



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, July 25, 2018

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** 5 - Mr. Adam Hengel, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, and Ms. Michelle Wadewitz

**Excused** 4 - Ms. Michelle Boening, Ms. Bree Johns-Konkol, Ms. Elizabeth Suelzer, and Ald. Martin J. Weigel

*Staff present: Michael Koszalka, Library Director, Lisa VandenBoom, Library Manager, Emily Rutter, Adult Services and Circulation Supervisor, Sarah Poppie, Librarian, and Mary Ross, Librarian*

#### C. Approval of Minutes

1. June 27, 2018 Library Board Meeting Minutes

Attachments: [June 27, 2018 Library Board Meeting Minutes](#)

Ms. Lerch moved to approve the minutes of the June 27, 2018 meeting minutes. Second by Mr. Hengel.

#### D. Statements by Citizens

Jacqueline Allen asked the Library to post a survey about what users want in a new website.

#### E. Correspondence

2. Ms. Jane Huttner Communication

Attachments: [Ms. Jane Huttner Communication](#)

[Ms. Jane Huttner Communication](#)

3. Mr. Matthew Droese Communication

Attachments: [Mr. Matthew Droese Communication](#)

#### F. Claims and Finance Report

4. July 2018 Claims and Finance

Attachments: [Claims and Finance Report July 2018](#)

[Financial Report 7-23-18](#)

[Voucher July 2018](#)

Ms. Lerch moved to approve the July Claims and Finance Report. Second by Mr. Hengel.

## G. Unfinished Business

### 5. 2019 Library Operating Budget

Attachments: [2019 Budget Calendar Revised](#)  
[Proposed 2019 Library Budget revised](#)

Michael Koszalka, Library Director, met with Mayor Dan Devine and City Administrator Rebecca Grill about the 2019 budget. The Library has a full-time Clerical Assistant and .5 Librarian position open. Mr. Koszalka plans to request that the two open positions be combined to create a Librarian position. Budgeting for capital projects will not be included in future budgets.

### 6. City of West Allis Website redesign

Attachments: [Library Subsite Summary](#)  
[City of West Allis Website Redesign Presentation](#)  
[Library Website Redesign Slides](#)

Sarah Poppie, Librarian, presented what the Library needs in a new website.

*A second roll call was taken to reflect Ms. Michelle Boening present at this time.*

**Present** 6 - Mr. Adam Hengel, Ms. Michelle Boening, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, and Ms. Michelle Wadewitz

**Excused** 3 - Ms. Bree Johns-Konkol, Ms. Elizabeth Suelzer, and Ald. Martin J. Weigel

## H. New Business

### 7. MCFLS Update

Attachments: [Reciprocal Borrowing Payment Communciation](#)  
[MCFLS Board Communication](#)  
[Wisconsin Public Library System Map](#)

The MCFLS reciprocal borrowing payment the Library received in February was incorrect. MCFLS mistakenly overpaid the Library \$7,327. A motion was made by Mr. Hengel to repay MCFLS by decreasing our 2019 reciprocal borrowing payment by \$7,327. Second by Ms. Hart.

Mr. Koszalka discussed the two options being considered as part of the Public Library System Redesign (PLSR). In tonight's packet, he included a letter from Mr. Paul Zieher, MCFLS Board President, to the PLSR team asking for additional data.

### 8. Election of Officers

The Board tabled this item until next month.

### 9. Concrete Poetry Contest

Attachments: [Sidewalk Poetry Flyer](#)

The Library Board will be judging poems submitted as part of the Concrete Poetry contest.

### 10. Trustee Essentials-Chapter 4-Effective Board Meetings and Trustee Participation

Attachments: [Trustee Essentials-Chapter4-Effective Board Meetings and Trustee Participation](#)

## I. Library Director's Report

- All employee evaluations have been submitted through the City's new online software, Neogov.
- The Library popups are going well, particularly the one recently held at National Night Out.
- The HVAC replacement will continue with the boilers being removed in August. In September or October work will start to remove the air handling units.
- Leah Fischer-Toerpe, Circulation Services Representative, has resigned her position effective Friday, August 3rd. She is returning to school full-time.

## J. Adjournment

There being no further business, Ms. Lerch moved to adjourn. Second by Ms. Rymaszewski. Motion approved. The meeting was adjourned at 8:50 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.