

MINUTES OF THE LIBRARY BOARD

December 9, 2015 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the December 9, 2015 Library Board meeting to order at 7:05 p.m.

Present: Mr. Fischer-Toerpe, Superintendent Dr. Marty Lexmond, Mrs. Mikolajewski, Ms. Suelzer, Ms. Wadewitz

Excused: Mrs. Karrels, Ms. Johns-Konkol, Alderperson Probst, Ms. Wenzel

Staff present: Michael Koszalka, Library Director
Lisa VandenBoom, Librarian IV

Also present: Mr. Paul Ziehler, President, Milwaukee County Federated Library System Board of Trustees

Approval of Minutes

Ms. Wadewitz moved to accept the minutes of the October 28, 2015 meeting as written. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

A letter from the Greater Milwaukee Foundation dated November 16th, 2015 to Michael Koszalka, Library Director, was noted. It detailed a grant transfer of \$9,708.00 to the Irv. H. Terchak Endowment Fund.

Reports-Claims and Finance

The Board reviewed the December Claims and Finance Report. Dr. Lexmond moved to accept the report as presented, including approval of claim numbers 4818 to 4852 in the amount of \$220,408.29. Second by Ms. Suelzer. Motion carried.

Old Business

1. Library 2016 Operating Budget

The Common Council approved the 2016 City budget on November 17th, 2015.

2. MCFLS Member Agreement

The Library Board discussed the MCFLS Member agreement. Paul Ziehler, President, Milwaukee County Federated Library System Board of Trustees, was present to answer questions. Ms. Wadewitz moved to sign the agreement along with a letter detailing some objections the Board has with the contract. Second by Ms. Suelzer.

New Business

1. MCFLS Update

The Greenfield Public Library was closed November 25th, 2015 due to bedbugs being discovered in the library. The bedbugs were also detected on delivery trucks. Mr. Koszalka requested that delivery to the West Allis Public Library be discontinued until the trucks were cleared of bedbugs. Delivery resumed on November 30th, 2015.

On November 30th, the MCFLS router at the Library stopped working, All connections, including the library catalog, Internet, and staff email were down. MCFLS did not have any spare routers available. After 32 hours a new router was installed. MCFLS has promised they will keep spare routers on hand in the future.

2. National Avenue Corridor Strategic Plan

The Library Board discussed the proposals presented to the City by the GRAEF Architect firm for the revitalization of National Avenue.

3. Trustee Essentials, Chapter 6-Evaluating the Director

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- The Book- a -Librarian program has proven successful. Individualized computer help is provided to patrons by appointment. The Reference staff has been booking multiple appointments a week.
- 3M Library Systems, provider of the Library's self- checks and RFID tags, has been purchased by Biblioteca.
- The Library will soon be upgrading the self- checks using capital money since they are now eight years old. The upgrade will include read-a-like suggestions printed on receipts, programming listed on the screen, bigger monitors, and a faster processor.
- The Department of Public Works will be replacing eight windows in the staff area.
- The Library will implement a print management solution in 2016 through Comprise, the company that provides the system's Internet time management software.

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- The latest Library strategic plan will be expiring at the end of the year. A committee will be formed to work on the next one. More information will be provided at the January Library Board meeting.
- The first round of interviews for the full time evening Janitor position have been completed. Fifteen candidates were interviewed and five will move on to the second round.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Suelzer. Motion carried and the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Ellen Karrels, Secretary