

MINUTES OF THE LIBRARY BOARD

March 26, 2014 Meeting

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the March 26, 2014 Library Board meeting to order at 7:04 p.m.

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

Excused: Mrs. Garrison

Also present: Stacy Madson, 2193 South 82 Street, West Allis

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

Approval of Minutes

Mrs. Karrels moved to accept the minutes of the February 26, 2014 meeting as received. Second by Ms. Johns-Konkol. Motion carried.

Statements by Citizens

Mrs. Mikolajewski welcomed Ms. Madson to the meeting and asked if she would like to address the Board. Ms. Madson indicated that she was a home school parent and introduced several children (family/friends) who were also attending the meeting. Ms. Madson stated that she wanted the Library Board to know that the West Allis Public Library is an invaluable resource to home schooled children and their parents. She is very appreciative of the art-related materials collection purchased with funds from the Drake-Breskvar Trust Fund. She would like more information about library policies governing volunteers, collection development, meeting room use, and building layout. Ms. Madson presented the Board with a piece of artwork (paper sculpture) for the Children's Department. The Board thanked Ms. Madson for her comments and her donation.

Correspondence

The February 27, 2014 letter to Ms. Julie Dropp from Michael Koszalka, Library Director, was noted. The letter states, "...the West Allis Public Library Board of Trustees took up the subject of your request to have your library privileges reinstated." The letter goes on to state, "...the Board decided to delay voting on your request. Instead, the West Allis Public Library Board of Trustees would like you to appear at a future board meeting so that the trustees can meet and pose questions to you in an attempt to make the best decision possible." Mr. Koszalka has not yet heard from Ms. Dropp with the date of a specific meeting she plans to attend.

The March 6, 2014 letter to Mr. Ian Jester from Michael Koszalka, Library Director, was noted. The letter states, "...your actions were serious violations of the West Allis Public Library Code of Conduct. As a result, your library privileges cease and you are immediately banned from the West Allis Public Library." This letter will be discussed under New Business, Item #5.

The March 7, 2014 letter to Karica Ware, Milwaukee Public Central Library, from Michael Koszalka, Library Director, was noted. The letter states, "Although the West Allis Public Library is very appreciative of MPL's offer to reimburse WAPL for the cost of the item, it is the philosophy of both the Administration and Library Board of Trustees at the West Allis Public Library that such loss is part of doing business (albeit an unfortunate one) in a large public library system." This letter will be discussed under New Business, Item #1.

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Ms. Suelzer moved to accept the report as presented, including approval of claim numbers 04140-04175 for \$37,530.51. Second by Ms. Wenzel. Motion carried.

Old Business

None.

New Business

1. MCFLS update

MCFLS is on schedule with its planned migration to the Sierra server. Staff has been attending various training sessions this past month, as the Sierra platform will replace Millennium. Implementation is scheduled for April 2nd. Although the library will be open that day, some services, including Internet access, will not be available during the migration.

Mr. Koszalka reported that MCFLS President Paul Ziehler and MCFLS Director Jim Gingery attended the February 27th Hales Corners Library Board meeting to discuss the holds payment issue, which has resulted in Hales Corners not signing the 2014-2015 Member Agreement. At the core of this issue is a request for reimbursement from the Hales Corners Library to the West Allis Public Library in the amount of \$144.49 for materials owned by the Hales Corners, which Director Pat Laughlin claims were lost while the items were awaiting pick-up at West Allis. In an attempt to mediate the issue and reach a solution, Mr. Ziehler has asked Mr. Koszalka to compile a list of scenarios in which we would reimburse another library for missing materials. The Board believes we have made our position clear in the letters that have been exchanged between our library and Hales Corners. The Board considers this matter closed and directed Mr. Koszalka to draft a letter for Mrs. Mikolajewski's signature reaffirming our position.

2. 2013 Trust Fund Report

Alderson Probst moved to accept the report as presented. Second by Ms. Johns-Konkol. Motion carried.

3. 2013 Public Library Annual Report

Ms. Wenzel moved to accept the report as presented. Second by Alderson Probst. Motion carried.

4. Resolution honoring former Board Member Donna Olson for her years of service

Mr. Fischer-Toerpe moved to accept the resolution as presented. Second by Ms. Johns-Konkol. Motion carried. The resolution and cover letter will be mailed to Mrs. Olson.

5. Recommendation from the Library Director to revoke the library privileges of a library patron

The Board reviewed the incidents involving this patron as outlined in Mr. Koszalka's March 6, 2014 letter (received under Correspondence). Alderson Probst moved to accept the recommendation of the Library Director to revoke the library privileges of Ian Jester and to affirm the ban that has been established. Second by Ms. Wenzel. Motion carried.

At this point in the process, Mr. Jester has a thirty-day period in which to request an administrative review of the Board's decision.

6. Trustee Essentials, Chapter 15 – the Library Board and the Public Records Law

The Board reviewed and discussed key elements in the chapter.

Director's Report

Mr. Koszalka reported:

- On February 27th at approximately 6:10 p.m., a fire alarm was pulled and a false alarm was sent out. Staff followed our procedures and about seventy persons exited the building into some very cold weather conditions. Some aspects of this incident could have been handled better, and we will use it as a training tool.
- Mayor Devine has been in contact with a local artist and has asked whether the Board might be interested in considering another mural. The Board would like more information about the artist and some examples of the artist's work.
- The library will be participating in the West Allis A la Carte on June 1st, and Mrs. Mikolajewski is still in need of additional volunteers.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Wenzel. Motion carried and meeting adjourned at 8:31 p.m.

Respectfully submitted,

Ellen Karrels, Secretary