



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, January 23, 2019

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** 6 - Mr. Adam Hengel, Ms. Michelle Boening, Ms. Barbara Hart, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

**Excused** 3 - Ms. Bree Johns-Konkol, Ms. Kari Lerch, and Ms. Jody Rymaszewski

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

*Others present: Pete Daniels, City of West Allis Engineer, Rick Eilertson, and Joshua Jacak, AECOM engineers*

#### C. Approval of Minutes

1. November 28, 2018 Library Board Minutes

**Attachments:** [November 28, 2018 Library Board Minutes](#)

Ms. Suelzer moved to approve the meeting minutes. Second by Alderperson Weigel. Motion carried.

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation Communication

**Attachments:** [Greater Milwaukee Foundation Communication](#)

#### F. Claims and Finance Report

2. January Claims and Finance Report

**Attachments:** [January 2019 Claims and Finance Report](#)

Ms. Suelzer moved to approve the January Claims and Finance report. Second by Mr. Hengel. Motion carried.

#### G. Unfinished Business

3. City of West Allis Website redesign

Attachments:   [Library Subsite Summary](#)  
[City of West Allis Website Redesign Presentation](#)  
[Library Website Redesign Slides](#)  
[Terchak Trust Fund Request](#)  
[Demco Info Sheet](#)  
[Civic Plus Contract Revised](#)

In December 2018 the Library website team met with the CivicPlus project manager via telephone to discuss the timeline and expectations. In January 2019 the team met with the CivicPlus project manager and artistic designer to discuss aspects of websites that the team liked. A moodboard has been prepared and will be reviewed by February 8th. The Library website is scheduled to go live on July 1st.

4. Performance Evaluation of the Library Director

Ms. Wadewitz, Ms. Boening, Mr. Hengel, and Ms. Lerch have met twice to discuss the assessment tools that will be used to evaluate the Library Director.

## H. New Business

5. MCFLS Update

Ms Suelzer shared items from her last few MCFLS meetings.

-The North Shore and Brown Deer libraries have decided against consolidation and each will explore moving into new buildings or remodeling their existing spaces.

-The procedure for sending payments made at self-checks for damaged items between libraries may be changed.

-A receipt template that displays how much the patron has saved by using the library is available. The West Allis Public Library will not be using it due to the imprecise/vague information used.

-The MCFLS interlibrary loan contract is up for renewal.

-MCFLS will be starting their strategic planning process with a session for Library Directors and MCFLS Board trustees in February.

6. Presentation by Pete Daniels, City Engineer, and AECOM Staff on the New Library Parking Lot

Pete Daniels, City Engineer, and AECOM engineers Rick Eilertson and Joshua Jacak presented information about the parking lot project. It will start in late April or early May and extend to late August. The project will be completed in two phases. The north side of the parking lot will be redone first.

7. West Allis Public Library Staff and Library Board Directory

Attachments:   [West Allis Public Library Visual Directory Purpose Statement](#)

A Library directory will be created that includes Library staff, Library Board members, and the Friends of the Library Board. An optional picture and brief biography will also be included.

8. West Allis Public Library Strategic Plan

Attachments:   [West Allis Public Library Strategic Plan 2017-2018](#)

The current Library strategic plan has expired. At the February Library Board meeting the plan will be reviewed and a committee will be formed to start the process of creating a new strategic plan.

9. Trustee Essentials-Chapter 8-Developing the Library Budget

Attachments: [Trustee Essentials-Chapter 8-Developing the Library Budget](#)

## I. Library Director's Report

- New countertops and faucets have been installed in the bathrooms in the Children's Department. This project was paid for through the Terchak Fund.
- Butters Fetting Inc have removed the air handlers and are installing new ones as the HVAC project continues.
- The task of creating Friends of the Library newsletter will be completed by the Library's Administrative Support Specialist, Ashley Wagner. It was previously created by a Friends volunteer.
- Mike Koszalka, Library Director, has completed 100 hours of continuing education credits and will be renewing his Public Library Director Grade 1 state certification for another 5 years.

## J. Adjournment

There being no further business Alderperson Weigel moved to adjourn. Second by Ms. Suelzer. Motion carried. The meeting was adjourned at 8:40 p.m.

*Respectfully submitted,*

*Elizabeth Suelzer, Acting 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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#### **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.

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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.