

## **MINUTES OF THE LIBRARY BOARD**

**September 28, 2011**

Conference Room – West Allis Public Library  
7421 West National Avenue

Mrs. Mikolajewski called the Library Board meeting to order at 6:00 p.m.

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

Also present: Paul Ziehler, City Administrative Officer

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

### **Approval of Minutes**

Ms. Mester moved to accept the minutes of the August 24, 2011 meeting as received.  
Second by Mrs. Olson. Motion carried.

### **Statements by Citizens**

None.

### **Correspondence**

The September 19, 2011 letter from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, to Michael Koszalka was noted. The letter states, “It is my pleasure to inform you that a transfer in the amount of \$9,720.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization’s bank account.”

The September 2011 written thank you from Sister Mary Ellen Paulson to the Library Board and Library Director was noted. The note states, “This is an expression of sincere gratitude to each of you and all of you for who you are and what you do. Thank you especially for the striking award with which I was honored last month.”

### **Reports – Claims and Finance**

Alderman Kopplin read the Claims and Finance Report and moved acceptance of claim numbers 03118-03149 for \$116,520.36. Second by Mrs. Olson. Motion carried.

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

### **Old Business**

#### 1. MCFLS Member Agreement 2012-

Mrs. Mikolajewski stated that Mr. Ziehler was present tonight to provide some background into the process used to produce the proposed MCFLS Member Agreement and to discuss concerns and questions about the Agreement from the Board. A few specifics were discussed including the increased cost to member libraries for the Cataloging Contract (about \$13,000 for West Allis), the funds being requested by the System for the statewide ebook initiative (about \$7,000), and the amount of money allocated by the System for reciprocal borrowing. Mr. Ziehler stated that during the budget review process the Mayor had tentatively agreed to fund the additional \$20,000 needed for 2012 pending an overall review of the requests from other City departments. This money would be in addition to the library's 2012 budget request. Mr. Ziehler indicated that the proposed Agreement allocates 43% of MCFLS' state aid to reciprocal borrowing payments, a percentage increase from the current 40%. Board members questioned whether the increase was sufficient given the decrease in state aid and the overall increase in net-borrowing. This item will be discussed again at next month's meeting as the Board is waiting for the City Attorney's Office to complete its review of the contract and provide opinion. The Board thanked Mr. Ziehler for the opportunity to discuss the Agreement.

#### 2. Library 2012 operating budget

On September 8<sup>th</sup> staff met with Mayor Devine and City Administrative Officer Paul Ziehler for a review of the budget approved by the Board at its July meeting. Mr. Koszalka reported that \$2,000 (electric utilities) was cut from the library's request during the Mayor's review. However, both the Mayor and Mr. Ziehler did tentatively agree to fund the additional \$20,000 needed as the result of the proposed Member Agreement. The revised budget will be submitted to Council for consideration.

### **New Business**

#### 1. MCFLS update

Mr. Koszalka indicated he had no items to report this month.

#### 2. Concealed Carry Policy

The City Attorney's Office has developed a policy that would prohibit concealed carry in any city-owned public building. Alderman Kopplin moved that the Board adopt the policy for the library building and post the appropriate signage. Second by Ms. Mester. Aye: Fischer-Toerpe, Garrison, Karrels, Kopplin, Mester, Mikolajewski, Olson, Suelzer. Nay: Johns-Konkol. Motion carried.

3. Trustee Essentials, Chapter 15 – The Library Board and the Public Records Law  
Key elements in this chapter were reviewed and discussed.

**Director's Report**

Mr. Koszalka reported:

- CDBG funding has been severely cut, and the library's 2012 application will not be funded. We had requested \$15,000 for a Continuing Access to Literature-Senior Adults project grant.
- The library's Teen Space is now fully functional with tables, comfortable seating, 6 PCs, etc. The PCs are currently configured to allow use by ages 12-17, but will be reconfigured to allow use through age 18. An Open House is scheduled for October 20<sup>th</sup>.
- Circulation continues to increase. 73,030 items were circulated during August, an increase of 11%; 58,755 of the items were circulated using SelfCheck.
- Several programs have been planned for the next month including a Teen Scavenger Hunt, Clutter Free Living with Kids on October 3, and Visit the Beyond on October 27<sup>th</sup>.

**Other Business**

None.

**Adjournment**

There being no further business, Mrs. Garrison moved to adjourn. Second by Mr. Fischer-Toerpe. Motion carried and meeting adjourned at 7:15 p.m.

Respectfully submitted,

Carol Garrison  
Secretary