

MINUTES OF THE LIBRARY BOARD

October 26, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the October 26, 2016 Library Board meeting to order at 7:05 p.m.

Present: Ms. Hart, Ms. Johns-Konkol, Mrs. Mikolajewski, Ms. Rymaszewski,
Ms. Suelzer, Ms. Wadewitz, Alderperson Marty Weigel

Excused: Superintendent Dr. Marty Lexmond

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

Approval of Minutes

Ms. Wadewitz moved to accept the minutes of the July 27, 2016 meeting, the August 24, 2016 meeting, and the September 28, 2016 meetings. Second by Ms. Suelzer. Motion carried.

Statements by Citizens

None.

Correspondence

A letter dated August 24, 2016 from the Greater Milwaukee Foundation to Michael Koszalka, Library Director, was noted. It details a grant transfer from the Greater Milwaukee Foundation to the Irv. H Terchak Endowment Fund in the amount of \$10,040.00.

A letter dated August 16, 2016 from Michael Koszalka, Library Director, to the West Allis Civil Service Commission was included in tonight's packet. It details a request to promote Ashley Wagner to the position of Circulation Services Representative.

A letter from Mihal and Associates, Inc. to the Irv H. Terchak Endowment Fund will be discussed in the Director's Report.

Reports-Claims and Finance

The Board reviewed the August Claims and Finance Report. Ms. Wadewitz moved to accept the report as presented, including approval of claim numbers 4989 to 5015 in the amount of \$101,597.12. Second by Alderperson Weigel. Motion carried. The Board reviewed the September Claims and Finance Report. Alderperson Weigel moved to accept the report as presented, including approval of claim numbers 5016 to 5052 amounting to \$110,134.24. Second by Ms. Johns-Konkol. Motion carried. The Board reviewed the October Claims and Finance Report. Ms. Wadewitz moved to accept the report as presented, including approval of

claim number 5053 to 5079 amounting to \$161,198.88. Second by Alderperson Weigel. Motion carried.

Ms. Rymaszewski moved to add the total to the voucher schedule. Second by Alderperson Weigel. Motion carried.

Old Business

1. Library Strategic Plan

The Board reviewed and discussed the Library Strategic Plan. Ms. Wadewitz moved to change the word “interactive” to “dynamic” under the 4th Technology goal. Second by Alderperson Weigel. Motion carried. The sentence will now read: “Work to implement dynamic signage in the front of the building and along the National Avenue Corridor.”

Ms. Suelzer moved to accept the revised Strategic Plan. Second by Ms. Rymaszewski. Motion carried.

2. 2017 Library Operating Budget

The Common Council will hold a public hearing on the 2017 City budget on November 1st at 7:00 p.m.

3. Election of Officers

Mrs. Mikolajewski opened the nominations for 2016/2017 Library Board officers. Mrs. Karen Mikolajeski moved to nominate Ms. Sulzer as President. Second by Ms. Wadewitz. Motion carried. Ms. Suelzer moved to nominate Ms. Wadewitz as Vice President. Second by Alderperson Weigel. Motion carried. Ms. Suelzer moved to nominate Ms. Rymaszewski as Secretary. Second by Ms. Wadewitz. Motion carried. Ms. Wadewitz moved to nominate Mrs. Mikolajewski as Financial Secretary. Second by Ms. Johns-Konkols. Motion carried.

Officers for 2016/2017 are:

President	Elizabeth Suelzer
Vice President	Michelle Wadewitz
Secretary	Jody Rymaszewski
Financial Secretary	Karen Mikolajewski

4. Resolution honoring Ted Fischer-Toerpe

Ms. Suelzer moved to accept the resolution. Second by Alderperson Weigel. Motion carried.

5. Johnson Controls Stock

The Library owns Johnson Controls stock (now Tyco International). The quarterly dividend is

deposited into the Library's Materials Fund.

Ms. Sulzer moved to add the stock to the yearly Trust Fund Report and change the name of the report to the "Asset Report." Second by Alderperson Weigel. Motion carried.

New Business

1. MCFLS Update

The per-circ rate worksheet for West Milwaukee patrons was included in tonight's packet. It is currently \$3.08.

2. November and December Meeting Dates

The Board agreed to combine the November and December meetings into one. The next meeting of the Library Board will take place Wednesday, December 7, 2016 at 7:00 p.m.

3. Revised Library Code of Conduct

Ms. Wadewitz moved to accept the revised Library Code of Conduct. Second by Alderperson Weigel. Motion carried. The Library Code of Conduct will now include the following:
"The library entrances and atrium areas must be kept free of wagons, strollers, shopping carts and bicycles. Strollers and wagons transporting infants or children may be brought into the library – as long as they do not create a danger/nuisance. Bicycles, shopping carts, or other large wheeled conveyances, excluding wheelchairs, scooters, walkers, or other such devices used by individuals with mobility disabilities, are not permitted inside the library."

4. Trustee Essentials- Chapter 14-The Library Board and the Open Meetings Law

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Ellen Karrels, Library Board member, passed away on September 2nd, 2016.
- Patti Wenzel, Library Board member, resigned from the Library Board in September.
- The Library will be a meeting site of the Office of the Deaf and Hard of Hearing on December 2nd. The group was pleased to be able to find a public library with hearing loop technology installed.
- The Library has received a \$50,000 bequest to the Irv H. Terchak Endowment Fund from the estate of Francis ("Frank") Burany.

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Adjournment

There being no further business, Alderperson Weigel moved to adjourn. Second by Ms. Johnskonkol. Motion carried and the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Jody Rymaszewski,
Secretary