



City of West Allis

Meeting Minutes

Library Board

Wednesday, March 28, 2018

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

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

B. Roll Call

Present 8 - Ms. Michelle Boening, 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 1 - Mr. Adam Hengel

Staff present: Michael Koszalka, Library Director and Emily Rutter, Adult Services & Circulation Supervisor

C. Approval of Minutes

Aldersperson Wiegell moved to approve the minutes with two additions and one modification. 'Respectfully submitted by' will be added as well as the numbering of sub items. Under item H. New Business, regarding Ms. Huttner, should read 'Aldersperson Wiegell moved to approve to revoke the library privileges of Hs. Huttner for up to 65 days'. Second by Ms. Wadewitz.

1. Minutes of the February 28, 2018 Meeting

Attachments: [Minutes of the February 28, 2018 Meeting](#)

D. Statements by Citizens

None.

E. Correspondence

2. Aaron Prinz Communication

Attachments: [Letter to Aaron Prinz Eagle Scout](#)

3. Jane Huttner Communication

Attachments: [Jane Huttner Communication March 2018](#)

F. Claims and Finance Report

Ms. Wadewitz moved to approve the March 2018 Claims and Finance Report. Second by Ms. Lerch. Motion approved.

4. March 2018 Claims and Finance

Attachments: March 28, 2018 Voucher Form
CLAIMS AND FINANCE REPORT March 2018 (2)

G. Old Business

5. State Annual Report Form, "Statement Concerning Public Library System Effectiveness"

Attachments: [Statement of Effectiveness for 2017 \(5\)](#)

Alderson Weigel moved to approve the reason for answering no to the "Statement Concerning Public Library System Effectiveness." Second by Ms. Johns-Konkol.

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

The matter of revoking the privileges of Ms. Huttner for up to 65 days was discussed.

H. New Business

7. MCFLS Update

The MCFLS Director will keep the board updated regarding the vacant position on the MCFLS Board of Trustees.

8. Request by Banned Patron for Reinstatement of Library Privileges

Attachments: [James Muraco Request for the Reinstatement of Library Privileges](#)
[James Muraco Letter December 2012](#)

Alderson Weigel moved to approve the reinstatement of library privileges for James Muraco. Second by Ms. Johns-Konkol.

9. Trustee Essentials Chapter 1 - The Trustee Job Description

Attachments: [Trustee Essentials-Chapter 1-The Trustee Job Description](#)

The board discussed Trustee Essentials Chapter 1 and Chapter 27.

I. Library Director's Report

- Second round interviews for the open Part-Time Circulation Services Representative were completed. Four candidates were interviewed, one has been selected.
- There were 76 applicants for the 2 open Librarian positions, first round interviews begin next week.
- Cracking on the south side facade has been discovered. DPW Interim Director Dave Wepking and Interim City Engineer Pete Daniels are aware and believe the building is structurally fine but will move forward with repairs. A structural engineer will be contacted. Additionally, DPW will be power washing the building sometime later this spring.
- The specifications for the bid for the new HVAC system are set. The boilers are to be replaced sometime between June and the end of August. The AC will be replaced between October and November. Library service hours will not be affected.
- April 11, 2018 the City will be providing refreshments and a raffle for library staff in honor of National Library Week.
- Preparations for the library's participation at A La Carte 2018 are underway.

J. Adjournment

There being no further business Alderperson Weigel moved to adjourn. Second by Ms. Johns-Konkol. The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Jody Rymaszewski
Secretary