

MINUTES OF THE LIBRARY BOARD

February 27, 2013

Conference Room – West Allis Public Library
7421 West National Avenue

Mrs. Mikolajewski called the February 27, 2013 Library Board meeting to order at 7:10 p.m. and appointed Elizabeth Suelzer the Acting Secretary.

Present: Mr. Fischer-Toerpe, Ms. Johns-Konkol, Mrs. Mikolajewski,
Alderson Probst, Ms. Suelzer

Excused: Mrs. Garrison, Mrs. Karrels, Ms. Mester, Mrs. Olson

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

Approval of Minutes

Alderson Probst moved to accept the minutes of the January 23, 2013 meeting as received. Second by Mr. Fischer-Toerpe. Motion carried.

Statements by Citizens

None.

Correspondence

The January 24, 2013 letter to the West Allis Civil Service Commission from Library Director Michael Koszalka was noted. The letter states, “The West Allis Public Library respectfully requests permission to appoint Kathy Belling to the position of Circulation Services Representative effective February 11, 2013. This request is being made in accordance with the provisions of Civil Service Rule XV, Section 11, which allows for promotion on the basis of ascertained merit and seniority upon an increase in the employee’s approved budgeted hours of work.”

The February 18, 2013 letter to the West Allis Civil Service Commission from Library Director Michael Koszalka was noted. The letter states, “The West Allis Public Library respectfully requests permission to appoint Catherine Niederehe to the position of Circulation Services Representative Part-Time (.5) effective March 18, 2013. This request is being made in accordance with the provisions of Civil Service Rule XV, Section 11, which allows for promotion on the basis of ascertained merit and seniority upon an increase in the employee’s approved budgeted hours of work.”

The February 1, 2013 letter to Representative Joe Sanfelippo, 15th Assembly District, from Library Director Michael Koszalka was noted. The letter states, “February 5, 2013 is Wisconsin Library Legislative Day and I am writing to you about issues that deeply affect the types of

quality services offered by the state's public libraries." The letter goes on to state, "In order for public libraries to continue the work we do in collaborating with Governor Walker's initiatives to develop the workforce and transform education, I would respectfully ask that you support the following legislative initiatives:

- \$1,668,100 for public library system funding in each year of the biennium to restore the 10% cut applied in both years of the 2011-2013 budget.
- Continued support for the BaderLink project, specifically \$29,000 in Fiscal Year 2013-2014, \$36,100 in Fiscal Year 2014-2015, in order to replace funding no longer covered by the State Historical Society.
- Sufficient affordable, sustainable high-capacity telecommunications is critical to libraries as their community's public gateway to effective internet use. Affordable broadband is in the public's best interest and absolutely integral for public libraries."

A copy of the 2012 Children's Department Annual Report was received from Patricia A. Graf, Head of Children's Services. This item will be included in the Director's Report.

The February 5, 2013 letter to the West Allis Public Library Board of Trustees from Julie Dropp was noted. This correspondence will be discussed under New Business, Item #4.

The February 21, 2013 letter to James J. Muraco from Library Director Michael Koszalka was noted. The letter states, "On January 23, 2013 the West Allis Public Library Board of Trustees voted unanimously to revoke your library privileges at the West Allis Public Library."

Reports – Claims and Finance

The Board reviewed the Claims and Finance Report. Mr. Fischer-Toerpe moved to accept the report as presented, which includes approval of claim numbers 03709-03743 amounting to \$30,452.66. Second by Ms. Johns-Konkol. Motion carried.

Old Business

1. Library Strategic Plan 2013-

Mr. Koszalka reported that the first internal planning session with library department heads has been scheduled for March 13th. He will keep the Board informed as the process moves forward.

New Business

1. MCFLS update

Mr. Koszalka reported that India McCause has been appointed to the MCFLS Board of Trustees as a library board representative member. Ms. McCause currently serves on the Shorewood Public Library Board and replaces Stephanie Mares, whose term expired December 31, 2012.

2. Discussion-billing long in-transit items

MCFLS is producing a bi-weekly list of a library's items that remain in an "in-transit" status for approximately a month or longer. Items on the long in-transit list have been sent via the delivery system to another library and have not been checked out or returned to the owning library. The list is checked and most items are accounted for or found on the shelves. Occasionally, an item cannot be located and remains in-transit. A few libraries in the System are bringing this forward as an issue and suggesting libraries invoice each other for these missing items. As we cannot conclusively determine at what point in the process the item actually becomes a missing item, we do not support billing other libraries. Mr. Koszalka will keep the Board informed as this issue may gain momentum.

3. State Annual Report Form, "Statement Concerning Public Library System Effectiveness"

The Board discussed this section of the State Annual Report that requires the Board to state whether its library system did or did not provide effective leadership and adequately meet the needs of the library. Alderperson Probst moved that the Board respond by indicating that MCFLS did provide effective leadership and adequately meet the needs of the library using last year's statement with some minor changes. Second by Mr. Fischer-Toerpe. Motion carried. The Board directed staff to complete the section as follows: "Once again, the West Allis Public Library Board was pleased to see the Milwaukee County Federated Library System Board exert more leadership, continuing to move in a positive direction this past year. The MCFLS Board was attentive to the concerns of each of the member libraries and demonstrated a willingness to address some long-standing issues. The MCFLS Board acknowledged the impact of borrowing imbalances, which is a key concern of the West Allis Library Board, by allocating a larger percentage of state aid toward reciprocal borrowing payments. The West Allis Library Board looks to the MCFLS Board for effective leadership as Member Agreement negotiations being in 2013 in order to successfully resolve the many issues still remaining."

4. Request from a banned patron for reinstatement of library privileges (Board action taken on February 22, 2012 for revocation)

The Board discussed the February 5, 2013 letter received under Correspondence from Julie Dropp. Ms. Johns-Konkol moved that the Board uphold the revocation of privileges and keep the ban on Ms. Dropp in place for another year, at which time she may again apply for reinstatement. Second by Alderperson Probst. Motion carried. Mr. Koszalka will notify Ms. Dropp of the Board's decision. The Board asked that Mr. Koszalka let Ms. Dropp know that this was a difficult decision, reached after a long and thoughtful discussion.

5. Social Media Policy – staff recommendation for approval

Mr. Koszalka indicated that this policy has been reviewed by the City Attorney's Office. Alderperson Probst moved to adopt the policy as presented. Second by Mr. Fischer-Toerpe. Motion carried.

6. Approval of policy updates for inclusion in the Staff Manual: Dress Code Policy, Family and Medical Leave Act Policy, Sick Leave Policy, Staff Call-in Procedure, Staff Parking, Voluntary Time Off
Alderson Probst moved to accept the updated policies as presented for inclusion in the Staff Manual. Second by Ms. Johns-Konkol. Motion carried.
7. Trustee Essentials, Chapter 3 – Bylaws-Organizing the Board for Effective Action
The Board reviewed and discussed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Today's snow clearing operation went extremely well. The lot and sidewalks were cleared before 9:00 a.m.
- Next week we will be conducting interviews for the last open positions—full and part-time Circulation Services Representatives.
- The 2012 Children's Department Annual Report is included in this month's packet for the Board's review. The Children's Department had a very successful year, with an increase in program attendance and the launch of a new and improved website.
- Circulation decreased in 2012. 743,520 items were circulated, a decrease of 4%; 595,549 items were circulated using selfcheck. Library visits are up slightly, with many patrons using the public computers or WiFi service.
- West Allis a la Carte will be held on Sunday, June 2nd this year. Mrs. Mikolajewski has reserved a site for the library at this community event and is encouraging interested Board Members to volunteer for a shift at our booth.

Other Business

None.

Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Alderson Probst. Motion carried and meeting adjourned at 8:24 p.m.

Respectfully submitted,

Elizabeth Suelzer
Acting Secretary

