

MINUTES OF THE LIBRARY BOARD

December 11, 2013 Meeting

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the December 11, 2013 Library Board meeting to order at 7:07 p.m.

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

Excused: Mrs. Garrison, Mrs. Olson, Alderperson Probst,
Ms. Wenzel

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

Approval of Minutes

Mrs. Karrels moved to accept the minutes of the October 23, 2013 meeting as received. Second by Mr. Fischer-Toerpe. Motion carried.

Statements by Citizens

None.

Correspondence

The October 24, 2013 letter to Chris D'Acquisto, President, Library Board of Trustees, Hales Corners Library, was noted and will be discussed under New Business, Item #1.

A copy of the November 13, 2013 email communication to Jim Gingery, Paul Ziehler, and Beth Carey, LDAC Chair, from Wauwatosa Library Director Mary Murphy was noted and will be discussed under New Business, Item #1.

A copy of the 2013 Children's Department Annual Report was noted and will be discussed during the Director's Report.

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 04009-04042 for \$181,363.59. Second by Ms. Johns-Konkol. Motion carried.

Closed Session

Mrs. Mikolajewski announced that the Board will entertain a motion to convene in closed session to consider issues resulting from the termination of employment of a library staff

member. A closed session for the above stated purpose is authorized pursuant to the provisions of Wisconsin Statutes 19.85(1)(c) and (f) which authorize a governmental body to meet in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies, which, if discussed in public, would be likely to have substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations. Mr. Fischer-Toerpe moved that the Board convene in closed session. Second by Ms. Suelzer. Ayes: Fischer-Toerpe, Johns-Konkol, Karrels, Mikolajewski, Suelzer. Motion carried and closed session began at 7:15 p.m.

Mr. Fischer-Toerpe moved that the Board reconvene in open session. Second by Ms. Suelzer. Motion carried unanimously and the Board reconvened in open session at 7:26 p.m.

Mrs. Mikolajewski announced that the Board would resume its regular order of business.

Old Business

1. Library 2014 Operating Budget

Mr. Koszalka reported that our 2014 operating budget request was approved by the Common Council on November 19, 2013 without any additional changes. The library's operating budget for 2014 is \$1,895,327.

2. MCFLS Member Agreement 2014-

Mr. Koszalka reported that the current Member Agreement expires on December 31, 2013, and all member libraries except West Allis, Greenfield, and Hales Corners have signed the proposed Agreement. The major difference in this Agreement is a decrease in reciprocal borrowing funding from 43% to 41% of MCFLS' State Aid allocation. The addendum proposed by Hales Corners was not added to the proposed Agreement as there was no support for it at this time. Mr. Fischer-Toerpe moved that the Board accept and sign the 2014-2015 MCFLS Member Agreement as received. Second by Ms. Suelzer. Motion carried.

New Business

1. MCFLS update

The October 24, 2013 letter received under Correspondence was discussed. The letter states: "The West Allis Public Library Board of Trustees is in receipt of a letter (and attached invoice totaling \$144.49) from you dated September 27, 2013. The letter requests that the West Allis Public Library reimburse Hales Corners for items owned by the Hales Corners Public Library which Hales Corner's Library Director Pat Laughlin claims were lost while they were awaiting pick-up at West Allis. On October 23, 2013, the West Allis Public Library Board of Trustees discussed your letter in open session during our monthly meeting."

The letter goes on to state, "Our response is as follows: There exists no indisputable evidence supporting Ms. Laughlin's claim that the items were lost while in the possession of the West Allis Public Library. Without such evidence, there exists no compelling reason for West Allis to forward reimbursement.

We are unaware of any theory of liability under the Milwaukee County Federated Library System member agreement. If you have some language that you can point to in the MCFLS agreement that would make West Allis liable, we would be obliged to consider it"

The email communication received under Correspondence was also discussed. This communication from Wauwatosa Library Director Mary Murphy is in response to the ongoing discussion about open holds shelves and states, "We do not accuse patrons of theft and demand payment unless we have seen it ourselves or have it on security camera images, and then we involve the police. And in those cases, it is the patron who has stolen the item, not the library he/she chose to visit."

Mr. Koszalka indicated that the MCFLS Board has decided not to include the proposed addendum from Hales Corners in the 2014-2015 Member Agreement. The addendum would clarify the concept of responsibility for payments between libraries for materials that "go missing" from a holdshelf.

2. Trustee Essentials, Chapter 12 – Library Standards

The Board reviewed and discussed key elements in the chapter.

Director's Report

Mr. Koszalka reported:

- The 2013 Children's Department Annual Report was prepared by the Head of Children's Services and was included for the Board's review. The Summer Reading Club was very well received with 1,561 children registered.
- We are in the process of transferring supervision of the Circulation Department back to the Adult Reference Department from the Administrative Office. The Circulation Department has been supervised by the Administrative Office for the last ten years, and it has been a goal to reestablish an Adult Services Department that would include both the Reference and Circulation Departments. With the recent addition of 1.5 librarians in the Adult Department, the timing is appropriate for the transition.

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Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Suelzer. Motion carried and meeting adjourned at 8:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen Karrels".

Ellen Karrels
Secretary