

MINUTES OF THE LIBRARY BOARD

June 22, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the June 22, 2016 Library Board meeting to order at 7:00 p.m.

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

Excused: Superintendent Dr. Marty Lexmond, Ms. Patricia Wenzel

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

Approval of Minutes

Mrs. Karrels moved to accept the minutes of the May 25, 2016 meeting as written. Second by Mr. Fischer-Toerpe. Motion carried.

Statements by Citizens

None.

Correspondence

A letter dated May 25, 2016 from the Greater Milwaukee Foundation to Michael Koszalka, Library Director, was included in tonight's packet. It notes a grant transfer of \$10,010.00 from the Irv H. Terchak Fund.

A letter dated May 24, 2016 from Michael Koszalka, Library Director, to Matthew Czerwinski was noted. The letter will be discussed under New Business, item #2.

Reports-Claims and Finance

The Board reviewed the May Claims and Finance Report. Ms. Suelzer moved to accept the report as presented, including approval of claim numbers 4927 to 4966 in the amount of \$179,290.12. Second by Ms. Johns-Konkol. Motion carried.

Old Business

1. Library Strategic Plan

On June 9th, 2016 the Strategic Plan Committee met, discussed, and contributed essential ideas to the SWOT analysis that was undertaken with additional feedback from staff. The next meeting will be July 21st at 6:30 P.M.

2. Comfort Animals

The Library Board voted to keep the wording in the policy as “service dogs”. Mr. Fischer-Toerpe moved to accept the change. Second by Ms. Wadewitz.

New Business

1. MCFLS Update

On June 9th, 2016 MCFLS increased the library’s bandwidth from 20 megabits per second to 100 megabits per second with no increase in the cost.

Wisconsin Trustee Training Week will be August 22nd-26th. Online training webinars are offered that week and will be recorded for future listening.

MCFLS has requested an additional \$37,000 from Milwaukee County Executive Abele to cover the cost of renewing Gale Courses for 2017. This resource offers thousands of classes in many subjects.

2. Recommendation from the Library Director to revoke the privileges of a library patron

The Board reviewed the incidents involving Matthew Czerwinski as outlined in Mr. Koszalka’s May 24th, 2016 letter. Alderperson Weigel moved to accept the recommendation of the Library Director to revoke the privileges of Mr. Czerwinski. Second by Mrs. Karrels. Motion carried.

3. 2017 Operating Budget

The Board was provided the budget timeline. The proposed budget will be brought to the Library Board at the July meeting. Mike Koszalka, Library Director, will meet with the Mayor and the City Administrator on August 16th to discuss the proposed budget.

4. Trustee Essentials- Chapter 12-Library Standards

The Board reviewed key elements in this chapter.

Director’s Report

Mr. Koszalka reported:

- The City has initiated a Classification and Compensation Study to simplify the City’s wage and classification structure. This has not been done since 1980.
- On June 13th, 2016, Mike Koszalka, Library Director, met with the Mayor and Mrs. Karen Mikolajewski, Library Board President, to conduct his mid-year performance evaluation.

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- Two part- time provisional Library Assistants have been hired. Sarah Rowell works full-time as a librarian at MSOE and Rachel Cramer previously worked for the Green Bay School District and will be attending UW-Milwaukee for her Master's in Library Science.
- A full -time Circulation Services representative position currently remains open due to a retirement.

Adjournment

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

Respectfully submitted,

Ellen Karrels, Secretary