

MINUTES OF THE LIBRARY BOARD

October 23, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Call to Order

Mrs. Mikolajewski called the October 23, 2013 Library Board meeting to order at 7:00 p.m.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Mrs. Karrels,
Mrs. Mikolajewski, Mrs. Olson, Ms. Suelzer, Ms. Wenzel

Excused: Ms. Johns-Konkol, Alderperson Probst

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

Also present: Leann Mester, Harold Mester

Approval of Minutes

Ms. Wenzel moved to accept the minutes of the September 25, 2013 meeting as received. Second by Mrs. Olson. Motion carried.

Statements by Citizens

None.

Correspondence

The September 27, 2013 letter to Karen Mikolajewski, President, West Allis Library Board of Trustees, from Chris D'Acquisto, President, Hales Corners Library Board of Trustees, was noted and will be discussed under New Business, Item #3.

The August 26, 2013 letter to Karen Mikolajewski, Board President, from Paul M. Ziehler, President, MCFLS Board of Trustees, was noted and will be discussed under Old Business, Item #2.

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Mrs. Olson moved to accept the report as presented, including approval of claim numbers 03989-04008 for \$104,349.95. Second by Ms. Suelzer. Motion carried.

(Mr. Fischer-Toerpe present at this point.)

Mrs. Mikolajewski announced that the order of the Agenda was being changed so that the Board could present Ms. Mester's resolution at this point.

New Business

2. Presentation of Resolution honoring former Board Member Leann Mester for her years of service

Mrs. Mikolajewski read and presented the resolution honoring and thanking Ms. Mester for her years of service. Ms. Mester expressed her thanks and stated that it had been a wonderful and enjoyable experience to have served on the Library Board.

Mrs. Mikolajewski announced the Board would resume its regular order of business.

Old Business

1. Library 2014 Operating Budget

Mr. Koszalka reported that there was nothing new to report concerning the status of the library's 2014 request. The next step is a public hearing and consideration by the Common Council.

2. MCFLS Member Agreement 2014-

The August 26, 2013 cover letter from Paul Ziehler received under Correspondence was discussed. The letter covers the proposed Member Agreement and states, "Enclosed please find two copies of the 2014-2015 Milwaukee County Federated Library System (MCFLS) Member Agreement, which was approved by the MCFLS Board on August 19, 2013, and is hereby submitted for your Board's consideration." Mr. Koszalka reported that the major difference in this Agreement is a decrease in reciprocal borrowing funding from 43% to 41% of State Aid. Funding for the cataloging contract is reduced in the first year from 11% to 10% and then increases back to 11% in the second year of the Agreement. The funding level for the resource contract remains at 7% for both years.

The Hales Corners Library Board has also asked that an addendum be added to the proposed Member Agreement that would clarify the concept of some responsibility for payments between libraries for materials that "go missing" from a holdshelf.

The Agreement will be considered at the December meeting to allow the Board time for a thorough review.

New Business

1. MCFLS update

Mr. Koszalka reported that MCFLS went live with Encore on October 16th. This new CountyCat interface is running very slowly system-wide, and MCFLS is working with the vendor, Innovative Interfaces, to resolve the issue.

3. Letter from the Hales Corners Library Board of Trustees, dated September 27, 2013, requesting reimbursement for materials and draft response

The September 27, 2013 letter from the Hales Corners Library Board received under Correspondence was discussed. The letter states, "I am writing on behalf of the Hales Corners Library Board of Trustees because of a problem with payment of Hales Corners-owned material that went missing from the open holdshelf at the West Allis Library." The letter goes on to state, "The Hales Corners Library Board of Trustees respectfully requests that the West Allis Library Board of Trustees review this matter and reimburse the Hales Corners Library for their missing material. With this in mind, enclosed is the invoice for the missing material."

Mr. Koszalka indicated Hales Corners is seeking reimbursement in the amount of \$144.49 for several missing DVDs. Mr. Fischer-Toerpe moved that the Board send the following response to the Hales Corners Library Board of Trustees:

- There exists no indisputable evidence supporting the claim that the items were lost while in the possession of the West Allis Public Library. Without such evidence, there exists no compelling reason for West Allis to forward reimbursement.
- We are unaware of any theory of liability under the Milwaukee County Federated Library System Member Agreement. If such language can be located in the Agreement, we would be obliged to consider it.

Second by Ms. Wenzel. Motion carried.

4. 2014 Holidays and Closings

Mrs. Garrison moved to approve the 2014 schedule of closings as presented. Second by Mr. Fischer-Toerpe. Motion carried.

5. November and December meeting dates

The Board discussed its upcoming schedule of meetings. Ms. Wenzel moved to revise the schedule to reflect a single meeting on Wednesday, December 11, 2013 at 7:00 p.m. (no meeting on November 27 or December 25). Second by Mrs. Garrison. Motion carried.

6. Trustee Essentials, Chapter 11 – Planning for the Library's Future

The Board reviewed and discussed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Sections of the new reference desk have been delivered and are being assembled. Our new roving reference service will be implemented when the desk area is fully functional.
- We have received some positive comments from our patrons about the newly designed quiet reading area.

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- Two new Librarians have been hired. Anne Marie Thomas will start on October 28th and is filling the .5 position. Emily Rutter starts on November 4th in the full-time position.
- We are again partnering with Goodwill to provide work experience for a Goodwill trainee. Penny Miller will be working in the Children's Department with a job coach provided by Goodwill. She will work 6 hours a week for 8-10 weeks doing shelving and various other tasks.

Adjournment

There being no further business, Mrs. Olson moved to adjourn. Second by Mr. Fischer-Toerpe. Motion carried and meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ellen Karrels
Secretary