

MINUTES OF THE LIBRARY BOARD

September 25, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Call to Order

Mrs. Mikolajewski called the September 25, 2013 Library Board meeting to order at 7:04 p.m. and appointed Mrs. Olson the Acting Secretary.

Present: Mrs. Karrels, Mrs. Mikolajewski, Mrs. Olson,
Ms. Suelzer, Ms. Wenzel

Excused: Mr. Fischer-Toerpe, Mrs. Garrison, Ms. Johns-Konkol,
Alderson Probst

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

Approval of Minutes

Mrs. Olson moved to accept the minutes of the August 28, 2013 meeting as received. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

The August 30, 2013 letter to Don Weege from Michael Koszalka, Library Director, was noted. The letter states, "...at its August 28, 2013 meeting, the West Allis Public Library Board of Trustees voted to waive the amount of money owed by you as a result of your inability to return to work after suffering a leg injury on March 6, 2013."

The September 12, 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 \$9,267.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The September 17, 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 Peter Mwana-Bute to the position of Municipal Janitor Library (full-time) effective October 7, 2013."

Claims and Finance Report

The Board reviewed the Claims and Finance Report. Ms. Wenzel moved to accept the report as presented, including approval of claim numbers 03967-03988 for \$122,442.45. Second by Mrs. Olson. Motion carried. The September 23, 2013 Financial Report was also included for the Board's review.

Old Business

1. Election of Officers

Mrs. Mikolajewski opened the nominations for 2013-2014 Library Board officers. Mrs. Olson nominated Mrs. Karrels for the office of Vice President. Mrs. Karrels declined the nomination. Mrs. Olson nominated Ms. Suelzer for the office of Vice President. Ms. Suelzer accepted the nomination. Mrs. Olson nominated Mrs. Karrels for the office of Secretary. Mrs. Karrels accepted the nomination. Mrs. Olson moved that the Board cast a unanimous ballot for Ms. Suelzer (Vice President) and Mrs. Karrels (Secretary). Second by Ms. Wenzel. Motion carried.

Ms. Suelzer moved that the Board cast a unanimous ballot to retain Mrs. Mikolajewski in the office of President and Ms. Johns-Konkol in the office of Financial Secretary. Second by Mrs. Olson. Motion carried.

2013/2014 Officers:

Mrs. Mikolajewski	President
Ms. Suelzer	Vice President
Mrs. Karrels	Secretary
Ms. Johns-Konkol	Financial Secretary

2. Library Strategic Plan 2013-

The Plan, which was approved by the Board at its August 28th meeting, is undergoing a final proof. When completed, the Plan will be placed on the library's webpage and made available in hard copy.

3. Library 2014 Operating Budget

During the Mayor's budget review \$3,000 was cut from the gas utilities account and \$2,000 was added to the electric utilities account, resulting in a cut of \$1,000 from the total budget request approved by the Board at its July meeting. City Administrative Officer Paul Ziehler has indicated that, after additional review, the \$1,000 will be restored to the library's 2014 request—in the materials account.

4. MCFLS Member Agreement 2014-

Mr. Koszalka reported that City Attorney Scott Post has just completed his review of the draft version of the Member Agreement. The Board will begin consideration of the Agreement at its October meeting.

New Business

1. MCFLS update

Mr. Koszalka reported that Encore is scheduled to go live on October 16th. Starting tomorrow, patrons using CountyCat will be notified that the new interface is coming and be offered an opportunity to view an introductory video. MCFLS will continue to support CountyCat after October 16th, making it available to patrons indefinitely.

2. Resolution honoring former Board Member Leann Mester for her years of service

Mrs. Karrels moved to accept the resolution as presented. Second by Mrs. Olson. Motion carried. Mrs. Mikolajewski will schedule a presentation date with Ms. Mester.

3. Trustee Essentials, Chapter 10 – Developing Essential Library Policies

The Board reviewed and discussed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- On September 17, 2013, the Common Council took action to delete the library section from the City's Policy and Procedure Manual. It was determined that this section should not be included in the Manual as Wisconsin Statutes Chapter 43 empowers the Library Board to set policy for the library.
- We have almost finished the recruitment process for the two open Librarian I positions. Interviews have been concluded, and two final candidates were selected (from a field of 84 applicants). The candidates will undergo background checks and drug screenings before we make final offers.
- Peter Mwana-Bute will be transferring from the Senior Center to the open Municipal Janitor position at the library effective October 7, 2013.
- The Adult and YA summer reading programs were both very successful. Sixty-three teens read over 200,000 pages, and eighty-three adults read 1,620 books. The readers were eligible for various gift cards provided by the Friends of the West Allis Library.
- Patricia Wenzel has been appointed to the Library Board by Mayor Devine. Ms. Wenzel will complete Leann Mester's term.

Adjournment

There being no further business, Mrs. Olson moved to adjourn. Second by Mrs. Karrels. Motion carried and meeting adjourned at 7:35 p.m.

Respectfully submitted,

Donna Olson, Acting Secretary