



City of West Allis

Meeting Minutes

Library Board Subcommittee

Thursday, July 11, 2019

6:30 PM

West Allis Public Library
7421 W. National Ave.

Strategic Planning

A. Call to Order

Michael Koszalka, Library Director, called the meeting to order at 6:30 p.m.

B. Roll Call

Staff present: Ellen Dobrogowski, Supervisor of Technical Services, Emily Rutter, Supervisor of Adult and Circulation Services, Beth Henika, Supervisor of Children's Services, Ashley Wagner, Administrative Support Specialist, and Michael Koszalka, Library Director

Library Board members present: Barbara Hart

C. Approval of Minutes

Library Board Subcommittee Meeting Minutes June 13, 2019

Attachments: [Library Board Subcommittee Meeting Minutes June 13, 2019](#)

Mr. Koszalka moved to approve the June 13, 2019 Library Board Strategic Planning Subcommittee minutes. Second by Ms. Rutter. Motion approved.

D. Unfinished Business

Review of the 2016-2018 West Allis Public Library Strategic Plan

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

West Allis Public Library Key Statistical Indicators-2015-2018

Attachments: [West Allis Public Library Key Statistical Indicators 2015-2018](#)

Staff Strategic Plan Questionnaire

Attachments: [Staff Strategic Plan Questionnaire](#)

Mr. Koszalka reviewed the Staff Survey Questionnaire and reported that it will be made available to staff via email and hard copy from July 11th through August 3rd.

Possible Strategic Plan Stakeholder Questions

Attachments: [Possible Strategic Plan Stakeholder Questions](#)

The committee discussed and reviewed both the short and long stakeholder questionnaires. The long version will be used in-house, perhaps at other key City locations and be made available on the Library's webpage as well. The short version will be interactive with staff reaching out to persons at outreach and programming events.

E. New Business

SWOT Analysis

A SWOT Analysis was conducted with committee members. The results of this process and the data collected from the staff survey will be reviewed and discussed at the next meeting.

Revising the Mission and Vision Statement

The committee reviewed the current Library Mission and Vision statements and discussion ensued. It was agreed that the evolving and important nature of the Library's role in the community – as that of a Community Meeting Place – be incorporated in the next Mission Statement. The importance of the mission of the Library meshing with that of the City was also agreed upon. Koszalka will bring forward draft statements based upon these discussions as well as examples of other public library mission and vision statements for the committee to consider at the next meeting.

Next Meeting Date

The next meeting of the Library Board Strategic Planning Subcommittee will take place Thursday, August 8, 2019 at 6:30 p.m. in the Children's Meeting Room.

F. Adjournment

There being no further business, Ms. Dobrogowski moved to adjourn. Second by Ms. Henika. Motion approved. The meeting was adjourned at 8:00 p.m.



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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