

MINUTES OF THE LIBRARY BOARD

May 24, 2017 Meeting

Conference Room-West Allis Public Library
7421 W National Avenue

Ms. Suelzer called the May 24, 2017 Library Board meeting to order at 7:00 p.m.

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

Excused: Ms. Lerch, Ms. Rymaszewski

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

Approval of Minutes

Mrs. Mikolajewski moved to approve the April 26, 2017 minutes as written. Second by Ms. Johns-Konkol.

Statements by Citizens

None.

Correspondence

A letter dated April 26, 2017 from Gail Sopa, Library Administrative Assistant, to Michael Koszalka, Library Director and the members of the West Allis Library Board was included in tonight's packet. The letter will be discussed in the Director's Report.

Two letters dated April 27, 2017 from Michael Koszalka, Library Director, to Mr. Robert Laturi and Mr. Alan Bradley-Jacobi were included in tonight's packet. The letters outline how the individuals can appeal their loss of library privileges.

A letter dated May 9, 2017 from Robert Barwick, City of West Allis Purchasing Supervisor, to Carl Stanfield, Director of Security with Blue Knight Police was also included. The letter will be discussed in the Director's Report.

(Superintendent Dr. Marty Lexmond present at this point)

Reports-Claims and Finance

The Board reviewed the May Claims and Finance Report. Alderperson Weigel moved to accept the report, including approval of claim numbers 5238 to 5268 in the amount of \$142,615.80. Second by Mrs. Mikolajewski. Motion carried.

Old Business

1. West Allis A La Carte

Mrs. Mikolajewski discussed the upcoming event.

New Business

1. MCFLS Update

Michael Koszalka attended the May 15th MCFLS Board meeting. MCFLS will be asking for \$100,000 from Milwaukee County in the next budget, an increase from the usual \$66,000.

Michael Koszalka served on the interview committee for the Wauwatosa Public Library director recruitment. The Wauwatosa Library Board has narrowed the search to two candidates and will be deciding soon.

2. Compensation and Classification Study

The Board reviewed the changes approved by the City of West Allis Common Council. Ms. Johns-Konkols moved to accept the changes. Second by Superintendent Lexmond. Motion carried.

3. Revised Circulation of Library Materials Policy

The Board reviewed the revised Circulation of Library Materials policy. Alderperson Weigel moved to approve the policy. Second by Ms. Hart. Motion carried.

4. Revised Parental DVD Loan Form

The Board reviewed the revised Parental Loan DVD form. Alderperson Weigel moved to approve the policy. Second by Ms. Hart. Motion carried.

5. Trustee Essentials, Chapter 20-The Library Board and Building Accessibility

The Board reviewed key elements in this chapter.

Director's Report

Mr. Koszalka reported:

- Gail Sopa, Library Administrative Assistant, will be retiring May 31st after 37 years with the City of West Allis. The position will be posted internally.
- Laura Pfeifer, full-time Circulation Services Representative, has resigned after 4 months of employment. She is expecting twins and has been put on bed rest.
- On Monday, May 8th a mother of an autistic teen lodged a complaint with Michael Koszalka. She accused the security guard of acting in an unacceptable manner when dealing with her daughter. After investigating the matter, Mr. Koszalka sent the guard home for the night. Carl Stanfield of Blue Knight Police called Mr. Koszalka after the incident and as a result Mr. Koszalka decided it was best to terminate the contract with Blue Knight.

After consulting with Robert Barwick, Purchasing Supervisor for the City of West Allis, and Cheryl Kuhary, Assistant City Attorney, it was decided to terminate the contract with Blue Knight Police.

- The Library now offers remote library card sign up. A children's librarian and a circulation staff person attended events at Hoover Elementary on May 4th and Walker Elementary on May 10th to register parents and children for library cards.
- The Library will have a presence at the West Allis Farmer's Market three Saturdays this summer. For two hours each day staff will be available to answer questions. Raffles and crafts will also be offered.
- Alyssa Nelson has been hired as a Librarian Intern. She is attending the Library Science program at UW-Milwaukee.
- Summer reading starts June 1st and the Summer Reading kick off program is Saturday, June 3rd.
- On Thursday, June 1st Congressman Jim Sensenbrenner will conduct a town hall meeting in the Constitution Room.

Adjournment

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

Respectfully submitted,

Michelle Wadewitz,

Acting Secretary