

MINUTES OF THE LIBRARY BOARD

August 22, 2012

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the August 22, 2012 Library Board meeting to order at 7:00 p.m. Mrs. Olson read the library's Mission Statement.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Ms. Johns-Konkol,
Mrs. Karrels, Ms. Mester, Mrs. Mikolajewski, Mrs. Olson,
Ms. Suelzer

Excused: Alderperson Cathleen Probst

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

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

New Business

2. Presentation of resolution honoring former Board Member Kurt E. Kopplin for his years of service

Mrs. Mikolajewski read and presented the resolution honoring and thanking Mr. Kopplin for his many years of service. Mr. Kopplin expressed his thanks and stated that it had been a privilege to serve on the Library Board. He indicated that he had enjoyed his time on the Board and has a high regard for the library and the people who serve on this Board.

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

Approval of Minutes

Ms. Mester moved the minutes of the July 25, 2012 meeting be accepted as received. Second by Mrs. Garrison. Motion carried.

Statements by Citizens

None.

Correspondence

A copy of the July 24, 2012 letter to Mayor Dan Devine from Paul Ziehler, City Administrative Officer, was noted. The letter states, "On June 19, 2012, Karen Mikolajewski was reappointed as a member of the West Allis Library Board. Her term expires July 1, 2015."

The August 1, 2012 letter to Michael Koszalka, Director, from James Pawlak was noted. The letter will be discussed under New Business, Item #4.

Reports – Claims and Finance

Ms. Johns-Konkol read the Claims and Finance Report and moved acceptance of claim numbers 03519-03552 for \$115,498.48. Second by Mrs. Karrels. Motion carried. The August 22, 2012 Financial Report was also presented for the Board's review.

Old Business

1. Library WebPage

Mr. Koszalka reported that work on the library's site continues to move forward. Most of the departments have completed most of their pages. We will be scheduling a working session with the IT Division to do a final edit and the necessary revisions before we "go-live."

2. Library 2013 operating budget

Mr. Koszalka reported that the next step in the process is the Mayor's review, which will be scheduled within the next few weeks.

New Business

1. MCFLS update

Mr. Koszalka reported that the Resource Agreement issues have been resolved, and MCFLS and the Milwaukee Public Library have agreed to contract terms through 2013. MCFLS will be providing some additional funding for the Agreement from its budget.

MCFLS has arranged to implement a new texting product, Shoutbomb, as another option for patrons for holds notification. West Allis will be subscribing to the new service. The cost is approximately \$360 per year divided among the subscribing libraries. MCFLS will cover the subscription cost through the end of this year.

3. Individual and Group Study Rooms Policy/Typewriter Policy – staff recommendation for approval

Mrs. Garrison moved to accept the policy as presented. Second by Ms. Mester. Motion carried.

4. Communication from James Pawlak concerning the shelving of oversized books

The letter from Mr. Pawlak received under Correspondence was discussed. The letter states, "I noted that the horizontal placement of over-sized books on the bottom shelves in the general stacks has the following disadvantages:

1. That horizontal, low level and piled stacking of books makes it difficult, if not impossible, to read titles of those books which, in turn, diminishes circulation and increases patron dissatisfaction, neither is a proper goal for a public library, and,

2. Each movement, sometimes sudden, of such books in patron efforts to look at the titles increases wear and, perhaps, the risk-of-damage to those books.”

Mr. Fischer-Toerpe moved that the library maintain the current shelving order for oversize books and directed Mr. Koszalka to respond to Mr. Pawlak by letter with the following points:

- All books on a subject are now in the same place, and patrons no longer have to check two different locations, which was sometimes confusing for patrons.
- The oversize books in the old shelving system had a lower circulation rate. With a single area, patrons are more likely to find additional materials to check out.
- Book spines of the oversized books last longer when laid on their sides. The spines are protected when placed flat.
- The old section was needed to expand the growing collection of young adult materials.
- The number of true oversize books is small, and most are located in the art section.

Second by Ms. Johns-Konkol. Motion carried.

5. Trustee Essentials, Chapter 25 – Liability Issues

The Board reviewed and discussed key elements in this chapter.

Director’s Report

Mr. Koszalka reported:

- The various Summer Reading Clubs are wrapping up at the end of this month. The Children’s Department reported that program attendance was very good with 1,823 children and 743 adults enjoying high quality performances. Over 4,000 reading sheets have been turned in by the participating children. The YA reading club also finished with good numbers--61 teens participated.
- The Adult Department has come up with another new program idea for fall—open house sessions for e-reading device users. At the sessions, patrons will learn how to download library e-books on to various e-readers such as the Nook, the Kindle, iPad, iPhone, etc.

Other Business

None.

Adjournment

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

Respectfully submitted,

Carol Garrison, Secretary

