

MINUTES OF THE LIBRARY BOARD

June 26, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Call to Order

Mrs. Mikolajewski called the June 26, 2013 Library Board meeting to order at 7:00 p.m.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Ms. Johns-Konkel,
Ms. Mester, Mrs. Mikolajewski, Mrs. Olson,
Alderson Probst, Ms. Suelzer

Excused: Mrs. Karrels

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

Approval of Minutes

Ms. Mester moved to accept the minutes of the May 22, 2013 meeting as received. Second by Mr. Fischer-Toerpe. Motion carried.

Statements by Citizens

None.

Correspondence

The June 12, 2013 letter from Ellen M. Gilligan, President and 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 \$9,223.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account:

The June 10, 2013 letter from Paul M. Ziehler, President, Milwaukee County Federated Library System, to Stef Morrill, Director, WILS, was noted. This letter will be discussed under New Business, Item #1.

Claims and Finance Report

The Board reviewed the Claims and Finance Report. Mrs. Garrison moved to accept the report as presented, which includes approval of claim numbers 03855-03895 amounting to \$189,062.85. Second by Ms. Mester. Motion carried. The June 2013 Financial Report was also included for the Board's review.

Old Business

1. Library Strategic Plan 2013-

Mr. Koszalka reported that he has compiled another draft of the plan that includes the additional suggestions from both the Board and the staff. The latest version has been sent to the department heads for a final review and will be ready for Board consideration at the July meeting.

2. Collection Development Policy (revised)

Ms. Mester moved to accept the revised Collection Development Policy as presented. Second by Ms. Johns-Konkol. Motion carried. The revised policy is a downsized, streamlined version of the former policy, making it easier for library patrons to understand the selection process and why items are added to the collection.

New Business

1. MCFLS update

The Board discussed the June 10, 2013 letter received under Correspondence from Paul M. Ziehler to Stef Morrill. The letter reads, "On behalf of the Milwaukee County Federated Library System (MCFLS) Board of Trustees, I am writing this letter to you in your role as facilitator for the SRLAAW subcommittee process on Creating More Effective Library Systems. The letter goes on to read, "...we would like to formally express our opposition regarding two of the preliminary recommendations found in the SRLAAW Subcommittee draft of April 29, 2013 – Progress Report and Preliminary Recommendations." The recommendations opposed by the MCFLS Board are:

- Eliminate the statutory requirement for resource libraries (s.43.16), and
- Replace the existing population standards for public library systems (s.43.15) with the following demographic and organization standards:
Counties—the library system has a minimum of three (3) participating counties.

SRLAAW is undertaking a multi-part process to examine how public library systems can remain effective in meeting member library needs into the future, including the possibility of reconfiguring systems. Mr. Koszalka will keep the Board informed as the process of studying Wisconsin's public library systems moves forward.

2. Library 2014 Operating Budget

Mr. Koszalka reported that we have received the 2014 budget guidelines from the Mayor's Office. The Mayor is asking departments to think long term, to be more creative and innovative, to be more efficient, to streamline operations, improve productivity, and implement alternate service delivery options. All departments are being asked to submit 2014 budgets with a 0% spending increase (not including salary increases). Staff will prepare a detailed proposed budget for the Board's consideration at its July meeting.

3. Terchak Trust Fund (Library) Report/Terchak Endowment (GMF) Report
The Board reviewed the current balances in the two funds. The Board discussed using some of the funds to update the public restrooms, including the installation of automatic, button-operated door openers to benefit wheelchair bound patrons. This item will be included on next month's agenda.
4. Trustee Essentials, Chapter 7 – The Library Board and Library Personnel
The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- The West Allis A la Carte event went very well. Thanks to Mrs. Mikolajewski for organizing the event for the library, and Mr. Fischer-Toerpe, Ms. Marianna Markowetz (Friends), and Mr. and Mrs. Mikolajewski for staffing the library's station.
- We have received permission from the Common Council to fill two of our vacant positions—a full time Librarian I position and a .5 part-time Librarian I position.
- Summer programming is off to a good start for all age groups. The Children's Wednesday programs feature professional, high-quality, performers and are very well attended.
- On June 19, the Adult Reference Department hosted a group of students from West Allis Central's summer school session. The students were here to learn about various library resources and register for library cards.
- 55,700 items were circulated during May 2013, a decrease of 1%; 45,142 of the items were circulated using the SelfChecks.

Other Business

None.

Adjournment

There being no further business, Mrs. Olson moved to adjourn. Second by Ms. Mester. Motion carried and meeting adjourned at 8:00 p.m.

Respectfully submitted,

Carol Garrison
Secretary