

MINUTES OF THE LIBRARY BOARD

August 27, 2014 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the August 27, 2014 Library Board meeting to order at 7:00 p.m.

Present: Mr. Fischer-Toerpe, Ms. Johns-Konkol, Mrs. Karrels, Mrs. Mikolajewski, Ms. Suelzer, Ms. Wadewitz, Ms. Wenzel

Excused: Alderperson Probst

Staff present: Michael Koszalka, Library Director
Lisa VandenBoom, Librarian II

Approval of Minutes

Ms. Johns-Konkol moved to accept the minutes of the July 30, 2014 meeting as received. Second by Mrs. Karrels. Motion carried.

Statements by Citizens

None.

Correspondence

A press release from the West Allis-West Milwaukee School District dated August 12, 2014 was included in tonight's packet. It concerns the hiring of Dr. Paul Strobel as the Interim Superintendent of the district.

A letter from South Milwaukee Library Director Bob Pfeiffer and the response from Michael Koszalka will be discussed under New Business, Item # 1.

A resolution from the Hales Corners Library Board of Trustees and a corresponding letter to Mr. Paul Ziehler, president of the MCFLS Board of Trustees from Chris D'Acquisto, President of the Hales Corners Library Board of Trustees, will be discussed under New Business, Item # 1.

Reports- Claims and Finance

The Board reviewed the August Claims and Finance Report. Ms. Wenzel moved to accept the report as presented, including approval of claim numbers 4230-4260 for \$110,957.72. Second by Ms. Wadewitz. Motion carried.

Old Business

1. Library 2015 Operating Budget

On Thursday, August 28, 2014 Michael Koszalka and Lisa VandenBoom will meet with Mayor

Devine and Finance Director Mark Wyss to review the budget.

2. Trust Fund Report-Project 3501

This fund is an accumulation of miscellaneous donations received by the library over a period

of many years. The current value is \$26,807.60. \$5,000 from the Friends of the West Allis

Public library was recently transferred into this fund for the refurbishment of the staff breakroom. In the future the library would like to move this money into the Terchak

Trust

fund.

(Mr. Fischer-Toerpe present at this point)

3. Library Materials Collection Report

Since 2010 the library has had a process for recovery of overdue materials. The Library Board

was presented with a report on how much has been recovered in that time. After reviewing

this report the Board decided this is a worthwhile effort and requested a yearly update on the progress. Ms. Johns-Konkol moved to accept the report. Second by Ms.

Suelzer.

Motion carried.

New Business

1. MCFLS Update

A copy of a letter dated August 13, 2014 from Bob Pfeiffer, South Milwaukee Library Director,

to Michael Koszalka was noted. It states "Enclosed you will find a bill from South Milwaukee

for two DVD's. " Mr. Koszalka's response in a letter dated August 18, 2014 was also noted. It

asks for specific details regarding South Milwaukee's request. In his letter, Mr. Koszalka

presumes that South Milwaukee is requesting reimbursement for items that were either lost

or damaged while in the possession of West Allis. Mr. Koszalka states "If I'm correct in my

deduction, please offer specific evidence that supports your request."

A copy of a resolution passed by the Hales Corners Public Library Board of Trustees was also

in tonight's packet. It concerns the signing of the 2014-2015 MCFLS agreement by the Hales

Corners Library Board under protest. It states "The Library Board of Trustees respectfully

requested that MCFLS consider adding an attachment 'Same Responsibility & Interlibrary

Loan Among Member Libraries'." A copy of a letter from the Hales Corners Library Board to

Paul Ziehler, President of the MCFLS Board of Trustees was also discussed. It states "The

Hales Corners Library Board has delayed signing the 2014-2015 member agreement so that

the MCFLS Board can consider our request to add a new provision concerning member

library responsibility when handing interlibrary loaned material."

Library Board Minutes

August 27, 2014 Meeting

Page Three

Michael Koszalka will be meeting with Mayor Devine soon to discuss the future of MCFLS

Governance as well as other issues relating to system membership.

2. Revised Circulation Policy

The changes to the circulation policy were discussed. These include one renewal and a three

day grace period on DVD's and videos and a three week checkout instead of one week on

travel books. Replacements when an item is lost will be limited to AV materials only. Print

materials must be paid for. Mr. Fischer-Toerpe moved to accept the policy. Second by Ms.

Wenzel. Motion carried.

(Ms. Wenzel excused herself from the meeting)

3. Revised organizational chart

Due to the retirement of Jan Narlow, the organizational chart has been updated. Her position, Supervisor of Library Administration and Circulation Services, is being changed to

Librarian IV. This position will be filled by Lisa VandenBoom, currently Supervisor of Adult

Reference and Circulation Services. Ms. Suelzer moved to accept the updated organizational

chart. Second by Ms. Johns-Konkol. Motion carried.

4. Trustee Essentials, Chapter 20-The Library Board and Building Accessibility

The Board reviewed key elements in this chapter. With the recent addition of the automated buttons outside of the public restrooms, the library building has improved accessibility.

Director's Report

Mr. Koszalka reported:

- The men's public restroom mirrors have been replaced.
- Darryl Nitsch will be resuming work on the framing project. He has been framing historical West Allis photos for the library. The final two rooms he will complete are the Conference Room and the Director's office.
- The library is recruiting for a Cleaner position. Recruitment ends Friday, August 29.
- There is an anti-harassment training session on Tuesday, September 2, 2014 from 6:00-7:00 PM in the Common Council Chambers. This session is open to all board members.

Library Board Minutes
August 27, 2014 Meeting
Page Four

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms.

Johns-Konkol. Motion carried and the meeting was adjourned at 7:51 PM.

submitted,

Secretary

Respectfully

Ellen Karrels,