

MINUTES OF THE LIBRARY BOARD

March 27, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Ms. Mester called the March 27, 2013 Library Board meeting to order at 7:00 p.m.

Present: Mrs. Garrison, Ms. Johns-Konkol, Mrs. Karrels, Ms. Mester,
Mrs. Olson, Ms. Suelzer

Excused: Mr. Fischer-Toerpe, Mrs. Mikolajewski, Alderperson Probst

Staff present: Michael Koszalka, Library Director;
Janice Narlow, Administrative Services

Approval of Minutes

Ms. Johns-Konkol moved to accept the minutes of the February 27, 2013 meeting as received. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

The March 21, 2013 letter to Michael Koszalka from Ellen M. Gilligan, President and CEO, Greater Milwaukee Foundation, was noted. The letter states, "...a transfer in the amount of \$9,289.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

Copies of two checks from the Milwaukee County Federated Library System were noted:

- Check #10817 dated February 26, 2013 in the amount of \$221,843.00 (reciprocal borrowing payment)
- Check #10831 dated February 26, 2013 in the amount of \$39,100.00 (reciprocal borrowing service to West Milwaukee residents)

A copy of the March 1, 2013 letter to Julie Dropp from Michael Koszalka, Library Director, was noted. The letter states, "...after a lengthy and thoughtful discussion Board Members voted to continue the ban imposed on you." The letter goes on to state, "...the West Allis Public Library Board of Trustees encourages you to apply for reinstatement again one year from this date."

(Mrs. Karrels present at this point.)

Minutes of the Library Board

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Ms. Johns-Konkol moved to accept the report as presented, which includes approval of claim numbers 03744-03774 for \$43,498.09. Second by Ms. Mester. Motion carried.

Old Business

1. Library Strategic Plan 2013-

Mr. Koszalka provided a brief summary of the first strategic planning session held on March 13, 2013 with library department heads (Dobrogowski, Graf, Steckhahn, Narlow) and the Director in attendance. A list of goals/objectives was compiled as well as a slightly revised Mission Statement. The proposed objectives will be considered and discussed at the April meeting.

New Business

1. MCFLS update

Mr. Koszalka reported that the MCFLS Board did not hold a March meeting. He expects that the Board will begin preliminary discussions concerning the next Member Agreement at its April meeting.

2. 2012 Trust Fund Report

The Board reviewed the 2012 activity reported for each trust. Mrs. Garrison moved to accept the report as presented. Second by Ms. Mester. Motion carried.

3. 2012 Public Library Annual Report

Mrs. Olson moved to accept the report as presented. Second by Mrs. Garrison. Motion carried.

4. Approval of policy updates for inclusion in Staff Manual: Premium Pay

Ms. Johns-Konkol moved to accept the updated policy for inclusion in the Staff Manual. Second by Mrs. Karrels. Motion carried.

5. Trustee Essentials, Chapter 4 – Effective Board Meetings and Trustee Participation

The Board reviewed and discussed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Annual performance reviews for the professional staff have been completed. Next year, all staff will participate in the performance review process. Library department heads will conduct reviews of the staff in their departments, and the Director will continue to conduct reviews of the professional staff.

- We are planning to host a “Library Supporter Recognition Day” on Sunday, April 28th to recognize and thank our many supporters and donors. A special ceremony is being planned to recognize the Heikkinen Family for their generous donation, which made possible the complete renovation of the Children’s Room. Lois Ehlert, a local author and illustrator, will also be present to sign copies of her artwork for display in the Children’s Room.
- The library began offering FAX service to the public on March 4th. The new service has been well received with about \$100.00 in FAXing fees collected in just three weeks.

Other Business

None.

Adjournment

There being no further business, Mrs. Garrison moved to adjourn. Second by Ms. Johns-Konkol. Motion carried and meeting adjourned at 7:52 p.m.

Respectfully submitted,

Carol Garrison
Secretary