

## **MINUTES OF THE LIBRARY BOARD**

**January 23, 2013**

Conference Room – West Allis Public Library  
7421 West National Avenue

Mrs. Mikolajewski called the January 23, 2013 Library Board meeting to order at 7:05 p.m. and appointed Ms. Mester the Acting Secretary.

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

Excused: Mrs. Garrison, Ms. Johns-Konkol, Mrs. Olson,  
Alderson Probst

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

### **Approval of Minutes**

Ms. Mester moved to accept the minutes of the December 5, 2012 meeting as received. Second by Ms. Suelzer. Motion carried.

### **Statements by Citizens**

None.

### **Correspondence**

The December 19, 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 \$9,531.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The December 27, 2012 letter from Michael Koszalka, Library Director, to the West Allis Civil Service Commission was noted. The letter states, "The West Allis Public Library respectfully requests permission to appoint Gary Seymour to the position of Custodian III effective January 10, 2013. This request is being made in accordance with the provisions of Civil Service Rule XV, Section 9, which allows for promotion on the basis of ascertained merit and seniority." This letter will be addressed during the Director's Report.

A copy of an email communication dated January 2, 2013 from a library patron to Library Director Michael Koszalka was noted. The email states, "Due to a number of concerning observations in the past year in and around the WA Library, I am writing with feedback in hopes that these items will be addressed for the overall safety and comfort of the individuals and families that spend time there." Mr. Koszalka's January 2, 2013 response was also included. This communication was addressed during the Director's Report.

A copy of the December 12, 2012 letter to James J. Muraco from Michael Koszalka, Library Director, was noted. The letter states, "As a result of your inappropriate behavior and violation of the Library Code of Conduct, your library privileges cease and you are immediately banned from the West Allis Public Library. At its January 23, 2013 meeting, the West Allis Public Library Board of Trustees will vote to affirm this immediate ban." This letter will be addressed under New Business, Item #4.

### **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 03660-03708 amounting to \$80,536.96. Second by Mr. Fischer-Toerpe. Motion carried.

### **Old Business**

#### 1. Library Strategic Plan 2013-

Mr. Koszalka reported that he plans to schedule the first internal planning session with library department heads within the next few weeks. He will keep the Board informed as the process moves forward.

### **New Business**

#### 1. MCFLS update

Mr. Koszalka reported that MCFLS Board member Stephanie Mares' term has expired, and she will not be reappointed by County Executive Abele. Mr. Koszalka will keep the Board informed as to her replacement.

#### 2. Library Organization Chart – revisions

Ms. Mester moved to approve the revised Chart. Second by Mr. Fischer-Toerpe. Motion carried. The revised chart divides one full-time Circulation Services Representative position into two .5 positions (benefitted), which will provide better weekend coverage and more flexible staffing at the Circulation Desk.

#### 3. Terchak Trust Fund Report – request funds for Adult Department (Reference Desk/YA furniture/renovations)

Mr. Fischer-Toerpe moved to approve the request from staff for an additional \$25,000 from the Terchak Trust Fund to continue work on the proposed renovations. Second by Ms. Mester. Motion carried.

#### 4. Recommendation from the Library Director to revoke the library privileges of a library patron

The Board reviewed the incidents involving Mr. James J. Muraco as outlined in Mr. Koszalka's December 12, 2012 letter. Ms. Mester moved to accept the recommendation of the Library Director to revoke the library privileges of James J. Muraco. Second by

Mrs. Karrels. Motion carried. Mr. Koszalka will notify Mr. Muraco of the Board's decision and the appeal process.

5. Trustee Essentials, Chapter 2 – Who Runs the Library?  
The Board reviewed and discussed key elements in this chapter.

**Director's Report**

Mr. Koszalka reported:

- Natalie LaRocque has been appointed to the vacant Librarian I position effective December 17, 2012.
- Gary Seymour has been appointed to the vacant Custodian III position effective January 10, 2013. This is a promotion for Mr. Seymour in accordance with Civil Service Rules as noted in Mr. Koszalka's December 27, 2012 letter (received under Correspondence).
- The hiring process for the two vacant Circulation Services Representative positions continues to move forward. We anticipate filling one position by mid-February and the remaining position by the end of March.
- As a result of the email communication received on January 2, 2013 and Mr. Koszalka's response, Interim Police Chief Padgett has assigned uniformed patrol officers to make two library walk-throughs each day. (Copies of both the email communication and email response were received under Correspondence.)
- We are partnering with Goodwill Industries to provide a work experience for Gabby Turcott. The Goodwill initiative provides participants with work experience in various environments with the goal of finding gainful employment for individuals commensurate with their abilities. Gabby will work eight hours a week, for eight weeks, on craft projects, shelving DVDs, and various other tasks in the Children's Department.

**Other Business**

None.

**Adjournment**

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Mester. Motion carried and meeting adjourned at 7:37 p.m.

Respectfully submitted,

Leann Mester  
Acting Secretary

