

MINUTES OF THE LIBRARY BOARD

December 7, 2016 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Mrs. Mikolajewski called the December 7, 2016 Library Board meeting to order at 7:01 p.m.

Present: Ms. Hart, Ms. Kari Lerch, Mrs. Mikolajewski, Superintendent Dr. Marty Lexmond,
Ms. Rymaszewski, Ms. Suelzer, Ms. Wadewitz, Alderperson Marty Weigel

Excused: Ms. Johns-Konkol

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

Approval of Minutes

Ms. Suelzer moved to accept the minutes of the October 26, 2016 meeting as written. Second by Ms. Rymaszewski. Motion carried.

Statements by Citizens

None.

Correspondence

A letter dated October 11th, 2016 from the We Energies Foundation was included in tonight's packet. It outlines a matching gift of \$50.00 in connection with a donation to the library by a We Energies employee. Michael Koszalka, Library Director, thanked We Energies in a letter dated October 27th, 2016.

Three letters from Mayor Dan Devine to the West Allis Common Council appointing new Library Board members were included. In letters dated October 4th, 2016, October 18th, 2016, and November 1st, 2016, Ms. Jody Rymaszewski, Ms. Barbara Hart, and Ms. Kari Lerch, respectively, were appointed to the Library Board.

A letter dated November 2016 from the Greater Milwaukee Foundation (GMF) to Michael Koszalka, Library Director, was noted. It details the Irv H. Terchak Fund balance through September 2016. Additionally, a letter dated December 2, 2016 from the GMF to Michael Koszalka, Library Director, detailed the transfer of \$10,104.00 from the Terchak Endowment Fund to the Library as the quarterly grant.

A memorandum to library staff from Michael Koszalka concerning bedbugs was included. The memo will be discussed in the Director's Report.

Reports-Claims and Finance

The Board reviewed the December Claims and Finance Report. Alderperson Weigel moved to accept the revised report, including approval of claim numbers 5080 to 5107 in the amount of \$228,804.04. Second by Superintendent Dr. Marty Lexmond. Motion carried. The report will be revised to reflect the correct total.

Old Business

1. 2017 Library Operating Budget

The 2017 Library Operating Budget was approved by the Common Council without revisions and as adopted by the Library Board.

New Business

1. MCFLS Update

Mr. Koszalka provided an update regarding the status of the Public Library Systems Redesign Project (PLSR). The project is a community-based initiative charged with how best to provide public library system services in Wisconsin. The ultimate goal is to develop a plan for implementation of new models of service. The process is expected to last 3 to 5 years and is being spearheaded by the Department of Public Instruction. The impetus for the project was to explore efficiencies by potentially streamlining the state's library systems.

2. Resolution Honoring Ellen Karrels

Mrs. Mikolajewski moved to accept the resolution. Second by Ms.Hart. Motion carried.

3. 2017 Holidays and Closings

Alderperson Weigel voted to accept the 2017 schedule of Holidays and Closings. Second by Ms. Wadewitz. Motion carried.

4. Trustee Essentials- Chapter 15- The Library Board and the Public Records Law

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Dead bedbugs were discovered in the Library in November and a pest removal service, with bed bug detecting dogs, was brought in to search the building. No further bedbugs were discovered.
- Michael Koszalka, Library Director, attended the Wisconsin Library Association's annual conference that took place in Milwaukee from October 26th-28th.

- The Health Department is sponsoring a program that makes mercy mats for the homeless. Every Wednesday night volunteers gather in the Constitution Room to make the mats. Each mat takes 70 hours and 500-700 plastic bags to construct. The program has been featured locally on Channel 4 news.
- Laura Pfeifer has been hired as a full-time Circulation Services Representative. She currently works as a Care Advocate at Rogers Memorial Hospital. We look forward to Laura joining the staff beginning January 9, 2017.

Adjournment

There being no further business, Ms. Mikolajewski moved to adjourn. Second by Superintendent Dr. Marty Lexmond. Motion carried and the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Jody Rymaszewski,
Secretary