

MINUTES OF THE LIBRARY BOARD

May 25, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the May 25, 2016 Library Board meeting to order at 7:05 p.m.

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

Excused: Alderperson Weigel

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

Approval of Minutes

Dr. Lexmond moved to accept the minutes of the April 27, 2016 meeting as written. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

None.

Reports-Claims and Finance

The Board reviewed the April Claims and Finance Report. Ms. Wenzel moved to accept the report as presented, including approval of claim numbers 4720 to 4745 in the amount of \$114,713.87. Second by Mrs. Karrels. Motion carried.

Old Business

1. Library Strategic Plan

On May 12, 2016 a group including Mrs. Karrels, Mrs. Mikolajewski, Ms. Suelzer, Ms. Wadewitz, Michael Koszalka, Ellen Dobrogowski, Elizabeth Henika and Emily Rutter met to review the results of the SWOT (Strengths, Weaknesses, Opportunities, Threats) questionnaire that had been distributed to staff. The next meeting will be held June 9, 2016 at 6:30 pm.

New Business

1. MCFLS Update

Bruce Gay and Steve Hesel are working to increase bandwidth for West Allis and Wauwatosa. This increase will help West Allis patrons using the internet during peak times.

2. Library Board Bylaws

The Board reviewed minor revisions. Dr. Lexmond moved to accept the revisions. Second by Ms. Wenzel. Motion carried.

(Mr. Fischer-Toerpe present at this point)

3. Comfort Animals

The Board reviewed recommendations from the City Attorney. The trustees recommended that the language be changed from service dogs to service animals. This subject will be further discussed at the June meeting.

4. Trustee Essentials, Chapter 11-Preparing for the Library's Future

The Board reviewed key elements of this chapter.

5. West Allis A La Carte – June 5th, 2016

Karen Mikolajewski discussed the upcoming event.

Director's Report

Mr. Koszalka reported:

- Two part-time library assistants have been hired, Greg Comly and Jamie Kiefer. A third is expected to begin in July.
- Library assistant, Georgie Schnobrich will retire June 6th after 31 years.
- Alderperson Weigel has been appointed to the Library Board to replace Alderperson Probst who had scheduling conflicts.
- Hearing Loops will be installed May 26, 2016 by Metro Sound & Video.
- Biblio theca (3M) have been upgrading the library self-check outs. This process should be completed by Thursday, May 26th.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Wadewitz. Motion carried and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Ellen Karrels, Secretary

