

## **MINUTES OF THE LIBRARY BOARD**

**April 27, 2011**

Conference Room – West Allis Public Library  
7421 West National Avenue

President Paulson called the April 27, 2011 Library Board meeting to order at 7:00 p.m.  
Mrs. Garrison read the library's Mission Statement.

Present: Mr. Fischer-Toerpe, Mrs. Garrison, Mrs. Karrels,  
Alderman Kopplin, Ms. Mester, Mrs. Mikolajewski,  
Sister Paulson

Excused: Ms. Johns-Konkol, Mrs. Olson

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

### **Approval of Minutes**

Ms. Mester moved to accept the minutes of the March 23, 2011 meeting as received.  
Second by Alderman Kopplin. Motion carried.

### **Statements by Citizens**

None.

### **Correspondence**

The March 21, 2011 letter from Ellen M. Gilligan, President & CEO, Greater Milwaukee Foundation, to Michael Koszalka was noted. The letter states, "It is my pleasure to inform you that a transfer in the amount of \$9,775.00 representing a grant from the Irv H. Terchak Endowment Fund...has been deposited in your organization's bank account."

The April 11, 2011 letter from James A. Gingery, Director, Milwaukee County Federated Library System, to Michael Koszalka, Director, West Allis Public Library, was noted. The letter will be discussed under New Business, Item #2.

The April 11, 2011 letter from Michael Koszalka, Library Director, to Paul Ziehler, President, Milwaukee County Federated Library System Board of Trustees, was noted. The letter will be discussed under New Business, Item #2.

The April 25, 2011 letter from Michael Koszalka, Library Director, to Jim Gingery, Director, Milwaukee County Federated Library System, was noted. The letter will be discussed under New Business, Item #2.

### **Reports – Claims and Finance**

Alderman Kopplin read the Claims and Finance Report and moved acceptance of claim numbers 02924-02969 for \$276,837.80. Second by Ms. Mester. Claims totaling \$46,046.91 for carpeting, cabinetry, and painting in the Children's Department were paid from the Heikkinen Memorial Trust. Claims totaling \$948.61 for the renovation of the young adult area were paid from the Terchak Trust. Motion carried.

### **Old Business**

1. Proposed donation of a United Nations flag from the United Nations Association- Greater Milwaukee Chapter with a request that the flag be flown each year on October 24<sup>th</sup> (UN Day Observance)

The City Attorney's Office is suggesting a policy of citywide uniformity for accepting and flying flags and is formulating some recommendations. The Board will continue to hold this item until it receives the recommendations.

### **New Business**

1. MCFLS update

Mr. Koszalka reported that member library directors have been asked to extend an invitation to their trustees to attend a special program being held on Monday, May 23<sup>rd</sup> at 9:00 a.m. The program, Voicing Your Support: How You Can Be an Effective Advocate for Your Library, is being sponsored by MCFLS and WCFLS (Waukesha) and is intended specifically for trustees.

2. MCFLS Member Agreement 2012-

The Board discussed the three letters that were received under Correspondence. The April 11, 2011 letter to MCFLS President Paul Ziehler from Mr. Koszalka states, "On March 23, 2011 the West Allis Public Library Board of Trustees discussed the recommended terms proposed for the MCFLS 2012-2013 Member Agreement. The West Allis Public Library Board strongly supports the proposed modest 4% increase allocation addressing intersystem borrowing imbalances." Mr. Koszalka reported that to date only West Allis and Cudahy have responded in favor of the increased allocation while the Milwaukee Public Library has been active in its opposition to the proposal. The MCFLS Board did not vote on the proposed allocation change at its April 18<sup>th</sup> meeting and is currently considering various options. MCFLS is proposing a change to the current holds system methodology, which Milwaukee believes negatively impacts its reciprocal borrowing.

Both the April 11, 2011 letter from MCFLS Director Gingery and the April 25, 2011 response from Mr. Koszalka to Mr. Gingery were written concerning the West Allis Public Library Board's request that language be incorporated into the next Member

Agreement that would permit member libraries to pursue collections of overdue materials based solely on the ownership of the materials. Mr. Gingery's letter states, "It is the opinion of the Milwaukee County Federated Library System (MCFLS) Board of Trustees that the objection raised as to the method of Milwaukee Public Library's (MPL) collection agency procedures is not a member agreement issue." Mr. Koszalka's response states, "On behalf of the West Allis Board, we are disappointed that the Milwaukee County Federated Library System (MCFLS) has rejected our proposal and request that the MCFLS Board reconsider its decision." Our Board bases its request for reconsideration on language in the current Member Agreement that states, "In providing for the interagency and interlibrary loan of library resources, Members will observe loan rule policies of the owning library (interagency) and the Interlibrary Services loan rule policies (interlibrary)."

Mr. Koszalka reported that the MCFLS Board is considering various budget reduction ideas if system aid is reduced 10% by the State in its 2012/2013 budget. The elimination of the library MOE requirement is also being proposed by the State.

3. Trustee Essentials, Chapter 10 – Developing Essential Library Policies  
The Board reviewed and discussed key elements in this chapter.

### **Director's Report**

Mr. Koszalka reported:

- On April 15<sup>th</sup> at approximately 11:30 a.m., the library's computer network was attacked by a virus that circumvented our firewalls. The virus was a new variant (less than 24 hours old) of a new trojan and has been very difficult to eliminate. The IT Division is still working to remove it from our PCs, and we continue to experience various virus-related computer issues. During the entire time, the 24/7 and 3M selfchecks continued to function as they are on different networks and use different operating systems, which allowed us to continue circulation without too much patron disruption.
- On April 11<sup>th</sup>, he was interviewed by LaToya Dennis for a program that aired April 20<sup>th</sup> on public radio. The topic was Governor Walker's proposed budget cuts and how they will affect funding for public libraries. Milwaukee Public Library Director Paula Kiely was also interviewed.
- Work continues on the new young adult area. A policy draft that will establish usage parameters for the space will be on the May agenda.
- The library has been experiencing some loitering issues with teens and young adults since the alternative high school relocated to 70<sup>th</sup> Street. The students are released at 11:30 a.m., and the library has become a popular after school location- both outside and in the atrium. He is working directly with the principal to resolve the situation.

Minutes of the Library Board  
April 27, 2011 Meeting  
Page Four

- A copy of the Library's 2010-2012 Strategic Plan is included in tonight's packet as well as a copy of the newly printed Planned Gift brochure.

**Other Business**

None.

**Adjournment**

There being no further business, Alderman Kopplin moved to adjourn. Second by Mr. Fischer-Toerpe. Motion carried and meeting adjourned at 8:20 p.m.

Respectfully submitted,

Alderman Kurt Kopplin  
Secretary