



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, June 27, 2018

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 PM.

#### B. Roll Call

**Present** 7 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

**Excused** 2 - Ms. Michelle Boening, and Ms. Bree Johns-Konkol

*Others present: Jon Matte, Communications Director and Jenny Kosek, Communications Strategist*

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

#### C. Approval of Minutes

Alderson Weigel moved to approve the minutes of the May 23, 2018 meeting minutes.  
Second by Ms. Wadewitz.

1. May 23, 2018 Library Board Minutes

Attachments: May 23, 2018 Library Board Minutes

#### D. Statements by Citizens

None.

#### E. Correspondence

2. Mr. Matthew Droese Communication

Attachments: Mr. Matthew Droese Communication

3. Mr. Stanley Zurkowski Communication

Attachments: Mr. Stanley Zurkowski Communication

4. Liz Suelzer Communication

Attachments: Liz Suelzer Communication

5. Greater Milwaukee Foundation Communication

Attachments: Greater Milwaukee Foundation Communication

#### F. Claims and Finance Report

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

6. June 2018 Claims and Finance

Attachments: June 2018 Claims and Finance Report  
June 27, 2018 Voucher Form

### G. Unfinished Business

7. City of West Allis Social Media Policy

Attachments: Library Social Media Policy  
Social Media Policy 6.0 9-21-17

Alderperson Weigel moved to approve a modified version of the City of West Allis Social Media policy. Second by Ms. Rymaszewski. Motion approved. Section 6.2.3 of the policy will be removed and the West Allis Public Library Code of Conduct policy will be renamed "West Allis Public Library Patron Social Media Code of Conduct."

8. City of West Allis Website redesign

Attachments: Library Subsite Summary  
City of West Allis Website Redesign Presentation

Jenny Kosek from the Communications Department presented on the City of West Allis website redesign.

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

Ms. Wadewitz moved to approve lifting the ban on Ms. Huttner provided she comply with the Library Code of Conduct. Second by Alderperson Weigel. Motion approved.

### H. New Business

10. MCFLS Update

Trustee Training Week runs August 13th-August 17th this year. Programs are archived.

The Wisconsin Public Library Redesign Project has proposed two library service models. These are outlined at [www.plsr.info](http://www.plsr.info). Feedback will be taken until July 20th, 2018.

11. 2019 Library Operating Budget

Attachments: 2019 Budget Calendar Revised

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

Ms. Wadewitz moved to affirm the ban on Mr. Matthew Droese. Second by Alderperson Weigel. Motion approved.

13. Trustee Essentials-Chapter 3-Bylaws-Organizing the Board for Effective Action

Attachments: Trustee Essentials-Chapter 3-Bylaws-Organizing the Board for Effective  
Action  
LIBRARY BOARD BYLAWS - rev. 2016

## I. Library Director's Report

-Summer reading numbers have not been adversely affected by the National Avenue construction. There have been slight decreases in Children's and Adult signups and an increase in Teen participation.  
-The HVAC system boilers will be replaced in the next few months. The air handling units will be replaced in the fall. The work is being done by Butters- Fetting Co, Inc.  
-In the May 25th edition of the Southwest Now the Library was featured in an article titled "Library Lovers A Tough Bunch" concerning the National Avenue construction.  
-The Children's Department has a new, larger reference desk.  
-Staff have been creating successful popup libraries at City Hall and events around the city including the Farmer's Market.

## J. Adjournment

There being no further business, Alderperson Weigel moved to adjourn. Second by Mr Hengel. Motion Approved. The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Jody Rymaszewski



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.