



City of West Allis

Meeting Minutes

Library Board

Wednesday, June 26, 2019

7:00 PM

West Allis Public Library
7421 W. National Ave.

Draft Minutes

A. Call to Order

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

B. Roll Call

Present 5 - Ms. Michelle Boening, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, and Ms. Elizabeth Suelzer

Excused 3 - Mr. Adam Hengel, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

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

C. Approval of Minutes

1. Library Board Meeting Minutes May 22, 2019

Attachments: [Library Board Meeting Minutes May 22, 2019](#)

Ms. Lerch moved to approve the May Library Board minutes as written. Second by Ms. Hart. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Wisconsin Trustee training Week 2019

Attachments: [Wisconsin Trustee Training Week 2019](#)

Terchak Fund Statement March 2019

Attachments: [Terchak Fund Statement March 2019](#)

Greater Milwaukee Foundation Communication

Attachments: [Greater Milwaukee Foundation Communication](#)

F. Claims and Finance Report

2. June 2019 Claims and Finance Report

Attachments: [June 2019 Claims and Finance Report](#)

Ms. Lerch moved to approve the June 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](#)

The new Library website is scheduled to go live on July 1st. A scavenger hunt contest will encourage patrons to use the new site.

4. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)
[Strategic Planning Subcommittee Minutes May 9, 2019](#)
[June 2019 Strategic Planning Subcommittee Meeting Minutes](#)

At the June Strategic Planning meeting, the subcommittee discussed questions to survey staff, patrons and stakeholders about the Library. The next meeting will take place July 11th at 6:30 p.m.

5. Performance Evaluation of the Library Director

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

Ms. Suelzer moved to table this item until the July Library Board meeting. Second by Ms. Boening. Motion approved.

H. New Business**6. MCFLS Update**

The MCFLS Board has met in closed session to discuss the upcoming budget and reciprocal borrowing. MCFLS will use the marketing budget to promote three online resources: Gale Courses, Transparent Languages, and CFRA.

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

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

I. Library Director's Report

- The south side of the parking lot was completed on time. The north side will begin on July 1st. One more disabled parking stall was added to bring the total number to four.
- Two full-time staff have submitted resignations. Rachel Carroll, Librarian, has accepted a job in Madison. Her last day will be July 12th. Mark Kasten, Janitor, will be working for the Waukesha School District. His last day will be July 5th.
- Staff has attended active shooter training offered by the West Allis Police Department.
- Summer reading is in full swing. 988 children, 283 teens, and 265 adults have signed up. The Wednesday morning Children's performances have been averaging 73 attendees.
- West Allis AlaCarte was a success. Michael Koszalka, Library Director, thanked the volunteers who staffed the Library booth.
- Bree Johns-Konkol has moved out of West Allis and has resigned her position on the Library Board.

J. Adjournment

There being no further business, Ms. Lerch moved to adjourn. Second by Ms. Rymaszewski. Motion approved. 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.