

MINUTES OF THE LIBRARY BOARD

May 22, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the May 22, 2013 Library Board meeting to order at 7:00 p.m. and appointed Ms. Mester the Acting Secretary.

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

Excused: Mrs. Garrison, Mrs. Karrels, Mrs. Olson,
Alderson Probst

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

Approval of Minutes

Mr. Fischer-Toerpe moved to accept the minutes of the April 24, 2013 meeting as received. Second by Ms. Johns-Konkol. Motion carried.

Statements by Citizens

None.

Correspondence

None.

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 03811-03854 amounting to \$383,193.48. Second by Ms. Johns-Konkol. Motion carried.

Old Business

1. Library Strategic Plan 2013-

Mr. Koszalka reported that he has formulated another draft of the plan that incorporates the Board's suggestions from the April meeting. As requested, the Collection Development Policy has been reviewed and revised. A draft version of the policy will be presented for Board consideration later in the agenda under New Business, Item #2. The next step in the process will be another review of the proposed plan by library staff, with a final version ready for the Board's review at its July meeting.

New Business

1. MCFLS update

Mr. Koszalka reported that the working group formed to investigate a possible merger of the Eastern Shores Library System and the Manitowoc-Calumet Library System has decided to recommend to their respective library system boards suspending the merger investigation. The reasons given for this decision are the proposed study of public library systems approved by the state legislature's Joint Finance Committee, and a recent report from the System and Resource Library Administrators Association of Wisconsin (SRLAAW) regarding library system service requirements and recommendations to create more effective systems.

If the proposed state study is included in the final budget bill, it would require the Department of Administration, in consultation with the Department of Public Instruction, to conduct a study of Wisconsin's public library systems to identify the potential for savings by consolidating regions, using technology, reducing duplications, utilizing LEAN practices, and increasing the sharing of services. The DOA would be required to submit its report to the Joint Finance Committee by July 1, 2014.

In the recent SRLAAW report, two of the preliminary recommendations include eliminating the statutory requirement for resource libraries and replacing the existing population standards for systems with new demographic and organizational standards. Both the DOA/DPI study and the SRLAAW report could impact library systems in Wisconsin. Mr. Koszalka will keep the Board informed as the process moves forward.

2. Collection Development Policy (revised)

The Board requested additional information from staff. This item will be considered at next month's meeting.

3. Organization Chart (revised)

Mr. Fischer-Toerpe moved to accept the revised Organization Chart. Second by Ms. Mester. Motion carried. The revision eliminates one Library Assistant position (full-time) and creates two .5 Librarian I positions (part-time).

4. Trustee Essentials, Chapter 6 – Evaluating the Director

The Board reviewed key elements in this chapter. In the past, both the Mayor and the Board President have participated in the Director's performance appraisal. A line item regarding the performance appraisal will be added to each year's December agenda so the Board can discuss the goals and objectives of the Director prior to the yearly review process.

5. West Allis A la Carte – June 2, 2013

Mrs. Mikolajewski reported that all arrangement have been made for the June 2nd event. The library will staff a booth with information available about the various summer reading clubs and raffle items promoting reading and library services. The raffle items are being provided by the Friends of WAPL. Mrs. Mikolajewski asked for additional volunteers to fill a few remaining shifts.

Director's Report

Mr. Koszalka reported:

- Megan Markiewicz, Librarian I, resigned her position effective May 17, 2013 after five years of service. Ms. Markiewicz provided excellent programming and library service for the young adults in our community as well as computer/technology classes for both adults and young adults. We have begun the process to recruit a replacement.
- The Adult Reference Department was visited this morning by a class of twenty special needs students and the Library Media Specialist from Central High School. The students were here to learn about various library resources and register for library cards.
- All three (children's, young adult, adult) summer reading clubs are ready to begin the week of June 3rd. The theme this summer is *Dig Into Reading*.
- Library Supporter Recognition Day held on Sunday, April 28th was well attended. The event was planned to recognize the Heikkinen Family for their generous donation, which made the Children's Department renovation possible. Amelia Heikkinen's family was well represented with two daughters, one granddaughter, and three great-grandsons attending the event.
- Our fall schedule of computer classes will include Internet job search workshops, which we anticipate will be well attended.

Other Business

None.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Mester. Motion carried and meeting adjourned at 7:57 p.m.

Respectfully submitted,

Leann Mester
Acting Secretary