. Library Director's Report

- On November 15th Mr. Koszalka, Library Director met with Pete Daniels, City Engineer, and AECOM, an engineering firm, concerning the new Library parking lot. A presentation by Mr. Daniels and staff representing AECOM will be included on the January Library Board agenda.
- The Children's Department restroom refurbishment will begin soon and materials have been ordered.
- The HVAC project is progressing. The furnace work is completed and the air handlers are being replaced.
- The National Avenue project is not expected to be done until December 25th.

J. Adjournment

There being no further business Ms. Rymaszewski moved to adjourn. Second by Alderperson Weigel. Motion carried. The meeting was adjourned at 8:27 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.