

MINUTES OF THE LIBRARY BOARD

September 26, 2012

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the September 26, 2012 Library Board meeting to order at 7:06 p.m. Mrs. Karrels read the library's Mission Statement.

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

Excused: Ms. Johns-Konkol, Ms. Mester, Alderperson Probst

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

Approval of Minutes

Mrs. Garrison moved the minutes of the August 22, 2012 meeting be accepted as received. Second by Mrs. Karrels. Motion carried.

Statements by Citizens

None.

Correspondence

The September 18, 2012 letter from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, to Michael Koszalka was noted. The letter states, "... a transfer in the amount of \$9,577.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

A copy of the August 24, 2012 letter from Michael Koszalka, Library Director, to James Pawlak was noted. The letter states, "Thank you for your letter dated August 1, 2012. At its monthly meeting held on August 22, 2012, the West Allis Public Library Board of Trustees took up for discussion the matter of shelving of oversized books at the library. The Board agreed that you bring up valid points of concern regarding the placement of oversized books, but that in the end the benefits of the book placement outweigh the negatives." The letter goes on to state, "The Board wishes to emphasize that they appreciate and respect your input and opinion, but that the current system of shelving should remain intact."

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

Claims and Finance Report

The Board reviewed the Claims and Finance Report. Mrs. Garrison moved to accept the report as presented including approval of claim numbers 03553-03586 for \$140,649.06. Second by Mrs. Olson. Motion carried.

Old Business

1. Library Webpage

Mr. Koszalka reported that on September 25th we did a final, page-by-page, review with Kathryn Perrone, City IT Supervisor, and we agreed the library's new site will go-live on Monday, October 1st. The library will have its own domain name: www.westallislibrary.org.

2. Library 2013 operating budget

On August 30th Mr. Koszalka met with Mayor Devine and City Administrative Officer Paul Ziehler for a review of the budget that was approved by the Board at its July meeting. There is a possibility that \$5,000 might be restored to the library's materials account before the budget is submitted to Council. Other than that one change, the budget will be presented for consideration as approved by the Board.

New Business

1. MCFLS update

Mr. Koszalka reported that at the July MPL Board meeting, the City of Milwaukee Budget Director presented an overview of Milwaukee's 2013-2015 fiscal conditions relating to the overall city budget, as well as perspective relating specifically to MPL policy issues. If the MPL budget continues to decline, a reduction in operating hours and/or other decreases in services could be considered by the MPL Board. The Board directed Mr. Koszalka to follow MPL budget discussions as any service changes will most likely impact our operation in some manner.

2. Trustee Essentials, Chapter 26 – The Public Library System Board – the Broad Viewpoint

The Board reviewed and discussed key points in this chapter. A list of the current MCFLS Board of Trustees was provided:

- Paul Ziehler, President (Citizen Representative)
- Stephanie Mares, Vice President (Library Board Representative)
- Michele Bria, Treasurer (Citizen Representative)
- Supervisor Patricia Jursik (Milwaukee County Board Representative)
- Mardee Gruen (Library Board Representative)
- Suzanne Breier (Citizen Representative)
- Alderperson Nik Kovac (Resource Library Representative)

Director's Report

Mr. Koszalka reported:

- The vacant Librarian I position is currently posted, with applications being accepted through October 1st. The Circulation Service Representative job description is undergoing a final review by the HR Division, and the two vacant positions will be posted as soon as the review process is completed.

- The library is offering a series of three open house sessions this fall on the topic of downloading e-books onto various types of e-readers. The first session, which focused on Nooks and other non-Apple or non-Amazon devices, had 12 attendees.
- In August, 69,760 items were circulated, a decrease of 5%; 56,915 of the items were circulated via the self-check stations.

Other Business

None.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Mrs. Olson. Motion carried and meeting adjourned at 8:08 p.m.

Respectfully submitted,

Carol Garrison
Secretary