



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, May 24, 2023

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

Ms. Suelzer called the meeting to order at 7:00 p.m.

#### B. Roll Call

*Present: Jamie Arneson, Barbara Hart, Adam Hengel, Jody Rymaszewski, Elizabeth Suelzer, Alderperson Turner, and Michelle Wadewitz*

*Excused: Darren Rausch*

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

#### C. Approval of Minutes

##### 1. Library Board Meeting Minutes April 26, 2023

Attachments: [Library Board Meeting Minutes April 26, 2023](#)

Ms. Hart moved to approve the April 26, 2023 Library Board minutes as written. Second by Alderperson Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

None.

#### F. Claims and Finance Report

##### 2. May 2023 Claims and Finance Report

Attachments: [May 2023 Claims and Finance Report](#)

Ms. Hart moved to approve the May 2023 Claims and Finance Report. Second by Alderperson Turner. Motion approved.

#### G. Unfinished Business

##### 3. Posting-Free Literature Racks Policy

Attachments: [Library Posting and Free Literature Racks Policy Draft revision](#)  
[Posting-Free Literature Racks Policy-Revised](#)

Ms. Arneson moved to request the City Attorney create an alternate policy pertaining to City of West Allis business, events, information, and activities. Second by Ms. Rymaszewski. Motion approved. An alternate policy will be presented at the June Library Board meeting.

4. West Allis A La Carte

Ms. Suelzer has coordinated volunteers to staff the Library booth at the West Allis A La Carte event to be held Sunday, June 4th.

#### H. New Business

5. MCFLS Update

MCFLS will be creating a new strategic plan next year.

Steve Hesel, Director of MCFLS, Michael Koszalka, Library Director and representatives from Froedtert met to discuss the Library participating in the All of Us research program. The Library would assist participants in signing up for the program and provide space for other enrollment needs.. In return, the Library will apply for a \$65,000 grant. This grant would pay for laptops for patron use and digital monitors throughout the library.

6. Performance Evaluation of the Library Director

**Attachments:** [Library Director Evaluation Policy](#)  
[Library Director Evaluation Feedback](#)  
[Proposed Timeline for Director Evaluation \(revised\)](#)

Ms. Wadewitz, Mr. Hengel, and Ms. Suelzer will meet in June as a sub-committee to discuss feedback on the Library Director. Input will be collected from Library staff and City of West Allis peers and colleagues.

7. 2024 Library Operating Budget

**Attachments:** [City Of West Allis 2024 Budget Timeline](#)

The City of West Allis 2024 operating budget timeline was presented.

8. Collection Development Policy

**Attachments:** [COLLECTION DEVELOPMENT POLICY - Revised 2023](#)

Ms. Rymaszewski moved to approve the revised Collection Development policy. Second by Ms. Hart. Motion approved.

9. Circulation of Library Materials Policy

**Attachments:** [Circulation of Library Materials Policy - revise draft 5-24-2023](#)

Ms. Rymaszewski moved to approve the revised Circulation of Library Materials policy. Second by Ms. Hart. Motion approved.

10. Trustee Essentials-Chapter 22-Freedom of Expression and Inquiry

#### I. Library Director's Report

- We are close to hiring a Children's Services Supervisor, and will have confirmation at the June Library Board meeting.
- Ms. Julia Fischer has been hired as a Librarian Intern. She is attending the University of Alabama online for her Master's in Information and Library Science.
- Summer reading starts June 1st.
- Mr. Bill Radonski recently passed away. He was a true friend of the Library, and donated funds to create the original reading garden outside the Library and was working on raising funds to create an outdoor programming space for the Library. His family wants to continue, honoring his wishes.

**J. Adjournment**

There being no further business, Ms. Rymaszewski moved to adjourn. Second by Ms. Hart. The meeting was adjourned at 8:00 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.