

## **MINUTES OF THE LIBRARY BOARD**

### **January 25, 2017 Meeting**

Conference Room-West Allis Public Library  
7421 W National Avenue

Ms. Suelzer called the January 25, 2017 Library Board meeting to order at 7:00 p.m.

Present: Ms. Hart, Ms. Bree Johns-Konkol, Ms. Lerch, Mrs. Mikolajewski,  
Ms. Rymaszewski, Ms. Suelzer, Ms. Wadewitz, Alderperson Marty Weigel

Excused: Superintendent Dr. Marty Lexmond

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

#### **Approval of Minutes**

Mrs. Mikolajewski moved to accept the minutes of the December 7, 2016 meeting with a few changes. Second by Ms. Wadewitz. Motion carried. The changes include: "Mrs. Mikolajewski called the December 7, 2016 meeting to order..." will be changed to "Ms. Suelzer called the December 7, 2016 meeting to order...". Ms. was added before Wadewitz under item # 3, 2017 Holidays and Closings.

#### **Statements by Citizens**

None.

#### **Correspondence**

A letter dated December 5, 2016 from Laurie Freund, 2016-2017 LSTA Mini Grant Coordinator, to Mary Ross, Children's Librarian, will be discussed in the MCFLS update.

A letter from Matthew Holsen, District Scheduler for Congressman Sensenbrenner, to the West Allis Public Library was included in tonight's packet. It confirms a town hall meeting Congressman Sensenbrenner will be holding in the Constitution Room on Saturday, March 18<sup>th</sup>.

A letter from Mihal Associates, S.C. to Michael Koszalka, Library Director, dated December 16, 2016 was noted. It details a donation from Frank and Helen Burany to the Irv H. Terchak Fund.

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

The Board reviewed the January Claims and Finance Report. Alderperson Weigel moved to accept the revised report, including approval of claim numbers 5108 to 5142 in the amount of \$163,040.99. Second by Mrs. Mikolajewski. Motion carried. The report will be revised to reflect the correct total.

### **New Business**

#### **1. Resolution Honoring Ellen Karrels**

Daniel Karrels and family accepted the resolution on behalf of Mrs. Karrels. Mr. Karrels thanked the Board for acknowledging his wife's service to the library.

#### **2. MCFLS Update**

The Library received a mini grant from the Wisconsin LSTA (Library Services and Technology Act) in the amount of \$415.65. Children's Librarian Mary Ross applied for the grant. The funds will be used to build an interactive Lego wall in the Children's room.

A statistical report from the MCFLS Sierra Dashboard program was included in tonight's packet. This program collects statistics for each member library including checkouts, renewals, etc. and notes the rank of each library in the system for the data.

#### **3. Trustee Essentials- Chapter 16-Ethics and Conflicts of Interest Laws Applying to Trustees**

The Board reviewed key elements in this chapter.

### **Director's Report**

Mr. Koszalka reported:

- Elizabeth Reger, Librarian I part-time, began work at the Library on January 23<sup>rd</sup>. She is originally from South Africa and her family immigrated to Ontario where she worked as a school librarian. She will be coordinating the Book- a- Librarian program among her other duties.
- On January 11<sup>th</sup>, the Friends of the West Allis Public Library Board approved funds for new toys, a magnetic wall for the Children's room, a Cricut Air cutting machine, a movie license renewal, two tablets for staff use, and an iPad with apps for Children's storytime.
- A total of 8900 patrons attended library programs in 2016 including 557 for teen programming and 511 for adult programming. The Book- a -Librarian program has been particularly popular, with 59 patrons taking advantage of the assistance in 2016. This month 12 patrons have already used the service.
- Rebecca Grill, City Administrator, will be attending the next Library Board meeting on February 22<sup>nd</sup> to discuss the City's strategic plan.
- West Allis A La Carte will take place on June 4<sup>th</sup>, 2017. The Library will once again participate and have a table. Please let Karen Mikolajewski know if you would like to volunteer.

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**Adjournment**

There being no further business, Alderperson Weigel moved to adjourn. Second by Ms. Johns-Konkol. Motion carried and the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Jody Rymaszewski,  
Secretary