

## **MINUTES OF THE LIBRARY BOARD**

**July 27, 2011**

Conference Room – West Allis Public Library  
7421 West National Avenue

Vice President Mikolajewski called the July 27, 2011 Library Board meeting to order at 7:02 p.m. Ms. Johns-Konkol read the library's Mission Statement.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Ms. Johns-Konkol,  
Alderman Kopplin, Ms. Mester, Mrs. Mikolajewski,  
Ms. Suelzer

Excused: Mrs. Karrels, Mrs. Olson

Also present: Bob (no last name given), West Allis resident/library patron

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

### **Approval of Minutes**

Mr. Fischer-Toerpe moved to accept the minutes of the June 22, 2011 meeting as received. Second by Mrs. Garrison. Motion carried.

### **Statements by Citizens**

The library patron present at tonight's meeting, Bob, expressed his dissatisfaction with the terminals/PCs dedicated to accessing CountyCat. He stated he constantly ends up asking for assistance at the Reference Desk because he is not able to access CountyCat as the PCs are very unreliable and do not work properly. He has been told that the issue would be resolved, but he is still experiencing the same problem of frozen/out-of-order PCs two months later. He wanted to bring this concern to the attention of the Library Director and the Board. Mr. Koszalka assured him that this is a high priority issue that will be addressed with the IT Division.

### **Correspondence**

The June 21, 2011 letter from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, to Mr. Michael Koszalka was noted. The letter states, "...a transfer in the amount of \$9,724.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The July 5, 2011 letter from Michael Koszalka to Jim Gingery, Director, Milwaukee County Federated Library System, was noted. This letter will be discussed under Old Business, Item #1.

The July 13, 2011 letter from Paul M. Ziehler, City Administrative Officer, to Michael Koszalka, Director, was noted. The letter states, "On July 5, 2011, Ms. Elizabeth Suelzer was appointed as a member of the West Allis Library Board. Her term expires July 1, 2014."

The July 18, 2011 letter from Paul M. Ziehler, City Administrative Officer, to Michael Koszalka, Director, was noted. The letter states, "On July 5, 2011, Ms. Ellen Karrels was reappointed as a member of the West Allis Library Board. Her term expires July 1, 2014."

The July 19, 2011 email communication from library patron Stephanie Sargent was noted. This communication will be discussed under New Business, Item #5.

The communication from former Board President Sister Mary Ellen Paulson, O.P., was noted. The note states, "This is written with a big apology; I will be unable to attend the Library Board meeting on July 27, 2011." The note also states, "You are all truly admirable and it has been more than gratifying to work with the Board since 1996, for the good of our great city of West Allis who has more than an outstanding library. The very best to all of you."

### **Reports – Claims and Finance**

Alderman Kopplin read the Claims and Finance Report and moved acceptance of claim numbers 03039-03085 for \$152,109.57. Second by Ms. Mester. Motion carried. The July 27, 2011 Financial Report was also included for the Board's review.

### **Old Business**

#### **1. MCFLS Member Agreement 2012-**

Mr. Koszalka reported that at its July 18, 2011 meeting, the MCFLS Board passed a motion on a 5-1 vote to recommend the following allocation of the State System Aids for 2012 and 2013: reciprocal borrowing-43%, resource contract-7%, and catalog contract-11%. The cataloging contract will be capped at an allocation of 11%, with the cost overage passed along to the member libraries. For 2012, we anticipate West Allis will be charged an additional \$12,000-\$14,000 for cataloging. In addition, the Wisconsin Public Library Consortium is proposing a 2012 statewide initiative to fund digital media (ebooks/downloadable content). All public libraries throughout the State will be asked to allocate a portion of their materials budget (usually less than 5%) toward the project. We anticipate West Allis' portion would be approximately \$8,000-\$10,000. Mr. Koszalka will provide statistical information concerning ebook usage in our community for the Board's review at its August meeting.

The next step in the Member Agreement process will be a review of the remaining attachments by the LDAC at its August 4<sup>th</sup> meeting. The final draft of the entire 2012-2013 Member Agreement, including the above allocation recommendations, will be considered by the MCFLS Board at its August 15, 2011 meeting. After the document is approved, it will be submitted to the member library boards for consideration.

2. Library 2012 operating budget

The Board reviewed the proposed 2012 operating budget request of \$1,800,524. Mr. Koszalka indicated that the budget being submitted reflects a zero percent increase over the 2011 adopted budget, which is the directive we received in the budgeting guidelines from City Administration. Mrs. Garrison moved that the Board approve the budget request as presented. Second by Ms. Mester. Motion carried. (The additional \$20,000 needed to fund projected increases in the MCFLS Member Agreement—cataloging overages and the ebook initiative—is not included in the budget total of \$1,800,524.) The next step in the process is the Mayor's review.

**New Business**

1. Election of Officers

Mrs. Mikolajewski opened the nominations for 2011/2012 Library Board officers. Mrs. Garrison moved to nominate Karen Mikolajewski for the office of Board President. Second by Alderman Kopplin. Motion carried. Mrs. Mikolajewski accepted the nomination. Mrs. Garrison moved the Board cast a unanimous ballot for Mrs. Mikolajewski. Second by Alderman Kopplin. Motion carried.

Mrs. Mikolajewski moved to nominate Leann Mester for the office of Vice President. Second by Mr. Fischer-Toerpe. Motion and second withdrawn. Mr. Fischer-Toerpe moved to nominate Leann Mester for the office of Vice President. Second by Alderman Kopplin. Motion carried. Ms. Mester accepted the nomination. Mrs. Garrison moved the Board cast a unanimous ballot for Ms. Mester. Second by Alderman Kopplin. Motion carried.

Ms. Mester moved to nominate Carol Garrison for the office of Secretary. Second by Alderman Kopplin. Motion carried. Mrs. Garrison accepted the nomination. Ms. Mester moved the Board cast a unanimous ballot for Mrs. Garrison. Second by Alderman Kopplin. Motion carried.

Mr. Fischer-Toerpe moved to nominate Bree Johns-Konkol for the office of Financial Secretary. Second by Alderman Kopplin. Motion carried. Ms. Johns-Konkol accepted the nomination. Mrs. Garrison moved the Board cast a unanimous ballot for Ms. Johns-Konkol. Second by Ms. Mester. Motion carried.

Officers for 2011/2012 are:

President	Karen Mikolajewski
Vice President	Leann Mester
Secretary	Carol Garrison
Financial Secretary	Bree Johns-Konkol

2. MCFLS update

Mr. Koszalka indicated he had no items to report this month.

3. CDBG Application – Continuing Access to Literature for Senior Adults \$15,000

The library has applied for a \$15,000 CDBG to provide materials selected specifically for senior adults in large-print and recorded book formats. Mrs. Garrison moved to approve the CDBG application as submitted. Second by Ms. Johns-Konkol. Motion carried. (Ms. Mester voted present.)

4. Resolution honoring former Board President Sister Mary Ellen Paulson for her years of service

Alderman Kopplin moved to accept the resolution as presented. Second by Mr. Fischer-Toerpe. Motion carried. The resolution will be presented to Sister Paulson at a future Board meeting.

5. Communication from a library patron concerning computer access for the public

The email communication from Stephanie Sargent noted under Correspondence was discussed. Ms. Sargent is requesting that “the library give library employees the ability to create a computer login and password (one-time use) that may be given to people who do not have a library card.” The Board directed Mr. Koszalka to respond to Ms. Sargent’s request by first thanking her for raising valid points. The response should also explain the constraints of our current access software as well as the option of obtaining a free library card that may be used for computer access by any Milwaukee County resident. Mr. Koszalka will include a copy of his reply in next month’s packet.

6. Recommendation from the Library Director to revoke the library privileges of a library patron

Mr. Koszalka described the various incidents involving this patron. Alderman Kopplin moved to accept the recommendation of the Library Director to revoke the library privileges of Eric J. Raschig. Second by Ms. Johns-Konkol. Motion carried. Mr. Koszalka will notify Mr. Raschig of the Board’s decision. At this point in the revocation process, Mr. Raschig has a thirty-day period in which he may request an administrative review of the decision.

7. Trustee Essentials, Chapter 13 – Library Advocacy

The Board reviewed and discussed key elements in this chapter.

**Director's Report**

Mr. Koszalka reported:

- The City Attorney's Office is working on a city-wide policy that will address the issues associated with the newly passed concealed carry weapons law. The policy will be brought to the Board for consideration as soon as it is ready.
- New PC furniture is being installed in the Children's Department that will provide space for 12 internet stations and 2 printers. All the PCs will be loaded with the Microsoft Office 2010 suite of products.
- We have booked our first author visit for later this fall. The library will co-sponsor the event with Boswell Books and will receive 10% of any sale proceeds. We have worked with the City Attorney's Office to ensure that this event and future author visits may be held in the Constitution Room.
- The West Allis Lions Club has made another generous donation to the library. Bill Radonski, a former Library Board member and current Lions Club contact person, called to report that the Club has decided to replace the worn tables and benches in the library's Reading Garden area. Two new concrete tables and several benches will be delivered tomorrow. The Reading Garden was a Lions Club project, and this donation will restore the area to its original condition.

**Other Business**

The Board suggested we consider participating in next year's National Night Out event.

**Adjournment**

There being no further business, Alderman Kopplin moved to adjourn. Second by Ms. Mester. Motion carried and meeting adjourned at 8:45 p.m.

Respectfully submitted,

Carol Garrison  
Secretary