



City of West Allis

Meeting Minutes

Library Board

Wednesday, April 28, 2021

7:00 PM

West Allis Public Library
7421 W. National Ave.

Revised Agenda

A. Call to Order

Ms. Wadewitz called the meeting to order at 7:01 p.m.

B. Roll Call

Present 8 - Adam Hengel, Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, and Michelle Wadewitz

Excused 1 - Angelito Tenorio

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

C. Approval of Minutes

1. Library Board Meeting Minutes March 24, 2021

Attachments: [Library Board Meeting Minutes March 24, 2021](#)

Ms. Hart moved to approve the March 24, 2021 Library Board minutes as written. Second by Ms. Southern. Motion approved.

2. Library Board Special Meeting Minutes April 15, 2021

Attachments: [Library Board Special Meeting Minutes April 15, 2021](#)

Ms. Hart moved to approve the April 15, 2021 Library Board Special Meeting minutes as written. Second by Mr. Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

None.

F. Claims and Finance Report

3. April 2021 Claims and Finance Report

Attachments: [April 2021 Claims and Finance Report](#)

Ms. Rymaszewski moved to approve the April 2021 Claims and Finance report. Second by Ms. Suelzer. Motion approved.

G. Unfinished Business

4. COVID-19 Update

Library staff are grateful to the Library Board for instituting a mask policy.

Ms. Hart moved to approve expanded service hours starting June 1st. Second by Ms. Dohearty. Motion approved. Starting June 1st, the Library will be open 10-8 Monday-Thursday and 10-5 on Fridays and Saturdays. Sunday hours will resume in October.

5. 2021 Schedule of Holidays and Closings-Revised

Attachments: [2021 Schedule of Holidays and Closings-Revised](#)
[Resolution to Amend Policy #1412](#)

Ms. Wadewitz moved to keep the Library open on Monday, December 27th. Second by Ms. Southern. Motion approved. The Board gave Michael Koszalka authorization to work with the City to provide benefited staff an extra floating holiday to keep the Library open on December 27th.

6. Performance Evaluation of the Library Director

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

The Performance Evaluation of the Library Director subcommittee met and discussed feedback they received from staff and City department heads. The Library Board will further discuss the feedback and set goals at the May Library Board meeting.

H. New Business**7. MCFLS Update**

The American Rescue Plan Act of 2021 will provide \$3,270,854 to Wisconsin libraries. This money will be distributed through individual library systems and DPI.

8. Trustee Essentials-Chapter 1- The Trustee Job Description

Attachments: [Trustee Essentials-Chapter 1- The Trustee Job Description](#)

I. Library Director's Report

-Power washing of the Library building is complete and tuck pointing and sealing are taking place.

-The Forestry department has trimmed branches on many trees on Library property.

-On April 22nd, the Library received new printers and copiers. The City has contracted with Rhyme to handle printer management.

-Print management software will be installed May 12th and 13th. The goal is to have the new system go live by mid to late June.

-On April 9th, the Communications department created a video commemorating National Library Week. Michael Koszalka and Mayor Devine expressed gratitude to Library staff.

-From June 8,2020 to present the Library has welcomed 118,000 patrons, circulated 239,000 items, handled 12,000 computer sessions, signed up 567 new patrons, and filled 870 curbside appointments. The Director thanked staff for their efforts during a difficult time.

-May is Mental Health Awareness Month. The Library is partnering with various organizations in the City to present programming. Craft kits and community talk backs will be offered. The community read is *Beautiful Boy* by David Sheff.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Ms. Rymaszewski. 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.