

MINUTES OF THE LIBRARY BOARD

January 27, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the January 27, 2016 Library Board meeting to order at 7:04 p.m.

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

Excused: Superintendent Dr. Marty Lexmond, Alderperson Probst, Ms. Wenzel

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

Approval of Minutes

Mrs. Karrels moved to accept the minutes of the December 9, 2015 meeting as written.
Second by Ms. Wadewitz. Motion carried.

Statements by Citizens

None.

Correspondence

A letter from Matthew Holsen, District Scheduler for Congressperson Sensenbrenner, to the West Allis Public Library was noted. It confirms a town hall meeting in the West Allis Public Library Constitution Room on Monday, February 8th from 6:30 until 8:40.

A letter from Karen Mikolajewski, Library Board President, to Paul Ziehler and the MCFLS Board of Trustees dated December 9th, 2015 was noted. It outlines the Library Board's position on the new MCFLS agreement.

Reports-Claims and Finance

The Board reviewed the January Claims and Finance Report. Ms. Wadewitz moved to accept the report as presented, including approval of claim numbers 4583 to 4625 in the amount of \$168,995.32. Second by Ms. Suelzer. Motion carried.

New Business

1. MCFLS Update

All the libraries in MCFLS have signed the member agreement.

The Wisconsin Library System Redesign Steering Committee is a group that is reviewing the

library systems in Wisconsin and may possibly recommend future changes. The committee consists of a representative from the Wisconsin Department of Instruction, the director of the Milwaukee Public Library, and other library representatives throughout the state.

2. Terchak Trust Fund Report- Request funds for Children's collection enhancement, hearing loops, and SAM's Print Management

The Library Board reviewed the Terchak Trust Fund Report. Ms. Suelzer moved to approve the request for the Children's collection enhancement. Second by Ms. Johns-Konkol. Motion carried.

Mr. Fischer-Toerpe moved to approve the request for hearing loops. Second by Ms. Suelzer. Motion carried.

Ms. Wadewitz moved to table the request for funds for SAM's print management. Second by Mr. Fischer-Toerpe. Motion carried. Michael Koszalka, Library Director, will discuss financing options with the Center for Excellence (formerly the Information Technology Department).

3. Library Strategic Plan

The previous strategic plan expired at the end of 2015. Beginning in March a new Strategic Planning committee will convene to create a new plan. Members will include Library Board members and library supervisory staff. The previous strategic plan will be discussed at the February Board meeting.

4. Library Collection Report Update

Since 2010 the library has had a process for recovery of overdue materials. The Library Board was presented with a report on how much has been recovered in that time. After reviewing this report the Board decided this is a worthwhile effort. Mr. Fischer-Toerpe moved to accept the report. Second by Ms. Wadewitz. Motion carried.

5. Trustee Essentials- Chapter 7- The Library Board and Library Personnel

The Board reviewed the key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- The library now has a full custodial staff. Mark Kasten started January 11th as the full-time second shift janitor and George Anton will start January 30th as a part-time janitor. Both have extensive janitorial experience. Gary Seymour, Head Custodian, has worked many hours of overtime since September to keep the library clean and maintained. Gary is to be commended for his efforts.
- On January 26th, Michael Koszalka, Library Director, was interviewed by children from Jefferson Elementary School.
- Beth Henika, Children's Supervisor, and Katie Hubbard, Young Adult Librarian, met with West Allis-West Milwaukee School District representatives to discuss collaboration opportunities between the library and schools. On February 18th, the library will hold an "Ace the ACT" program that will provide study help for students taking the now mandatory ACT.
- Katie Jentges and Emma Cobb, Adult Librarians, received glowing reviews from patrons recently. Those positive comments were shared with the Board.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Johns-Konkol. Motion carried and the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Ellen Karrels, Secretary