



City of West Allis

Meeting Minutes

Library Board

Wednesday, December 11, 2019

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 p.m.

B. Roll Call

Present 6 - Ms. Barbara Hart, Ms. Elizabeth Suelzer, Ald. Martin J. Weigel, Ms. Jody Rymaszewski, Mr. Ray Turner, and Ms. Michelle Wadewitz

Excused 2 - Mr. Adam Hengel, and Ms. Kari Lerch

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

C. Approval of Minutes

1. Library Board Meeting Minutes October 23, 2019

Attachments: Library Board Meeting Minutes October 23, 2019

Ms. Hart moved to approve the October 23, 2019 Library Board minutes as written. Second by Ms. Suelzer. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

MCFLS Letter from Cudahy Family Library 11-9-19

Attachments: MCFLS letter from Cudahy Family Library 11-9-2019

Terchak Fund Statement September 2019

Attachments: Terchak Fund Statement September 2019

Greater Milwaukee Foundation Grant Communication

Attachments: Greater Milwaukee Foundation Grant Communication

F. Claims and Finance Report

2. December 2019 Claims and Finance Report

Attachments: December 2019 Claims and Finance Report

Ms. Suelzer moved to approve the December 2019 Claims and Finance Report. Second by Ms. Hart. Motion approved.

G. Unfinished Business

3. 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](#)
[Library Strategic Planning Subcommittee Minutes July 11, 2019](#)
[Library Board Strategic Planning Subcommittee Meeting Minutes August 8th, 2019](#)

The Library Board Strategic Planning Subcommittee has reviewed patron responses to the survey. The next meeting will take place Thursday, December 19th at 6:30 p.m.

4. Performance Evaluation of the Library Director

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

Ms. Michelle Wadewitz stated it was the intention of the Library Board to convene in closed session at said time and place to consult and discuss the mid-year evaluation for the Library Director and to take such further action as may be necessary and appropriate in these matters.

A closed session for the above purpose is authorized pursuant to the provision of Section 19.85 (1)(c) of the Wis. Stats., which authorizes a governmental body, upon motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A motion was made by Ms. Suelzer to go into closed session at 7:15 p.m. Second by Alderperson Weigel. Motion carried. At 7:50 p.m. a motion was made by Ms. Wadewitz to convene in open session. Second by Alderperson Weigel. Motion carried.

5. 2020 Library Operating Budget

Attachments: [2020 Budget Calendar Revised 10.9.19](#)
[Proposed 2020 Library Budget \(Revised\)](#)

The 2020 Library Operating Budget was approved without revision by the Common Council.

6. MCFLS Member Agreement

Attachments: [MCFLS Member Agreement-Proposed Changes](#)
[2020-2024 MCFLS Member Agreement](#)

The Library Board tabled this item until the January meeting.

7. Book Bench Project

Attachments: [Book Bench Letter](#)

A meeting with Library staff will take place to generate ideas for the Book Bench Project.

H. New Business

8. MCFLS Update

The Wauwatosa Public Library is eliminating fines on children's items.

9. Library Fountain

The Library fountain has a serious leak. If steps to repair the issue fails the future of the fountain will be discussed at the next Library Board meeting.

10. Employee Injury/Illness Policy and Procedures

Attachments: Library Employee Injury Policy and Procedure

Ms. Rymaszewski approved the Employee Injury/illness Policy as written. Second by Alderperson Weigel. Motion approved.

11. Trustee Essentials-Chapter 16-Ethics and Conflict of Interest Laws Applying to Trustees

Attachments: Trustee Essentials-Chapter 16-Ethics and Conflict of Interest Laws
Applying to Trustees

I. Library Director's Report

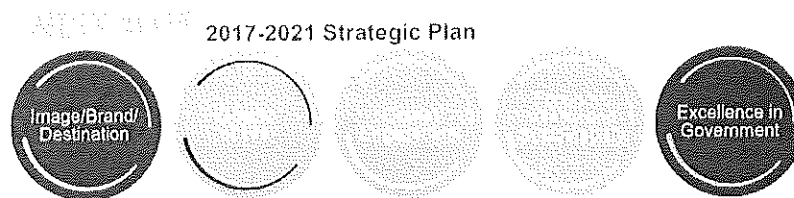
-Ms. Michelle Boening has resigned from the Library Board due to conflicting commitments.
-The Library held a West Allis Gives Back program on Sunday, December 1st. Ashley Wagner, Administrative Support Specialist, coordinated the event which collected donations for non-profits in the area.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Alderperson Weigel. Motion approved. The meeting was adjourned at 9:05 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.