



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, March 24, 2021

7:00 PM

West Allis Public Library  
7421 W. National Ave.

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#### A. Call to Order

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

#### B. Roll Call

**Present** 8 - Adam Hengel, Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Ray Turner, Michelle Wadewitz, and Angelito Tenorio

**Excused** 1 - Elizabeth Suelzer

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

*Others present: Rebecca Grill, City Administrator*

#### C. Approval of Minutes

1. Library Board Meeting Minutes February 24, 2021

**Attachments:** [Library Board Meeting Minutes February 24, 2021](#)

Mr. Hengel moved to approve the February 24, 2021 Library Board minutes as written. Second by Ms. Hart. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Senator Tim Carpenter Communication

**Attachments:** [Senator Tim Carpenter Communication](#)

Greater Milwaukee Foundation March 2021 Communication

**Attachments:** Greater Milwaukee Foundation March 2021 Communication

#### F. Claims and Finance Report

2. March 2021 Claims and Finance Report

**Attachments:** March 2021 Claims and Finance Report

Ms. Hart moved to approved the March 2021 Claims and Finance Report. Second by Mr. Hengel. Motion approved.

#### G. Unfinished Business

3. COVID-19 Update

Seven more computers, five in the Adult department and two in Children's, have been opened up for patrons to use. Staff will no longer be monitoring the time patrons spend in the building. Patrons will still be asked to limit their visit to 30 minutes. Beginning April 1st materials will no longer be quarantined.

**H. New Business**

4. MCFLS Update

Brown Deer Public Library has a new facility. MCFLS has hired Eric Henry as a PC Support Specialist, replacing Hieu Tran.

5. Performance Evaluation of the Library Director

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

Ms. Wadewitz, Ms. Southern, and Mr. Hengel will serve on the subcommittee charged with the performance evaluation of the Library Director. Staff feedback will be collected by Emily Rutter, Supervisor of Adult Reference and Circulation Services. Rebecca Grill, City Administrator, will collect department head and Alderperson feedback. The subcommittee will meet at 6:00 p.m. on Wednesday, April 28th.

6. Terchak Trust Fund Report-Request Funds for Time Management Software

**Attachments:** [Terchak Trust Fund Report March 2021](#)

Ms. Hart moved to approve the Terchak Fund request. Second by Ms. Dohearty. Motion approved.

7. 2021 Schedule of Holidays and Closings-Revised

**Attachments:** [2021 Schedule of Holidays and Closings-Revised](#)

The Library Board tabled this item until the April meeting.

8. Trustee Essentials-Chapter 27-Trustee Orientation and Continuing Education

**Attachments:** [Trustee Essentials-Chapter 27-Trustee Orientation and Continuing Education](#)

**I. Library Director's Report**

- Marilyn Zagorski was hired as a part-time Cleaner.
- In June, the Library will be collaborating on a library services webinar with the Communications department.
- Starting Monday, April 5th the facade of the Library building will be powerwashed. Tuck pointing and sealing will also take place. The work should be completed by mid- May.
- In late August, S. 75th Street is scheduled to be repaved.
- Since June 8th, 102, 000 patrons have entered the Library, checking out 211,000 items. 500 new library cards were issued and 850 curbside appointments were made. Since September 20th there have been 9,900 computer sessions.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. 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.