

MINUTES OF THE LIBRARY BOARD

July 24, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Call to Order

Mrs. Mikolajewski called the July 24, 2013 Library Board meeting to order at 7:00 p.m. and appointed Leann Mester the Acting Secretary.

Present: Mr. Fischer-Toerpe, Ms. Johns-Konkol, Mrs. Karrels,
Ms. Mester, Mrs. Mikolajewski, Mrs. Olson,
Aldersperson Probst

Excused: Mrs. Garrison, Ms. Suelzer

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

Approval of Minutes

Aldersperson Probst moved to accept the minutes of the June 26, 2013 meeting as received. Second by Ms. Mester. Motion carried.

Statements by Citizens

None.

Correspondence

A copy of the form, *Request for Reconsideration of Library Material*, completed by Melissa Medrow, dated July 12, 2013, was noted. Ms. Medrow indicated a children's book, *The Big Book of America*, contains incorrect information.

A copy of the July 15, 2013 letter from Mary Ross, Librarian I-Children's Department, to Melissa Medrow was noted. Library staff reviewed the book and agreed with Ms. Medrow. The letter states, "The books (there are multiple copies) will be pulled from the shelves and discarded."

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Ms. Mester moved to accept the report as presented, which includes approval of claim numbers 03896-03937 for \$170,757.96. Second by Ms. Johns-Konkol. Motion carried

Old Business

1. Library Strategic Plan 2013-

The Board discussed the proposed goals and objectives for the next strategic plan. The list of objectives incorporates suggestions from both the Board and the staff and has been reviewed a second time by library department heads. Alderperson Probst moved that the Board approve the list of strategic plan objectives as presented. Second by Ms. Mester. Motion carried. The next step in the process will be to assign realistic time frames to the objectives. Staff will complete a final proof of the entire plan and have another draft ready for next month's meeting.

2. Library 2013 Operating Budget

The Board considered the proposed 2014 operating budget request of \$1,895,226. Mr. Koszalka indicated that the budget being submitted reflects an increase of less than one percent (before adjusting for salary increases) over the 2013 adopted budget. Ms. Mester moved that the Board approve the budget request as presented. Second by Mrs. Olson. Motion carried.

New Business

1. Election of Officers

The Board agreed to postpone the election of officers until the August meeting.

2. MCFLS update

Mr. Koszalka reported that MCFLS is on schedule with the implementation of Encore, an Internet interface that will enhance the functionality of CountyCat for library users. The interface of the catalog will be upgraded and allow patrons to refine their search for information. An end of August release is planned. MCFLS is also looking at migrating to Sierra in 2014, which will replace Millennium. These are necessary but expensive upgrades, and most likely will impact member libraries financially.

3. MCFLS Member Agreement 2014-

Mr. Koszalka reported that at its July meeting, the MCFLS Board discussed the 2014-2015 funding allocations for reciprocal borrowing, the cataloging contract, and the resource library agreement. The MCFLS Board unanimously passed a motion allocating the following State Aid percentages:

<u>2014</u>		<u>2015</u>	
Reciprocal	41%	Reciprocal	41%
Cataloging	10%	Cataloging	11%
Resource Library	7%	Resource Library	7%

This is a decrease of 2% from the percentage of State Aid allocated toward reciprocal borrowing in the current Member Agreement.

4. Public Access Internet Policy (revised)

Ms. Johns-Konkol moved to approve the revised Public Access Internet Policy. Second by Mr. Fischer-Toepe. Motion carried. The revised policy reads:

Adult Services Workstations

2. Patrons are allowed two hours of Internet time per day.

Young Adult Workstations

2. Teens receive two hours of Internet time per day.

Children's Department

2. The child's own valid Milwaukee County Federated Library System (MCFLS) card is necessary to use the Children's Department Internet computers. Internet computers in the Children's Department are available to users under age 15 for two hours per day.

5. Terchak Trust Fund – request funds to renovate the first floor public restrooms

Mrs. Olson moved to allocate up to \$20,000 from the Terchak Trust Fund for the renovation of the first floor restrooms (4 public restrooms). Second by Alderperson Probst. Motion carried.

6. Trustee Essentials, Chapter 8 – Developing the Library Budget

The Board reviewed and discussed key elements in this chapter.

DIRECTOR'S REPORT

Mr. Koszalka reported:

- The recruitment process is underway to fill two open Librarian I positions – a full time position and a .5 part time position.
- Linda King, Assistant Supervisor Administration/Circulation Services, has announced her retirement effective July 31, 2013. Ms. King has had a significant, positive impact on library services and staff, and we wish her the best.
- An article by Alan J. Borsuk, published in the *Milwaukee Journal Sentinel* on July 6, 2013, emphasized the importance of encouraging children to keep reading over the summer months and the role of our local libraries in that effort.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Alderperson Probst. Motion carried and meeting adjourned at 8:00 p.m.

Respectfully submitted,

Leann Mester, Acting Secretary