



# City of West Allis

## Meeting Minutes

### Library Board

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Wednesday, June 23, 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, 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 May 26, 2021

**Attachments:** [Library Board Meeting Minutes May 26, 2021](#)

Ms. Hart moved to approve the Library Board May 26, 2021 meeting minutes as written. Second by Mr. Turner. Motion approved.

Ms. Hart moved to approve the Library Board May 26, 2021 supplemental minutes as written. Second by Mr. Turner. Motion approved.

##### 2. Library Board Supplemental Agenda Meeting Minutes May 26, 2021

**Attachments:** [Library Board Meeting Minutes Supplemental Agenda May 26, 2021](#)

#### D. Statements by Citizens

None.

#### E. Correspondence

Greater Milwaukee Foundation June 2021 Communication

**Attachments:** [Greater Milwaukee Foundation June 2021 Communication](#)

#### F. Claims and Finance Report

##### 3. June 2021 Claims and Finance Report

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

Ms. Southern moved to approve the June 2021 Claims and Finance Report. Second by Ms. Hart. Motion approved.

#### G. Unfinished Business

4. COVID-19 Update

The increase in Library hours has been well received.

5. 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 discussed changing masks from required to recommended. The Board requested Michael Koszalka, Library Director, poll Library staff to assess their opinion.

6. 2022 Library Operating Budget

Attachments: [2022 Budget Calendar Final](#)

Guidelines direct all department budgets remain flat or decreased and work towards implementing efficiencies wherever possible. A draft budget will be brought to the Library Board in July.

## H. New Business

7. MCFLS Update

There has been an increase in the Wisconsin state budget and MCFLS will receive a funding increase. MCFLS Library Directors will meet to discuss how to spend the money.

8. Election of Officers

Ms. Wadewitz stated she does not wish to act as President of the Library Board, and believes it is time for a new Board member to take the position. Election of officers will take place in July.

9. Trustee Essentials-Chapter 3-Organizing the Board for Effective Action

Attachments: [Trustee Essentials-Chapter3-Organizing the Board for Effective Action \(1\)](#)

## I. Library Director's Report

- The first outdoor Wednesday Children's program took place today. The three shows drew over 316 attendees.
- The outside cleaning and tuckpointing project have been completed. The contractor still needs to finish cleaning the windows.
- The Library has three open positions. An offer has been made to a candidate for the part-time regular Circulation Services Representative position. Recruiting for the other positions, a provisional Circulation Services Representative and a provisional Library Assistant, will begin soon.
- Print management software has been installed and is being tested. The software will go live in mid- July.
- Circulation numbers since the beginning of June are comparable to the pre-pandemic numbers of June 2019.
- From 6/8/20 until present, the Library has had over 145,000 on-site patron visits, 281,000 check outs, 17,000 computer sessions and 912 curbside appointments.

**J. Adjournment**

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. The meeting was adjourned at 8:00 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.