

## **MINUTES OF THE LIBRARY BOARD**

### **July 26, 2017 Meeting**

Conference Room-West Allis Public Library  
7421 W National Avenue

Ms. Wadewitz called the July 26, 2017 Library Board meeting to order at 7:00 p.m.

Present: Ms. Hart, Ms. Lerch, Mrs. Mikolajewski, Ms. Rymaszewski,  
Ms. Wadewitz, Alderperson Marty Weigel

Excused: Ms. Johns-Konkol, Superintendent Dr. Marty Lexmond, Ms. Suelzer

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

#### **Approval of Minutes**

Ms. Lerch moved to approve the June 28, 2017 minutes as written. Second by Mrs. Mikolajewski.

#### **Statements by Citizens**

None.

#### **Correspondence**

A letter dated June 26, 2017 from Katherine W. Lambert to Michael Koszalka, Library Director, was included in tonight's packet. It outlines a donation to the Library from the Lorraine Nystii Living Trust of \$3,000.00. Michael Koszalka thanked Ms. Lambert in a letter dated June 29, 2017.

A letter dated June 29, 2017 from the Greater Milwaukee Foundation to Michael Koszalka, was noted. The letter details a grant transfer of \$10,855.00 from the Irv H. Terchak Endowment Fund to the West Allis Public Library.

An injunction against harassment was included in tonight's packet. The City of West Allis filed an order of protection against Stephen Dent. He is forbidden from interacting with City employees.

A letter dated July 25, 2017 from Michael Koszalka to Ms. Patricia Wikenhauser, President of the West Allis Community Improvement Foundation, Inc. was noted. It thanked the Foundation for their donation of \$1,375.00 to the Library.

A letter from Michael Koszalka to the West Allis Civil Service Commission will be discussed in the director's report.

### **Reports-Claims and Finance**

The Board reviewed the July Claims and Finance Report. Alderperson Weigel moved to accept the report, including approval of claim numbers 5298 to 5325 in the amount of \$140,858.43. Second by Mrs. Mikolajewski. Motion carried.

### **Old Business**

#### **1. 2018 Library Operating Budget**

Mrs. Mikolajewski moved to approve the 2018 Library Operating Budget as written. Second by Ms. Lerch. Motion carried.

### **New Business**

#### **1. MCFLS Update**

Trustee Training Week will be held online from August 21<sup>st</sup>-25<sup>th</sup>. Each day there is a presentation at noon which will be recorded for future viewing.

#### **2. Election of Officers**

Mrs. Mikolajewski moved to table this item until next month. Second by Alderperson Weigel.

#### **3. Trustee Essentials, Chapter 22-Freedom of Expression and Inquiry**

The Board reviewed key elements in this chapter.

### **Director's Report**

Mr. Koszalka reported:

- The City has switched their Internet provider from Spectrum to Wiscnet. This will result in improved WiFi access for patrons.
- Katie Jentges, Librarian, has resigned as of July 25<sup>th</sup>. She has accepted a similar position at the Wauwatosa Public Library.
- Ashley Wagner, Circulation Services Representative, will be promoted to Administrative Support Specialist starting August 7<sup>th</sup>.
- Two new full-time Circulation Services Representatives have been hired. Patricia Mealins will start on August 14<sup>th</sup>. She currently works for a leasing company. Suzanne Usa will begin her duties on August 17<sup>th</sup>. Suzanne currently works for Aurora Health Care. Both have extensive customer service experience.

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**Adjournment**

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

Respectfully submitted,

Jody Rymaszewski,  
Secretary