



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, February 27, 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 7:05 p.m.

#### B. Roll Call

**Present** 8 - Mr. Adam Hengel, Ms. Michelle Boening, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

**Excused** 1 - Ms. Bree Johns-Konkol

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

#### C. Approval of Minutes

1. January 23, 2019 Library Board Minutes

**Attachments:** [January 23, 2019 Library Board Minutes](#)

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

#### D. Statements by Citizens

None.

#### E. Correspondence

None.

#### F. Claims and Finance Report

2. February Claims and Finance Report

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

Ms. Suelzer moved to approve the February Claims and Finance Report. Second by Alderperson Weigel. Motion approved.

#### G. Unfinished Business

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](#)

The website team met via teleconference with the CivicPlus design team on February 26th. Content migration was discussed. CivicPlus will start moving existing content on April 19th. The next meeting with CivicPlus will take place on May 21st.

4. Performance Evaluation of the Library Director

The subcommittee met on February 27th. A template is being developed for the Library Director's performance evaluation. Feedback from staff, Library Board members, the Mayor, and the City Administrator may be included in the semi -annual review.

5. West Allis Public Library Strategic Plan

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

Michael Koszalka, Library Director, reviewed each item in the 2018-2019 strategic plan. A committee consisting of staff and Library Board members will be convened.

## H. New Business

6. MCFLS Update

Ms. Suelzer will be attending an all day MCFLS strategic plan meeting on February 28th.

Statement Concerning Public Library System Effectiveness

Attachments: [Statement of Effectiveness for 2018](#)

With a vote of five to three the Board voted to answer yes to the Statement Concerning Library System Effectiveness on the 2018 Annual report.

The following statement will be included:

The West Allis Public Library Board of Trustees understands that as part of being members of a cooperative venture, sacrifices are sometimes required. However, over a prolonged period of time, the West Allis Public Library carried, and continues to carry, an inequitable burden of serving a large number of non-residents; both in-house as well as through delivery service. Being fully cognizant of the Public Library Redesign Project currently taking place, the West Allis Public Library Board of Trustees continues to support the following precepts as a member of the Milwaukee County Federated Library System:

1. Local control and autonomy for our Library within the system model
2. An increased and more equitable reciprocal borrowing rate that supports the increased workload incurred by well-funded system libraries like the West Allis Public Library
3. A model where all system libraries are funded by their municipalities at a level that fully supports its community and service population. Further, the West Allis Public Library Board of Trustees resists any attempt to consolidate public library services within the current or redesigned library system model (county or regional)

The West Allis Public Library Board of Trustees remains hopeful for a more equitable approach towards library system resource allocation.

8. Meeting Room Policy

Attachments: [Posting and Free Literature Racks policy](#)  
[Draft of Library Meeting Room Policy](#)  
[Meeting Room Policy revised](#)  
[Application for Booking the Constitution Room-revised](#)

Aldersperson Weigel moved to approve the Meeting Room policy with one change. Second by Ms. Hart. Motion carried. In section 5.10 the word "infer" was changed to "imply".

9. Trustee Essentials, Chapter 9-Managing the Library's Money

Attachments: [Trustee Essentials, Chapter 9-Managing the Library's Money](#)

## I. Library Director's Report

-The Mayor closed all City buildings, including the Library, on Monday, January 28th due to a snowstorm.

-Rebecca Grill, City Administrator, has asked for a representative from each department to attend a quarterly one-on-one meeting with her. Katie Hubbard, Teen and Adult Librarian, will be the Library liaison. Katie will gather feedback from staff on questions concerning working for the City.

-Sarah Poppie, Adult Librarian, was chosen second place as the SCORE Employee of the Year.

## J. Adjournment

Aldersperson Weigel moved to adjourn. Second by Mr. Hengel. Motion carried. The meeting was adjourned at 8:57 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.