



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, May 26, 2021

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** 8 - Adam Hengel, Gloria Dohearty, Barbara Hart, Kari Southern, Jody Rymaszewski, Ray Turner, Michelle Wadewitz, and Angelito Tenorio

**Excused** 1 - Elizabeth Suelzer

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

*Others present: Rebecca Grill, City Administrator*

#### C. Approval of Minutes

1. Library Board Meeting Minutes April 28, 2021

**Attachments:** [Library Board Meeting Minutes April 28, 2021](#)

Ms. Hart moved to approve the April 28, 2021 Library Board meeting minutes as written. Second by Alderperson Tenorio.

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation Statement January-March 2021

**Attachments:** [Greater Milwaukee Foundation Statement January-March 2021](#)

#### F. Claims and Finance Report

2. May 2021 Claims and Finance Report

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

Ms. Hart moved to approve the May 2021 Claims and Finance Report. Second by Mr. Hengel. Motion approved.

#### G. Unfinished Business

3. Performance Evaluation of the Library Director

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

Ms. 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. 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.

A motion was made by Mr. Hengel to go into closed session at 7:03 p.m. Second by Ms. Rymaszewski. Motion carried. At 7:49 p.m. a motion was made by Alderperson Tenorio to convene in open session. Second by Ms. Hart. Motion carried.

4. COVID-19 Update

The Library will be expanding hours starting Tuesday, June 1st. The new hours will be 10-8 Monday-Thursday, and 10-5 Friday and Saturday. The Library will be closed on Sundays through September.

5. 2021 Schedule of Holidays and Closings-Revised

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

The West Allis Common Council approved a Resolution to amend Policy # 1412 by authorizing an additional day of accrued time off for Library employees who work on observed holiday dates. The Library will be open on Monday, December 27th.

## H. New Business

6. MCFLS Update

The American Rescue Plan Act of 2021 is providing \$3.3 million to the state's libraries. The Wisconsin Department of Instruction will administer the funds via the state's library systems. MCFLS is working with library directors to outline a plan for use of the money.

7. West Allis Public Library Temporary Safety Practices Policy in Response to COVID-19

**Attachments:** [West Allis Public Library Temporary Safety Practices Policy in response to Covid - rev. 5.26.21](#)

The Board considered a change to the mask policy. Ms. Dohearty moved to consider revising that masks be worn in the library to "recommended" instead of "required". Second by Ms. Hart. The measure failed on a vote of 6 nays to 2 ayes.

Nay-Hengel, Rymaszewski, Southern, Tenorio, Turner, Wadewitz  
Aye-Dohearty, Hart

Mr. Hengel moved to add the following sentence to the policy:

"Masks are not required in outdoor, Library sponsored activities when social distancing rules are applied."

Second by Ms. Rymaszewski. The motion passed unanimously.

8. Library Board Bylaws-Revised

Attachments: [LIBRARY BOARD BYLAWS - rev. 5.26.2021](#)

Ms. Wadewitz moved to approve the revised Library Board Bylaws. Second by Mr. Hengel. Motion approved.

The Library Director vacation statement was changed to the following:

"A vacation longer than three (3) days requires advance approval by the Library Board."

9. 2022 Library Operating Budget

Attachments: [2022 Budget Calendar Final](#)

The 2021 Library Operating Budget timeline was presented.

10. Trustee Essentials-Chapter 2-Who Runs the Library?

Attachments: [Trustee Essentials-Chapter 2](#)

## I. Library Director's Report

- Summer reading begins June 1st. The majority of programming will take place outdoors with virtual programs substituted in cases of inclement weather.
- The Summer Reading Kick-off will take place Saturday, June 5th. Outdoor activities, including a Friends' book sale, will take place from 2-4 p.m.

## J. Adjournment

There being no further business, Alderperson Tenorio moved to adjourn. Second by Ms. Hart. The meeting was adjourned at 9:00 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.