



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, October 27, 2021

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 p.m.

#### B. Roll Call

**Present** 6 - Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, and Michelle Wadewitz

**Excused** 3 - Gloria Dohearty, Angelito Tenorio, and Adam Hengel

*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 September 22, 2021

**Attachments:** [Library Board Meeting Minutes September 22, 2021](#)

Ms. Hart moved to approve the September 22, 2021 minutes as written. Second by Mr. Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Teen Summer Reading 2021 Report

**Attachments:** [Teen Summer Reading 2021 Report](#)

#### F. Claims and Finance Report

2. October 2021 Claims and Finance Report

**Attachments:** [October 2021 Claims and Finance Report](#)

Mr. Hart moved to approve the October 2021 Claims and Finance Report. Second by Mr. Turner. Motion approved.

#### G. Unfinished Business

3. COVID-19 Update

Nothing new to report.

4. 2022 Library Operating Budget

**Attachments:** [2022 Budget Calendar Final](#)  
[2022 Library Operating Budget](#)

**This item was voted on with #2 under New Business.**

At this point Library Board member Adam Hengel arrived.  
Present 7-Barbara Hart, Adam Hengel, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, and Michelle Wadewitz  
Excused 2 - Gloria Dohearty, and Angelito Tenorio

**5. Terchak Trust Fund Request-Skylights**

**Attachments:** [Terchak Fund Request-Skylights](#)

**Ms. Wadewitz moved to table this item for six months. Second by Ms. Southern. Motion approved. Ms. Rymaszewski abstained from the vote.**

**H. New Business**

**6. MCFLS Update**

**The MCFLS budget was passed. It includes an increase in state funding that will allow for discounts to member libraries for shared services such as cataloging and the mobile app.**

**The North Shore Library communities are working on an agreement that will include a new building.**

**MCFLS will use American Rescue Plan Act funding to subscribe to an online tutoring service (Brainfuse) and funding for exterior charging stations and book lockers.**

**7. Library Organizational Chart**

**Attachments:** [Library Organizational Chart 2022](#)

**Ms. Wadewitz moved to approve the amended Library Organizational Chart and the 2021 Library Operating Budget. Second by Ms. Southern. Motion approved.**

**8. City Consolidation Feasibility Study**

**Attachments:** [Barrientos WA Consolidated City Facility Proposal](#)

**Rebecca Grill, City Administrator, outlined the consolidation proposal. American Rescue Plan Act funding would be used if the City's grant application is approved.**

**9. November and December Meeting Dates**

**Ms. Southern moved to set Wednesday, December 1st at 7:00 p.m. as the date and time of the next Library Board meeting. Second by Ms. Rymaszewski. Motion approved.**

**10. 2022 Schedule of Holidays and Closings**

**This item will be included on the December Library Board agenda.**

**11. Performance Evaluation of the Library Director**

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

A subcommittee will convene to discuss revisions to the Library Director Evaluation timeline. Elizabeth Suelzer, Kari Southern, Adam Hengel, and Michelle Wadewitz will serve on the subcommittee.

**12. Trustee Essentials-Chapter 7-The Library Board and Library Personnel**

This will be included on the December Library Board agenda.

**I. Library Director's Report**

- Carolyn Beck and Jenna Galske have been hired as provisional Library Assistants. They will start November 1st. Both have customer service experience.
- The Library participated in the City of West Allis's Halloweek. On Monday, October 25th the Library held an event called Bewitching Hours that included a costume contest, storytimes, a photo booth, crafts, and candy.
- The 2021 Teen Summer Reading Report is included in the agenda. 211 teens registered, an increase over last year.

**J. Adjournment**

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. Motion approved. The meeting was adjourned at 8:29 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.

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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.