



City of West Allis

Meeting Minutes

Library Board

Wednesday, June 22, 2022

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Ms. Suelzer called the meeting to order at 7:00 p.m.

B. Roll Call

Present 6 - Barbara Hart, Jody Rymaszewski, Elizabeth Suelzer, Ray Turner, Michelle Wadewitz, and Adam Hengel

Excused 3 - Gloria Dohearty, Kari Southern, 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 May 25, 2022

Attachments: [Library Board Meeting Minutes May 25, 2022](#)

Ms. Hart moved to approve the May 25, 2022 Library Board meeting minutes as written. Second by Mr. Turner.

D. Statements by Citizens

None.

E. Correspondence

Wisconsin Trustee Training Week 2022

Attachments: [Wisconsin Trustee Training Week 2022](#)

F. Claims and Finance Report

2. June 2022 Claims and Finance Report

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

Ms. Hart moved to approve the June 2022 Claims and Finance report. Second by Mr. Turner. Motion approved.

G. Unfinished Business

3. Performance Evaluation of the Library Director

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

The subcommittee will meet Wednesday, July 6th, 2022 at 6:00 p.m.

4. 2023 Library Operating Budget

Attachments: [Structural Deficit Ideas Prioritized](#)
[City of West Allis Five Top Ranked Structural Deficit Mitigation Options](#)
[2023 Budget Memo](#)

The Library Board discussed the Structural Deficit Work Group suggestions.

H. New Business

5. MCFLS Update

Michael Koszalka was a member of the hiring committee for the MCFLS Business Manager position.

6. West Allis Public Library Teen Advisory Board Guidelines

Attachments: [West Allis Library Teen Advisory Board Guidelines](#)

Ms. Hart moved to approve the West Allis Public Library Teen Advisory Board Guidelines. Second by Mr. Turner. Motion approved.

7. In-person Library Board Meetings-discussion and possible action

Ms. Suelzer encouraged all Library Board members to attend meetings in person. The Zoom virtual option will also be available.

8. Trustee Essentials

Attachments: [Wisconsin Library Standards Checklist](#)
[Trustee Essentials-Chapter 12-Library Standards](#)

I. Library Director's Report

- A new evening Cleaner, Annabella Matson, has been hired. She will start 6/27.
- The first Wednesday family programs had a total of 250 people in attendance.
- As part of outreach initiatives, the Children's department has been attending the school district summer camps to enroll children in summer reading.
- West Allis A La Carte was very successful. Thank you to all of the volunteers who staffed the Library table.

J. Adjournment

There being no further business, Ms. Hart moved to adjourn. Second by Mr. Turner. The meeting was adjourned at 8:35 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.