

MINUTES OF THE LIBRARY BOARD

January 22, 2014 Meeting

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the January 22, 2014 Library Board meeting to order at 7:00 p.m.

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

Excused: Mrs. Garrison, Mrs. Olson

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

Approval of Minutes

Ms. Wenzel moved to accept the minutes of the December 11, 2013 meeting as received.
Second by Alderperson Probst. Motion carried.

Statements by Citizens

None.

(Mr. Fischer-Toerpe present at this point.)

Correspondence

The December 18, 2013 letter to Michael Koszalka from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, was noted. The letter states, "It is my pleasure to inform you that a transfer in the amount of \$9,256.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The December 26, 2013 letter to Karen Mikolajewski, Board President, from Paul M. Ziehler, President, MCFLS Board of Trustees, was noted. The letter states, "Thank you for signing and returning two copies of the 2014-2015 Milwaukee County Federated library System (MCFLS) Member Agreement, which was finalized by the MCFLS Board on August 19."

The December 30, 2013 letter to the West Allis Civil Service Commission from Michael Koszalka, Library Director, was noted. The letter states, "The West Allis Public Library respectfully requests permission to appoint Sheila Llanas to the position of Circulation Services Representative effective January 2, 2014." This letter will be discussed under the Director's Report.

The January 15, 2014 letter to Matt (last name and address unknown) from Michael Koszalka, Library Director, was noted. "As a result of your inappropriate behavior and violation of the Library Code of Conduct (see attached), your library privileges cease and you are immediately banned from the West Allis Public Library." This letter will be discussed under New Business, Item #3.

The December 30, 2013 email communication to Michael Koszalka from Laura Cox was noted. The email states, "...this past Friday, December 27, 2013 at library closing I was shocked, disappointed and saddened that my 8-year-old son and I were treated abusively by one of your staff members." This email will be discussed under New Business, Item #4.

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Ms. Wenzel moved to accept the report as presented, including approval of claim numbers 04043-04080 for \$117,933.27. Second by Ms. Johns-Konkol. Motion carried.

Old Business

None.

New Business

1. MCFLS update

Mr. Koszalka reported that the 2014-2015 MCFLS Member Agreement has been signed by all member libraries except Hales Corners. An addendum, proposed by Hales Corners, establishing accountability for other libraries' materials was not added to the Agreement. The Hales Corners Director has indicated that the Hales Corners Library Board does not intend to sign the Member Agreement unless the addendum is added.

The Sierra implementation is moving along on schedule. A new server was installed on January 20th in preparation for the migration to the new platform that is scheduled for April 2nd. Our library stayed open during the installation, which took about five hours. Although Millennium was unavailable, staff successfully continued to offer service to the public.

MCFLS Director Jim Gingery has announced his retirement effective June 6, 2014.

2. Library Organization Chart – revisions

The proposed revisions clarify recent changes to work flow patterns. The Lead Technician position is divided between the Circulation and Cataloging Departments. The other clerical positions (Technician and Circulation Service Representatives) are allocated to reflect current departmental assignments. An Adult Services Department that includes both Reference and Circulation is being reestablished. Alderperson Probst moved to accept the revised Chart as presented. Second by Mr. Fischer-Toerpe. Motion carried.

3. 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 January 15, 2014 letter (received under Correspondence). Mr. Fischer-Toerpe moved to accept the recommendation of the Library Director to revoke the library privileges of Matt (last name and address unknown) and to affirm the ban established in the January 15th letter. Second by Ms. Wenzel. Motion carried.

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

4. Patron complaint

Mr. Koszalka indicated that he has spoken to all the individuals involved in this situation. There were some missteps in our service approach, as we did not offer to hold the materials the patron had selected. The issue was resolved and used as a training opportunity for staff.

5. Trustee Essentials, Chapter 13 – Library Advocacy

The Board reviewed and discussed key elements in the chapter.

Director's Report

Mr. Koszalka reported:

- We are working through the hiring process for a Municipal Library Janitor and a part-time Library Custodian. There were 191 applicants for the Janitor position and 60 applicants for the part-time Custodian position. We will begin the second round of interviews for the Janitor position the week of February 3rd.
- The new Adult Reference Desk has been fully installed, and we have begun offering roving reference service.
- Sheila Llanas has been employed as a part-time Circulation Services Representative since April 22, 2013. We are asking the Civil Service Commission (December 30, 2013 letter received under Correspondence) to appoint Ms. Llanas to a full-time position effective January 2, 2014. This request is allowed under the provisions of Civil Service Rule XV, Section 11. Ms. Llanas will be an exceptional addition to the full-time staff.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Alderperson Probst. Motion carried and meeting adjourned at 7:50 p.m.

Respectfully submitted,

Ellen Karrels, Secretary