



City of West Allis

Meeting Minutes

Library Board

Wednesday, May 22, 2019

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:00 p.m.

B. Roll Call

Present 8 - Ms. Michelle Boening, Ms. Barbara Hart, Ms. Bree Johns-Konkol, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Elizabeth Suelzer, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

Excused 1 - Mr. Adam Hengel

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

C. Approval of Minutes

1. Library Board Meeting Minutes April 24, 2019

Attachments: [Library Board Meeting Minutes April 24, 2019](#)

Ms. Hart moved to approve the meeting minutes as written. Second by Ms. Johns-Konkol.
Motion carried.

D. Statements by Citizens

None.

E. Correspondence

Mr. Mark Dudzik Communication-Revised

Attachments: [Mr. Mark Dudzik Communication-Revised](#)

Ms. Maria Medina Dobbs Communication

Attachments: [Ms. Maria Medina Dobbs Communication \(2\)](#)

F. Claims and Finance Report

2. May 2019 Claims and Finance Report

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

Ms. Suelzer moved to approve the May 2019 Claims and Finance report. Second by Ms. Hart.
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](#)

CivicPlus has migrated the information from the Library website to the production website. On May 21st, the website team reviewed the production website. Changes can be made until June 3rd. On June 10th staff involved with the website will participate in training with CivicPlus staff.

4. Closed Session- Performance Evaluation of the Library Director

PLEASE TAKE NOTICE that the Library Board of the City of West Allis will meet on Wednesday, May 22, 2019, at 7:00 pm at 7421 W. National Avenue, West Allis, Wisconsin, 53214, in open session to consider and vote on a motion to convene in closed session at said time and place to discuss the Library Director's performance evaluation and to take such further action as may be necessary and appropriate in this matter.

A closed session for the above purpose is authorized pursuant to the provisions of Section 19.85(1)(c) of the Wis. Stats. which permits a governmental body upon motion duly made and carried, to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Immediately upon the completion of the closed session, the Library Board will reconvene in open session at said time and place to consider any other matters on the agenda.

Library Board President Michelle Wadewitz stated it was the intention of the Library Board to convene in closed session at said time and place, to consider and vote on a motion to discuss the Library Director's performance evaluation and to take such further action as may be necessary and appropriate in this matter.

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A motion was made by Alderperson Weigel to go into closed session at 7:30 p.m. Second by Ms. Johns-Konkol. Motion carried.

At 8:30 p.m. a motion was made by Alderperson Weigel to convene in open session. Second by Ms. Rymaszewski. Motion carried.

5. West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)
[Strategic Planning Subcommittee Minutes May 9, 2019](#)

The Strategic Planning Subcommittee met on May 9th. The expired strategic plan was discussed. The Subcommittee will create a survey to gather information from staff and the public. The next meeting will take place June 13th at 6:30 p.m.

H. New Business

6. MCFLS Update

The MCFLS Strategic Plan has been finalized. A new MCFLS Board member, Steven Shea, a County Board Supervisor representing St. Francis, has been appointed. The Wisconsin Department of Instruction is requesting a plan by October 15th detailing how each Library will submit the Annual Report on time in 2020. Usage of Hoopla is increasing and MCFLS is considering decreasing the checkout limit from 5 checkouts to 4 checkouts per month. MCFLS has asked County Supervisor Chris Abele for \$100,000 in the next Milwaukee County budget.

7. West Allis A La Carte

Volunteers are needed to staff the Library table at West Allis A La Carte Sunday, June 2nd.

8. Trustee Essentials-Chapter 12-Library Standards

Attachments: [Trustee Essentials-Chapter 12-Library Standards](#)

I. Library Director's Report

-Poem stamping will take place on Tuesday, May 28th at 2:30 p.m. on the parking lot side of the Library. Library Board members, Library staff, and the public are welcome to attend.

J. Adjournment

There being no further business, Ms. Johns-Konkol moved to adjourn the meeting at 9:00 p.m. Second by Ms. Suelzer. Motion carried.

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.