

## **MINUTES OF THE LIBRARY BOARD**

**February 23, 2011**

Conference Room – West Allis Public Library  
7421 West National Avenue

President Paulson called the February 23, 2011 Library Board meeting to order at 7:00 p.m. Mrs. Mikolajewski read the library's Mission Statement.

Present: Ms. Johns-Konkol, Alderman Kopplin, Ms. Mester,  
Mrs. Mikolajewski, Mrs. Olson, Sister Paulson

Excused: Mr. Fischer-Toerpe, Mrs. Garrison, Mrs. Karrels

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

### **Approval of Minutes**

Ms. Mester moved to accept the minutes of the January 26, 2011 meeting as received. Second by Alderman Kopplin. Motion carried.

### **Statements by Citizens**

None.

### **Correspondence**

The February 9, 2011 letter to Tammy L. North from Library Director Michael Koszalka was noted. The letter states, "At its monthly meeting held January 26, 2011, the West Allis Public Library Board of Trustees voted unanimously to affirm the precepts of the Library Circulation of Library Materials Policy in regard to your request for reinstatement of library privileges. As a result, the City expects you to fulfill your obligation to pay materials replacement costs before you are allowed to regain your library privileges."

A letter to library patron Mark Smits was prepared. The letter states that Mr. Smits' library privileges have been revoked by Library Board action taken on January 26, 2011. We have been unable to deliver the letter as we cannot locate Mr. Smits at the present time. The letter will be hand delivered if Mr. Smits returns to the library.

### **Reports – Claims and Finance**

Mrs. Mikolajewski read the Claims and Finance Report and moved acceptance of claim numbers 02847-02895 for \$209,889.01. Second by Alderman Kopplin. Motion carried.

**Old Business**

1. Proposed donation of a United Nations flag from the United Nations Association-Greater Milwaukee Chapter with a request that the flag be flown each year on October 24<sup>th</sup> (UN Day Observance)

The City Attorney's Office is suggesting a policy of citywide uniformity for accepting and flying flags and is formulating some recommendations. The Board will continue to hold this item until it receives the recommendations.

2. Request the Milwaukee County Federated Library System add an item to the Member Agreement currently being negotiated (draft letter)

On the recommendation of City Attorney Scott Post, a letter was prepared requesting that MCFLS insert a clause into the Member Agreement establishing the method used to pursue the collection of overdue materials by member libraries. The Board considered the draft letter at its January meeting and suggested some revisions and requested additional information from the Attorney's Office. Alderman Kopplin moved to approve and send the (revised) letter to the MCFLS Board. Second by Ms. Mester. Motion carried. The letter states, "The West Allis Public Library Board of Trustees requests that a clause be inserted into the Member Agreement presently being negotiated stating that collection of monies owed by patrons on overdue/damaged items be pursued by libraries solely on the basis of ownership, and that one system library has no right to pursue collection of any item other than that owned by and purchased with money provided through that library's municipal funding."

**New Business**

1. MCFLS update

Mr. Koszalka reported that the Department of Administration has declined the \$23 million federal Broadband Technology Opportunities Program grant that had been awarded to the State. The DOA had been working for over a year on the process and had encountered too many complex technical issues/federal requirements to make the implementation possible. Another plan is being developed at the State level that will still allow libraries more bandwidth at a low cost through TEACH subsidies, and MCFLS will work with the State to develop a plan to secure enough affordable bandwidth to support the expansions of the member libraries on the MCFLS network. The alternative plan would double our bandwidth by the end of summer at a cost of approximately \$250 per month. This will meet our immediate and short-term needs, but longer-term, future expansions without fiber will be difficult.

Mr. Koszalka also reported that the Milwaukee Public Library Board of Trustees has asked that the MCFLS Board reconsider the financial terms recommended by MCFLS Director Jim Gingery for the proposed Member Agreement.

Mr. Ashanti Hamilton, MPL Board President, addressed the MCFLS Board at its February 21<sup>st</sup> meeting. Mr. Hamilton commented that the financial aspects in the proposed Agreement are unjustly positive to the suburban libraries and are unfair to the Milwaukee Public Library, with MPL losing \$238,000 over the 2-year Agreement. Additionally, in a February 8, 2011 letter to the MCFLS Board, the MPL Board wrote, "...the recommendation is based on selected data that devalues the contribution of MPL to the system and increases payments to others based on unproven assumptions." In the letter the MPL Board also asks that "...data be gathered, analyzed, presented, and considered that would be the foundation of any increases in payments for reciprocal borrowing."

Our Board discussed the various factors that can impact reciprocal borrowing and the importance of reciprocal borrowing payments to this library. Mr. Koszalka will keep the Board informed as negotiations continue.

2. Amelia Heikkinen Memorial Trust Fund Report

The Board reviewed a summary of the work that has been done to date on the Children's Department renovation and the corresponding costs.

3. Reports – Terchak Trust Fund/Irv H. Terchak Endowment (GMF)

The Board reviewed the receipts, expenditures, and balances in the two funds.

4. Request funds from the Terchak Trust Fund for laptops and continuing renovations

Staff requested \$20,000 in funding from the Terchak Trust Fund for several projects approved in the library's long-rang planning document:

- \$8,000 for continuing Adult Department renovations including a new Reference Desk and comfortable seating and suitable work spaces for the Young Adult area
- \$12,000 for laptops (10-12) that will be used in upcoming computer classes being planned for the public.

Alderman Kopplin moved to approve the request as submitted. Mrs. Mikolajewski seconded. Motion carried.

5. State Annual Report Form, "Statement Concerning Public Library System Effectiveness

The Board discussed this section of the State Annual Report that requires the Board to state whether its library system did or did not provide effective leadership and adequately meet the needs of the library. After some discussion, Alderman Kopplin moved that the Board respond by indicating that MCFLS did not provide effective leadership. Second by Mrs. Olson. Motion carried. The Board directed staff to

complete the section as follows: “The Milwaukee County Federated Library System continues to provide very effective basic services to its member libraries as well as excellent technical services. MCFLS was extremely helpful during our library’s transition to an RFID self-check system, and the newly redesigned MCFLS website has greatly improved patron access with some very nice, user-friendly options. However, the lack of leadership or, at times, inconsistent leadership on the part of the MCLFS Board remains a concern for the West Allis Public Library Board. Some issues such as governance and reciprocal borrowing are long-standing, continuing concerns that have not been resolved. This past year MCFLS was reluctant to take a position on whether member libraries should pursue the collection of overdue materials by ownership or residency, which led to the creation and implementation of conflicting, overlapping individual library policies.”

6. Price schedule for Book Sale items

The Board considered the proposed increase in prices for discarded library materials. The sale prices have not been raised for many years and currently are \$.10 for softcovers and \$.25 for hardcover items. The proposed prices are \$.25 for softcovers (including paperbacks and magazines) and \$.50 for hardcovers. Ms. Johns-Konkol moved to accept the proposed price schedule. Second by Alderman Kopplin. Motion carried. The price increases will be effective March 15, 2011.

7. Trustee Essentials, Chapter 8 – Developing the Library Budget

The Board reviewed and discussed key elements in this chapter.

**Director’s Report**

Mr. Koszalka reported:

- Re-carpeting in the stairwell has been completed. There are still several unfinished areas in the overall re-carpeting project—the public meeting rooms off the atrium, the second floor bridge areas, the Administrative Offices, and the Staff Room.
- Library Legislative Day has been postponed (originally schedule for February 22<sup>nd</sup>). A new date has not been set at this time.
- The Planned Giving Brochure is ready to go to the printer. An article about planned giving has been written for the next edition of the City Newsletter. The brochure is mentioned in the article and will be available for distribution.

Minutes of the Library Board  
February 23, 2011  
Page Five

**Other Business**

None.

**Adjournment**

There being no further business, Alderman Kopplin moved to adjourn. Second by Mrs. Olson. Motion carried and meeting adjourned at 8:07 p.m.

Respectfully submitted,

Alderman Kurt Kopplin  
Secretary