

MINUTES OF THE LIBRARY BOARD

December 5, 2012

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the December 5, 2012 Library Board meeting to order at 7:02 p.m.

Present: Mrs. Garrison, Ms. Mester, Mrs. Mikolajewski, Mrs. Olson,
Alderson Probst, Ms. Suelzer

Excused: Mr. Fischer-Toerpe, Ms. Johns-Konkol, Mrs. Karrels

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

Approval of Minutes

Alderson Probst moved to accept the minutes of the October 24, 2012 meeting as received.
Second by Mrs. Garrison. Motion carried.

Statements by Citizens

None.

Correspondence

None.

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Ms. Mester moved to accept the report as presented, which includes approval of claim numbers 03624-03659 amounting to \$126,384.34. Second by Mrs. Olson. Motion carried. The Board also reviewed the December 5, 2012 Financial Report.

Old Business

1. Library 2013 operating budget

On November 20, 2012, the Common Council approved the proposed 2013 City Budget that included an operating amount of \$1,824,006 for the library. This includes \$5,000 that was restored to the library's materials account following the completion of the Mayor's review process.

New Business

1. MCFLS update

Mr. Koszalka reported that the cost of the 2013 Cataloging Contract between MCFLS and the Milwaukee Public Library will be \$27,443 less than anticipated. The number of FTEs

assigned to the contract was reduced, and the resulting savings will be passed along to member libraries.

2. Library Strategic Plan 2013-

Mr. Koszalka indicated it was time to begin working on the library's next long-range plan as the current Strategic Plan covers the period 2010-2012. He would like to utilize a different process to develop the plan. Several planning sessions would be scheduled with library staff during January and February to identify future needs, objectives, and goals. Staff suggestions will then be presented to the entire Board for discussion, changes, additions, etc., with the final version determined by Library Board action. The Board agreed that strategic planning should begin using the process outlined by Mr. Koszalka.

3. Terchak Trust Fund (Library) Report/Terchak Endowment (GMF) Report

The Board reviewed account balances in both funds.

4. Heikkinen Trust Fund Report

The Board reviewed the account balance in this fund.

5. Trustee Essentials, Chapter 1 – The Trustee Job Description

The Board reviewed and discussed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Interviews were completed for the open Librarian I position. This afternoon a job offer was accepted by one of the candidates contingent upon the drug screening.
- The recruitment process for the vacant Circulation Services Representative positions is underway.
- 957 persons attended the various programs offered specifically to adults in 2012—RTR programs had 299 attendees (January-November), 445 persons attended the computer classes, and 213 persons attended the seven evening programs that featured selected topics of current interest.
- James Radtke, Custodian III, announced his intention to retire effective December 26, 2012. Mr. Radtke has worked for the City over 20 years; the last two years have been at the library. We will work to fill this position as quickly as possible.
- On November 26th, Freading was added to the ebook services offered by our library. Freading is an alternative and supplement to the Overdrive platform with an additional 22,000 titles available via ebook. This service was purchased with funds (\$5,000 initial deposit) from our materials account and will be available only to West Allis card holders.

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- We will be working on the next version of our Website. Plans include an updated HomePage featuring information about the Terchak Endowment, a donation link, and a programming/PR section.

Other Business

None.

Adjournment

There being no further business,, Mrs. Olson moved to adjourn. Second by Mrs. Garrison.
Motion carried and meeting adjourned at 7:46 p.m.

Respectfully submitted,

Carol Garrison
Secretary