

MINUTES OF THE LIBRARY BOARD

March 23, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the March 23, 2016 Library Board meeting to order at 7:15 p.m.

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

Excused: Ms. Johns-Konkol, Superintendent Dr. Marty Lexmond, Alderperson Probst, Ms. Patricia Wenzel

Staff present: Michael Koszalka, Library Director
Emily Rutter, Librarian II

Also present: Jose Villa and Maria Ceballos

Approval of Minutes

Mrs. Wadewitz moved to accept the minutes of the February 24, 2016 meeting as written.
Second by Mr. Fischer-Toerpe. Motion carried.

Statements by Citizens

None.

Correspondence

A letter dated February 24, 2016 from the Greater Milwaukee Foundation to Michael Koszalka, Library Director, was included in tonight's packet. It notes a grant transfer of \$9,954.00 from the Irv H. Terchak Fund.

A letter dated February 25, 2016 from Michael Koszalka, Library Director, to Timothy Sherman was noted. The letter details how Mr. Sherman can appeal his library ban.

Two letters both dated March 15, 2015 to the West Allis Civil Service Commission from Michael Koszalka, Library Director were noted and later discussed in the Director's Report.

Reports-Claims and Finance

The Board reviewed the March Claims and Finance Report. Ms. Suelzer moved to accept the report as presented, including approval of claim numbers 4661 to 4684 in the amount of \$135,720.73. Second by Mrs. Karrels. Motion carried.

Old Business

1. Library Strategic Plan

On March 10, 2016 a group including Mrs. Karrels, Mrs. Mikolajewski, Ms. Michelle Wadewitz, Michael Koszalka, Ellen Dobrogowski, Elizabeth Henika, and Emily Rutter met to begin the discussion of updating and revising the Library Strategic Plan. The next meeting will be held April 14, 2016 at 6:30 pm.

New Business

1. MCFLS Update

Greendale Public Library Director Gary Niebuhr has announced his retirement. MCFLS is proposing bids for updating the bandwidth for county libraries.

2. 2015 Trust Fund Report

The Board reviewed the 2015 Trust Fund Report. Mrs. Karrels moved to accept the report as written. Second by Michelle Wadewitz. Motion carried.

3. 2015 Public Library Annual Report

The Board reviewed the completed 2015 Public Library Annual Report. Mr. Fischer-Toerpe moved to accept the report as written. Second by Mrs. Karrels. Motion carried.

4. Revised Organizational Chart

The Board reviewed the Revised Organizational Chart. Mrs. Wadewitz moved to accept. Second by Mr. Fischer-Toerpe. Motion carried.

5. Trustee Essentials- Chapter 9-Managing the Library's Money

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Two letters, both dated March 15, 2016 have been sent to the Civil Service Commission requesting the appointments of Karen Keiper and Chris Ratkowski to Part-Time (Permanent) Library Assistants, effective April 4, 2016.
- Human Resources are recruiting for two provisional positions that will be left vacant by the appointments of Karen Keiper and Chris Ratkowski.
- On Saturday, March 19th the Library hosted its first annual Wisconsin Author Festival. It was a success with over 32 local authors and an estimated 250 patrons attending
- On April 11, 2015 at 6:30 pm, the library will host author Ally Condie.

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Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Wadewitz. Motion carried and the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Ellen Karrels, Secretary