

MINUTES OF THE LIBRARY BOARD

May 28, 2014 Meeting

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the May 28, 2014 Library Board meeting to order at 7:00 p.m.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Mrs. Karrels, Mrs. Mikolajewski,
Alderson Probst, Ms. Suelzer, Ms Wadewitz

Excused: Ms. Johns-Konkol, Ms. Wenzel

Also present: Ms. Julie Dropp, 7732 West Hicks Street, West Allis

Staff present: Michael Koszalka, Library Director;
Janice Narlow, Administrative Services

Approval of Minutes

Mrs. Garrison moved to accept the minutes of the March 26, 2014 and the April 23, 2014 meetings as received. Second by Alderson Probst. Motion carried.

Statements by Citizens

Ms. Dropp stated she was at tonight's meeting to comply with the Board's request to present the appeal for reinstatement of her library privileges in person. She indicated that two years have passed since her privileges were revoked, and she feels that she is an entirely different person. Ms. Dropp reviewed the information contained in her February 4, 2014 appeal letter for the Board, and respectfully requested reconsideration of the revocation.

Correspondence

The March 25, 2014 letter from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, to Michael Koszalka was noted. The letter states, "It is my pleasure to inform you that a transfer in the amount of \$8,539 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The April 2, 2014 letter to Mr. Ian Jester from Michael Koszalka, Library Director, was noted. The letter states, "At its monthly meeting held March 27, 2014, the West Allis Public Library Board of Trustees voted to affirm the ban that was imposed on you on March 6, 2014 for incidents occurring at the library on February 25th and 26th of this year. As a result your library privileges are revoked at the West Allis Public Library."

The April 7, 2014 letter from Paula A. Kiely, Director, to Michael Koszalka, Director, was noted. The letter states, "Please find a check in the amount of \$31.99 to reimburse the West

Allis Public Library for the DVD, *The Incredibles*. The DVD was lost from a Milwaukee Public Library hold shelf.”

The February 4, 2014 letter from James Gingery, Director, to the West Allis Public Library was noted. The letter states, “For purposes of verification in connection with our annual audit, will you please confirm to our auditors, Kerber, Eck & Braeckel, LLP, that the amount of the reciprocal borrowing payment that was made to your organization during the year ended December 31, 2013, as stated below is correct.” (The West Allis Public Library verified the amount of \$260,943 as correct.)

The April 17, 2014 letter from Paul M. Ziehler, City Administrative Officer, to Ms. Karen Mikolajewski was noted. The letter states, “On April 1, 2014, Michelle Wadewitz was appointed as a member of the West Allis Library Board, Her term expires July 1, 2016.”

The April 2014 letter from Stacy Madson, West Allis resident, to the Library Board was noted. The letter states, “Thank you so much for listening to my comments last month. Your listening ear and daily hard work are very appreciated.”

The April 29, 2014 email communication from Julie Dropp to Michael Koszalka was noted. The email states, “I recently switched jobs and am now working 2nd shift. I just cannot guarantee I will be able to get off work to make an appearance like the board requested. It would be appreciated if you could relay this to the board and see if they would be willing to put the appeal on hold...”

The May 19, 2014 letter to The State Historical Society of Wisconsin from Michael Koszalka, Library Director, was noted. The letter states, “The West Allis Public Library is requesting permission to destroy the following records—Daily Cash Receipts, January 1989 through December 2009.”

The May 19, 2014 letter to Mayor Dan Devine and Members of the Common Council from Michael Koszalka, Library Director, was noted. The letter states, “I am requesting permission to destroy...paper records stored at the West Allis Public Library.”

Reports – Claims and Finance

The Board reviewed the April and May Claims and Finance Reports. Alderperson Probst moved to accept the reports as presented, including approval of claim numbers 04176-04229 for \$393,039.69, Second by Mrs. Karrels. Motion carried.

Old Business

None.

New Business

1. **MCFLS update**

The migration to the Sierra platform took place on April 2nd. There were a few minor issues that MCFLS resolved very quickly.

Mr. Koszalka reported that the terms of two MCFLS Trustees, Suzanne Brier and Pat Jursik, expired. Neither appointment has been renewed by County Executive Abele. Khalif Rainey and Paula Penebaker have been appointed to the MCFLS Board, replacing Pat Jursik and Suzanne Brier.

The MCFLS Search Committee (Finance and Personnel Committee) continues to work on the recruitment for a new MCFLS Director to replace Jim Gingery, who has announced his retirement effective June 6th.

2. **Payment responsibility and interlibrary loan among member libraries**

As of last Thursday, the Hales Corners Public Library Board was still unwilling to sign the MCFLS Member Agreement over the holds payment issue. MCFLS is working on a plan to bring Hales Corners into compliance, as required by the State. The addendum brought forward by Hales Corners will not be added to this Member Agreement, but payment responsibility will most likely be an issue for the next Agreement.

3. **Terchak Endowment and Trust Fund Report**

4. **Heikkinen Trust Fund Report**

These two items will be held for the June meeting.

5. **Trustee Essentials, Chapter 16 – Ethics and Conflict of Interest Laws Applying to Trustees and Trustee Essentials, Chapter 17 – Membership in the Library System**

The Board reviewed key elements in both chapters.

6. **West Allis A la Carte – June 1, 2014**

Mrs. Mikolajewski reviewed staffing assignments and set-up for this Sunday's event.

Director's Report

Mr. Koszalka reported:

- The Children's Summer Reading Club will begin on Monday, June 2nd. Many activities and programs have been scheduled.
- He has completed the necessary continuing education credits to renew his Grade I Certificate through May of 2019.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Alderperson Probst. Motion carried and meeting adjourned at 8:20 p.m.

Respectfully submitted,

Ellen Karrels, Secretary