

MINUTES OF THE LIBRARY BOARD

August 24, 2011

Conference Rom – West Allis Public Library
7421 West National Avenue

President Mikolajewski called the August 24, 2011 Library Board meeting to order at 7:03 p.m. The library's Mission Statement was read.

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

Excused: Mrs. Karrels, Alderman Kopplin

Also present: Sister Mary Ellen Paulson, West Allis;
Sister Paula Marie Jarosz, West Allis

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

Approval of Minutes

Ms. Mester moved to accept the minutes of the July 27, 2011 meeting as received.
Second by Mrs. Garrison. Motion carried.

Statements by Citizens

None.

Correspondence

The August 4, 2011 letter from Paul M. Ziehler, City Administrative Officer, to Michael Koszalka, Director, was noted. The letter states, "On July 5, 2011, Ms. Leann Mester was reappointed as a member of the West Allis Library Board. Her term expires July 1, 2014."

The August 23, 2011 letter from Paul M. Ziehler, City Administrative Office, to Michael Koszalka, Director, was noted. The letter states, "On July 5, 2011, Mrs. Carol Garrison was reappointed as a member of the West Allis Library Board. Her term expires July 1, 2014."

The August 17, 2011 letter from Paul M. Ziehler, President, MCFLS Board of Trustees, to Karen Mikolajewski, Board President, was noted. The letter states, "Enclosed please find two copies of the 2012-2013 Milwaukee County Federated Library System (MCFLS) Member Agreement, which was approved by the MCFLS Board on August 15, 2011, and is hereby submitted for your Board's consideration." These items will be discussed under Old Business, Item #1.

The August 16, 2011 email communication from Michael Koszalka, Director, to library patron Stephanie Sargent was noted. The communication relays the Board's response to Ms. Sargent's July 19, 2011 request "that the library give library employees the ability to create a computer login and password (one-time use) that may be given to people who do not have a library card."

Reports – Claims and Finance

Ms. Johns-Konkol read the Claims and Finance Report and moved acceptance of claim numbers 03086-03117 for \$116,586.66. Second by Ms. Mester. Motion carried.

Mr. Koszalka indicated that the laptops, which were purchased with funds from the Terchak Trust, would be used to provide computer classes for the public

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

New Business

2. Presentation of resolution honoring former Board President Sister Mary Ellen Paulson for her years of service

Mrs. Mikolajewski read and presented the resolution thanking Sister Paulson for her many years of service. Sister Paulson expressed her thanks and indicated it had been an honor to serve on the Library Board.

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

Old Business

1. MCFLS Member Agreement

The Board began its consideration of the proposed 2012-2013 Member Agreement. The August 17, 2011 cover letter (received under Correspondence) from Mr. Ziehler states, "I, other MCFLS Board members and/or Jim Gingery, MCFLS Director, would be happy to attend your local board and/or council meetings to address any questions or concerns you may have regarding the Agreement or System membership." The Board would like Mr. Ziehler to attend its September meeting and asked Mr. Koszalka to extend an invitation. Mr. Koszalka indicated he has sent a copy of the proposed Agreement to the City Attorney's Office for review.

2. Library 2012 operating budget

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

New Business

1. MCFLS update

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

3. Trustee Essentials, Chapter 14 – The Library Board and the Open Meetings Law
The Board reviewed and discussed key elements in this chapter.

4. Revision of Library Director’s contract with the City of West Allis to reflect changes Associated with WRS contributions and health insurance premiums included in Wisconsin Act 10 (Budget Repair Bill)

Mr. Koszalka indicated his employment contract needs to be revised to reflect a change in his pension contribution. At this point, no changes will be necessary for health insurance premiums. Mrs. Garrison moved to approve the revised contract as presented. Second by Mr. Fischer-Toerpe. Motion carried.

Director’s Report

Mr. Kosaalka reported:

- The City is purchasing a totally new phone system that will be installed this fall. The current system is more than 10 years old, and the equipment/software can no longer be supported. The library will be selecting all new equipment including wireless headsets, which will allow us to implement the roving reference service that is one of the objectives in our current long-range plan.
- We have created a new blog to help with adult readers’ advisory, WAPL Staff Reads. The blog can be accessed by both library staff and patrons and is a posting of recent “reads” from any staff member who wishes to recommend a book they have enjoyed.
- We are wrapping up a very busy summer—all our numbers are up, including participation in the various reading clubs and circulation.
- The recent patron complaint concerning frozen computer equipment has been resolved. The IT Division has increased the memory on the affected PCs.
- Overdrive checkout statistics for 2010 and January-June 2011 are included in tonight’s packet. Circulation by West Allis residents is increasing.
- The City Attorney’s Office is formulating a citywide Concealed Carry Policy that will be on the September Agenda for the Board’s consideration.

Other Business

None.

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Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Johns-Konkol. Motion carried and meeting adjourned at 8:25 p.m.

Respectfully submitted,

Carol Garrison
Secretary