



City of West Allis

Meeting Minutes

Library Board

Wednesday, April 25, 2018

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 PM.

B. Roll Call

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

Excused 3 - Ms. Michelle Boening, Ms. Bree Johns-Konkol, and Ms. Kari Lerch

Others present: Rebecca Grill, City Administrator

Staff present: Michael Koszalka, Library Director and Emily Rutter, Adult Services & Circulation Supervisor

C. Approval of Minutes

Aldersperson Weigel moved to approve the minutes. Second by Ms. Wadewitz.

1. Minutes of the March 28, 2018 Meeting

Attachments: [Minutes of the March 28, 2018 Meeting](#)

D. Statements by Citizens

None.

E. Correspondence

2. Greater Milwaukee Foundation

Attachments: [Greater Milwaukee Foundation](#)

F. Claims and Finance Report

Aldersperson moved to approve the April 2018 Claims and Finance Report. Second by Ms. Hart.
Motion approved.

3. April 2018 Claims and Finance

Attachments: [April 25, 2018 Voucher Form](#)
[CLAIMS AND FINANCE REPORT April 2018](#)

G. Unfinished Business

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

Michael Koszalka, Library Director presented a status report regarding this patron. Alderperson Weigel moved to revoke the privileges of Ms. Huttner for an additional 65 days. Second by Ms. Wadewitz.

H. New Business

5. MCFLS Update

The vacant position on the MCFLS Board of Trustees remains.

6. Pay for Performance presented by Rebecca Grill, City Administrator

Attachments: [Policy Procedure 1110](#)
[Policy Procedure 1113](#)
[Policy Procedure 1422](#)
[Current Policy and Procedure 1422](#)
[Policy 1113 - Amended](#)
[Policy 1422 - Amended](#)

Rebecca Grill, City Administrator presented the Pay for Performance policies and procedures recently adopted by the Common Council.

7. 2017 Public Library Annual Report

Attachments: [Public Library Annual Report 2017](#)

The board discussed the 2017 Public Library Annual Report.

8. 2017 Trust Fund Report

Attachments: [Library Trust Fund Reports-2017](#)

The board reviewed and discussed the 2017 Trust Fund Report.

9. Trustee Essentials Chapter 2 - Who Runs the Library?

Attachments: [Trustee Essentials Chapter 2 - Who Runs the Library](#)

The board discussed Trustee Essentials Chapter 2.

I. Library Director's Report

- On March 10th a twelve year old's library card was stolen and 41 items were later checked out. On March 14th the card was reported stolen and staff blocked the card. The patron's mother was encouraged to provide a police report. This later was reported in local news. The police report was eventually filed and the items were removed from the patrons record.
- On April 24 a reporter from Channel 4 spoke with the library director on how the upcoming National Avenue Project construction would affect the library.
- Nikki Burdick has been hired as a part-time Circulation Services Representative.
- The library has selected a full-time librarian candidate, and a background check is being conducted.
- On Saturday, April 28th there will be community group presenting 'Know Your Muslim Neighbor'. The Mayor received communication suggesting plans to organize a protest. The police will be available as needed.
- On April 11th the City celebrated the library employees for National Library Week by providing lunch from the Peanut Butter and Jelly Deli and a raffle.

J. Adjournment

There being no further business Ms. Rymaszewski moved to adjourn. Second by Alderperson Weigel. The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Jody Rymaszewski



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.