

MINUTES OF THE LIBRARY BOARD

October 28, 2015 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the September 23, 2015 Library Board meeting to order at 7:03 p.m.

Present: Mr. Fischer-Toerpe, Mrs. Karrrels, Superintendent Dr. Marty Lexmond, Mrs. Mikolajewski, Ms. Suelzer, Ms. Wadewitz

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

Staff present: Michael Koszalka, Library Director
Lisa VandenBoom, Librarian IV

Also present: Mr. Bruce Gay, Director, Milwaukee County Federated Library System
Mr. Paul Ziehler, President, Milwaukee County Federated Library System Board of Trustees

Approval of Minutes

Ms. Wadewitz moved to accept the minutes of the September 23, 2015 meeting as written. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

None.

Reports-Claims and Finance

The Board reviewed the October Claims and Finance Report. Ms. Suelzer moved to accept the report as presented, including approval of claim numbers 4784 to 4817 in the amount of \$134,006.03. Second by Ms. Wadewitz. Motion carried.

Old Business

1. MCFLS Member Agreement-Appearance by Mr. Bruce Gay, Director of MCFLS, and Mr. Paul Ziehler, President MCFLS Board of Trustees

Mr. Gay and Mr. Ziehler presented a summary of the new MCFLS agreement and answered questions asked by the Library Board.

2. Library 2016 Operating Budget

\$25,000 has been deducted from an open position at the Library. This amount may be returned to the Library by the end of the year. The new budget total is \$1,873,030. Mr. Fischer-Toerpe moved to accept the revised budget. Second by Mrs. Mikolajewski. Motion carried.

New Business

1. MCFLS Update

None.

2. 2016 Holidays and Closings

The Board reviewed the list of Library holidays and closings. Mrs. Mikolajewski moved to approve the list. Second by Dr. Lexmond. Motion carried.

3. November and December Meeting Dates

The Board decided their next meeting will be held Wednesday, December 9th, 2015 at 7:00 pm.

4. Trustee Essentials, Chapter 5-Hiring a Library Director

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- On October 20th, the Common Council voted to unfreeze the full time Municipal Library Janitor position. The full- time and part- time positions are posted.
- Annual Performance reviews have been completed.
- The Library is moving to a digital timesheet system. Non -benefitted staff are using a time clock and benefitted staff are entering their time into a web browser.
- On Saturday, October 10th, 2015, Ross Dress for Less, a new store in West Allis, donated \$2,500 to the friends of the West Allis Public Library. Friends President Karen Zahn and Bill Zahn, Treasurer, were on hand to accept the donation.
- A new Library truck was delivered. Funding was accomplished through the inclusion of money in each Library budget over a fifteen year period.

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Adjournment

There being no further business, Mr. Fischer-Toerpe moved to adjourn. Second by Ms. Suelzer. Motion carried and the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Ellen Karrels, Secretary