



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, July 22, 2020

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: 5-Barbara Hart, Adam Hengel, Jody Rymaszewski, Ray Turner, and Michelle Wadewitz*

*Excused: 3-Kari Lerch, Elizabeth Suelzer, and Angelito Tenorio*

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

#### C. Approval of Minutes

1. June 24, 2020 Library Board Minutes

Attachments: [June 24, 2020 Library Board Minutes](#)

Ms. Hart moved to approve the June 24, 2020 Library Board minutes as written. Second by Mr. Turner. Motion approved.

#### D. Statements by Citizens

None.

#### E. Correspondence

Jane Huttner June 2020 Communication

Attachments: [Jane Huttner June 2020 Communication](#)

Trustee Training Week 2020

Attachments: [Trustee Training Week 2020](#)

#### F. Claims and Finance Report

2. July 2020 Claims and Finance Report

Attachments: [July 2020 Claims and Finance Report](#)

Ms. Hart moved to approve the July 2020 Claims and Finance Report. Second by Mr. Turner. Motion approved.

#### G. Unfinished Business

3. Request by Banned Patron for Reinstatement of Library Privileges

Attachments: [Jane Huttner February 2018 Communication](#)  
[Jane Huttner March 2018 Communication](#)  
[Jane Huttner June 2018 Communication](#)  
[Jane Huttner August 2018 Communication](#)  
[Jane Huttner March 2020 Communication](#)  
[Jane Huttner June 2020 Communication](#)

On July 2nd a City of West Allis Public Health Nurse contacted Ms. Huttner. Ms. Huttner has been asked to provide a letter from her medical specialist stating her health issues have been resolved. After the receipt of the document the Board will consider Ms. Huttner's request.

4. COVID-19 Update

Six touchless hand sanitizer stations have been received and will be installed in high traffic areas of the Library.

5. 2021 Library Operating Budget

Attachments: [2021 Budget Calendar](#)  
[2021 Budget Memo](#)  
[2021 proposed budget](#)

Michael Koszalka attended a preliminary budget meeting with the City Administrator.

## H. New Business

6. MCFLS Update

Michael Koszalka has been attending the virtual MFCLS Library Director meetings and reported on the proceedings.

7. Election of Officers

Mr. Hengel moved to table this item until the August Library Board meeting. Second by Ms. Rymaszewski. Motion approved.

8. Request to fill Part-time Circulation Services Representative Position

Ms. Hart moved to approve requesting the West Allis Common Council for permission to fill the open part-time Circulation Services position. Second by Ms. Rymaszewski. Motion approved.

9. Trustee Essentials-Chapter 20-The Library Board and Building Accessibility

Attachments: [Trustee Essentials-Chapter 20-The Library Board and Building Accessibility](#)

## I. Library Director's Report

- The City of West Allis Structural Work Group is meeting Thursday, July 23rd to discuss suggestions for saving money. Another meeting is scheduled for August 20th.
- Michael Koszalka publicly thanked his staff for their adaptability during the pandemic.

## J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. The meeting was adjourned at 8:10 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.