



City of West Allis

Meeting Minutes

Library Board

Wednesday, March 27, 2019

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 5 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Bree Johns-Konkol, Ms. Elizabeth Suelzer, and Ms. Michelle Wadewitz

Excused 4 - Ms. Michelle Boening, Ms. Kari Lerch, Ms. Jody Rymaszewski, and Ald. Martin J. Weigel

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

C. Approval of Minutes

February 27, 2019 Library Board Minutes

Attachments: [February 27, 2019 Library Board Minutes](#)

Ms. Suelzer moved to approve the meeting minutes with a modification to the 2018 Statement of Effectiveness. Second by Ms. Hart. Motion carried.

The following sentence was added to the end of the statement:

The West Allis Public Library Board of Trustees remains hopeful for a more equitable approach towards library system resource allocation.

D. Statements by Citizens

None.

E. Correspondence

Take Me Out to the Dog Park Charity Gala

Attachments: [Take Me Out to the Dog Park Charity Gala](#)

Jane Gallant Communication (2)

Attachments: [Jane Gallant Communication \(3\)](#)

Greater Milwaukee Foundation Communication

Attachments: [Greater Milwaukee Foundation \(2\)](#)

[Greater Milwaukee Foundation Communication \(1\)](#)

F. Claims and Finance Report

2. March 2019 Claims and Finance Report

Attachments: March 2019 Claims and Finance report

Ms. Johns-Konkol moved to approve the March Claims and Finance Report. Second by Ms. Hart. Motion approved.

G. Unfinished Business

3. 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](#)

Mr. Koszalka, Library Director, showed the Library Board the Library's initial website design. The website team has asked CivicPlus for revisions.

4. Performance Evaluation of the Library Director

The Library Board subcommittee is working on an a general overview and policy for the performance evaluation of the Library Director.

5. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)

Strategic planning subcommittee meetings have been set for Thursday, May 9th and Thursday, June 13th from 6:30-8:30 p.m. Library Board members are welcome to join the subcommittee.

H. New Business

6. MCFLS Update

Ms. Suelzer attended a MCFLS strategic planning meeting with system library directors and other MCFLS trustees. On Wednesday, April 10th a joint finance session will take place in Oak Creek to discuss state aid to the system.

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

Attachments: [Mark Dudzik Communication](#)
[Mark Dudzik Article](#)
[Mark Dudzik Medical Article](#)
[Marck Dudzik Communication](#)

Ms. Johns-Konkol moved to uphold the ban on Mr. Dudzik. Second by Ms. Wadewitz. Motion approved.

8. Overdue Library Materials Collection Update

Attachments: [Overdue Library Collections Update March 2019](#)

The Library Board reviewed the 2019 Overdue Library Materials Collection update.

9. Library Public Access Internet Policy

Attachments: Public Access Internet Policy Revision
Library - Internet Policy - rev 3-27-19

Ms. Suelzer moved to accept the revised Library Public Access Internet policy. Second by Mr. Hengel. Motion carried.

10. Library Code of Conduct

Attachments: Library Code of Conduct Policy Revision
Library Code of Conduct (revised) 3-27-19

Mr Hengel moved to approve the revised Library Code of Conduct with modifications. Second by Ms. Suelzer. Motion carried. The third bullet point will now read:

•Patrons using their own Internet connectable devices are subject to and must also comply with the library's Public Access Internet Policy, as applicable (e.g., Misuse of Computer Equipment and Internet Access, Copyright Considerations, etc.). Because the screens of Internet workstations and personal Internet connectable devices may be viewed by patrons in the library other than the user, displays of sexually explicit or violent materials are prohibited. Additionally, access to/use of the Internet may only be for legal purposes.

11. 2018 Public Library Annual Report

Attachments: 2018 State Annual Report

Ms. Wadewitz moved to approve the annual report with the addition of the totals needed from the City Finance Department and a modification to the statement of effectiveness. Second by Mr. Hengel. Motion approved.

12. 2018 Trust Fund Report

This item was tabled until the next Library Board meeting.

13. Trustee Essentials-Chapter 10-Developing Essential Library Policies

Attachments: Trustee Essentials-Chapter 10-Developing Essential Library Policies

I. Library Director's Report

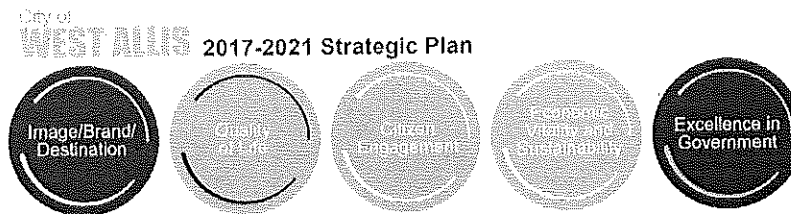
- On April 1st Cornerstone Paving will begin work on the sidewalks on National Avenue. Lane closures will begin April 3rd. Eastbound National Avenue will remain open and 75th Street will open to two way traffic. The project is expected to be completed by the end of June.
- Officer Paul Taylor with CART (Crisis Assessment Response Team), along with a social worker, met with the librarians to discuss when to utilize the program.
- The Library is currently filling four page positions.
- Second interviews for the Circulation Services Representative position will take place soon.
- Melissa Sylla, part-time librarian, has accepted a full-time position with the Greenfield Public Library. Her last day will be April 5th.

J. Adjournment

There being no further business, Ms. Johns-Konkol moved to adjourn. Second by Ms. Hart. Motion carried. The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Elizabeth Suelzer, 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.