



City of West Allis

Meeting Minutes

Library Board

Wednesday, July 24, 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 6 - Ms. Michelle Boening, Ms. Barbara Hart, Ms. Kari Lerch, Ms. Jody Rymaszewski, Ms. Michelle Wadewitz, and Ald. Martin J. Weigel

Excused 2 - Mr. Adam Hengel, and Ms. Elizabeth Suelzer

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

C. Approval of Minutes

Library Board Meeting Minutes June 26, 2019

Attachments: [Library Board Meeting Minutes June 26, 2019](#)

Ms. Hart moved to approve the June Library Board minutes as written. Second by Ms. Lerch.
Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Wisconsin Department of Instruction Communication

Attachments: [Wisconsin Department of Instruction Compliance Communication](#)

F. Claims and Finance Report

July 2019 Claims and Finance Report

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

Ms. Hart moved to approve the July 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 new Library website went live on July 1st. Sixty people have entered the website scavenger hunt contest so far and staff have received a good number of positive comments regarding the new site.

West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)
[Strategic Planning Subcommittee Minutes May 9, 2019](#)
[June 2019 Strategic Planning Subcommittee Meeting Minutes](#)
[Library Strategic Planning Subcommittee Minutes July 11, 2019](#)
[Library Board Strategic Planning Subcommittee Meeting Minutes August 8th, 2019](#)

The Strategic Planning Subcommittee have created patron surveys that staff will use at outreach events. A SWOT analysis is being undertaken and the subcommittee is considering revising the Library Mission and Vision statements. The next meeting will take place August 8th at 6:30 p.m.

Performance Evaluation of the Library Director

Attachments: [Library Director Evaluation Policy](#)
[Library Director Evaluation Feedback](#)
[Proposed Timeline for Library Director Evaluation](#)

Ms. Hart moved to approve the Library Director Evaluation Policy. Second by Alderperson Weigel. Motion approved. A three person subcommittee will be formed to work on the next performance evaluation of the Library Director.

H. New Business

MCFLS Update

None.

Election of Officers

Ms. Wadewitz opened the floor for nominations. a motion was made by Alderperson Weigel to accept the current slate of officers. Second by Ms. Hart. Motion approved.

Officers for 2019/2020 are:

Michelle Wadewitz, President

Elizabeth Suelzer, Vice President

Jody Rymaszewski, Secretary

Barbara Hart, Financial Secretary

Trustee Essentials-Chapter 6-Evaluating the Library Director

Attachments: [Trustee Essentials Chapter 6-Evaluating the Library Director](#)

I. Library Director's Report

- The Library parking lot is on schedule to be completed by mid-August.
- Library staff attended National Night out on July 22nd. Staff signed up 18 patrons for library cards and engaged over 200 attendees.
- The Library will be going to three Greenfield and McCarty Park beer gardens in August as part of our expanded community outreach program.
- Staff performance evaluations are being completed.
- Staff employment anniversary dates will be celebrated with signed cards from Library Board members, as well as the Library Director.

J. Adjournment

There being no further business, Alderperson Weigel moved to adjourn. Second by Ms. Lerch. Motion approved. The meeting was adjourned at 7:45 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.