



City of West Allis

Meeting Minutes

Library Board

Wednesday, February 23, 2022

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

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

B. Roll Call

Present 6 -Gloria Dohearty, Barbara Hart, Jody Rymaszewski,Elizabeth Suelzer, Ray Turner,and Michelle Wadewitz

Excused 3 - Kari Southern, Adam Hengel, and Angelito Tenorio

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 January 26, 2022

Attachments: [Library Board Meeting Minutes January 26, 2022](#)

Ms. Hart moved to approve the January 26, 2022 meeting minutes as written.
Second by Mr. Turner. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Terchak Fund 2021 Statement

Attachments: [Terchak Fund 2021 Statement](#)

F. Claims and Finance Report

2. February 2022 Claims and Finance Report

Attachments: [February 2022 Claims and Finance Report](#)

Ms. Hart moved to approve the February 2022 Claims and Finance Report.
Second by Ms. Wadewitz. Motion approved.

G. Unfinished Business

3. COVID-19 Update

The Library has partnered with the West Allis Health Department to give away N95 masks. Over 10,000 were given out in two weeks.

Staff will soon meet to consider opening up all of the public Internet computers and restoring the two hour daily limit. Currently, patrons are limited to 90 minutes.

The West Allis- West Milwaukee School District recently removed the school mask mandate.

4. City Consolidation Feasibility Study

Attachments: [Barrientos WA Consolidated City Facility Proposal](#)

Rebecca Grill, City Administrator, stated that the City may find out if they were awarded an ARPA grant within a week.

5. Statement of Effectiveness for 2021 Library Annual Report

Attachments: [Statement of Effectiveness for 2021 Annual Report](#)
[2021 Statement of Effectiveness-draft](#)

Ms. Hart moved to approve the Statement of Effectiveness draft and vote yes to the question:

Did the library system provide effective leadership and adequately meet the needs of the library?

Second by Ms. Dohearty. Motion approved.

H. New Business

6. MCFLS Update

MCFLS has purchased Patron Point, an automated marketing solution that will be deployed to reach out to patrons. The system will send out reminders, notices, surveys, newsletters, and promote events.

7. 2021 Public Library Annual Report

Attachments: [2021 Library Annual Report](#)

Ms. Wadewitz moved to approve the 2021 Library Annual Report. Second by Ms. Hart. Motion approved.

8. 2021 Library Trust Fund Report

Attachments: [2021 Library Trust Fund Report](#)

This item will be discussed at the March Library Board meeting.

9. Terchak Fund Request-TV/Monitor for Constitution Room

Attachments: [Terchak trust fund report February 2022](#)

The Board requested Michael Koszalka obtain a quote for a new projector and screen as well as teleconferencing equipment.

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

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10. Trustee Essentials-Chapter 10-Developing Essential Library Policies

Attachments: [Trustee Essentials-Chapter 10-Developing Essential Library Policies](#)

I. Library Director's Report

-Maria Villa-Rivera has been hired as a part-time Library Assistant. Her first day was February 21st. She is in the UWM Library Science program and works part-time at the Shorewood Public Library.

-The Library has experienced a lot of turnover with part-time employees.

-Print management is going well and credit card payments will soon be an option for patrons in addition to cash and coin.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. Motion approved. The meeting was adjourned at 7:53 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.