

**JEFFERSON COUNTY LIBRARY  
BOARD OF TRUSTEES, MARCH 28, 2006**

The Jefferson County Library Board of Trustees met in regular session at the Northwest Branch, 5680 State Road PP, High Ridge, MO 63049 on Tuesday, March 28, 2006. President Retta Tuggle called the meeting to order at 7:10 p.m.

**ROLL CALL OF MEMBERS**

Board members present: Phil Amato, Sharon Reineri, and Retta Tuggle; quorum present. Staff present: Director Pam Klipsch, Assistant Director Karen Duree, Branch Managers Cindy Hayes and Elizabeth Link, and Technology Coordinator Jay Manning. JCL attorney Bianca Eden arrived about 10 minutes later and Jack Stewart arrived about 30 minutes after the meeting was called to order.

**ACKNOWLEDGEMENT OF VISITORS:**

Larry Bast of Larry Bast Construction, General Contractors.

**ACCEPTANCE OF AGENDA:**

Amato moved, seconded by Reineri to accept the agenda; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**APPROVAL OF MINUTES**

Upon motion by Reineri, seconded by Amato, the minutes of the February 28, 2006 regular meeting were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Upon motion by Reineri, seconded by Amato, the minutes of the February 28, 2006 executive session were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**PUBLIC PRESENTATIONS**

None.

**UNFINISHED BUSINESS**

**10.a.ii. FOX-ARNOLD PROJECT: OTHER (COFFEE SHOP)**

Larry Bast of Bast Construction met with Craig Schubert of Schubert Investments about the modifications that need to be made to the coffee shop before it is occupied. Schubert provided Bast with a list of thirteen pieces of equipment requiring electrical connection. Most of them will need to be on dedicated circuits. Kaemmerlen has estimated the cost of wiring to accommodate these electrical items will be \$7,295. An additional floor drain is needed so the concrete floor will need to be broken open in order to install it. This will cost \$6,075 according to the plumber. The total cost of the modifications will be around \$15-16,000. It was decided that Eden and/or Stewart, Klipsch, Byron, and Tuggle need to meet with Schubert to discuss which modifications the library will fund and what services are acceptable to the library in the coffee bar location.

**10.a.i. WALL LEAK**

The first notification letter to Grant Masonry from Klipsch has been written and is ready to mail. Amato moved, seconded by Reineri to send the first notification letter as drafted by Jim Stufflebeam of SDA for Klipsch; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Amato moved, seconded by Reineri to approve and mail a letter to Grant Masonry's bond company drafted by Stewart; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Bast believes that there is still water coming from above and running down the inside of the wall. An ordered process of elimination should be undertaken to determine where/if the water is leaking in from above. This is necessary in order to assign cost of repairs.

Bast indicated that putting a drain and new membrane at the bottom of the wall is not the complete answer to the problem, but is probably necessary since the foundation floor is below grade and may be considered a design flaw. Bast has calculated a bid of \$39,928 to install waterproofing and the drain to an area further out than specified by Stufflebeam.

Stufflebeam has indicated that he has a bid from A-Plus Home Pros, whom he describes as a handyman contractor, to do the waterproofing and drain for \$14,500. Bast advised the board to make sure that this person has the necessary insurance and bonding for the job and will provide warranty for the work if he is utilized.

Amato moved, seconded by Reineri to approve the sending of the 2<sup>nd</sup> notice to Grant Masonry if there is no response or an inadequate response to the first letter of notice; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Amato moved, seconded by Reineri to authorize the library director to contract with a third party to do a full investigation of the wall leak on an hourly basis at standard wages for the workers used on a time and materials basis; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Amato moved, seconded by Reineri to authorize legal council to locate a forensic architect to participate with the third party in an investigation of the water leaks for an amount not to exceed \$2,500; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Amato moved, seconded by Reineri to make final payments to Afton Fabricating, Accurate Paving, Concrete Design Inc., and Lawn Systems but not to Grant Masonry; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**FINANCIAL REPORT: TREASURER**

\$900,000 is invested for the Northwest Subdistrict and \$1.3 million is invested for the Fox-Windsor Subdistrict. Repo investment rate is 4.23%.

**ACTION ON BILLS**

Amato moved, seconded by Reineri to approve disbursement of the Resolution Number R2006-3: Standard Bills; by roll call vote, motion passed with three (3) in favor and none (0) opposed. Amato moved, seconded by Reineri to approve disbursement of the Resolution Number R2006-3A: Fox: Arnold Project Bills; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**DIRECTOR'S REPORT**

A written report was included in the board packet. Several agenda items were added under NEW BUSINESS.

**ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT**

A written report was included in the board packet. Byron was not present at the meeting.

**ATTORNEY'S REPORT/UNFINISHED BUSINESS**

**10.b. ARNOLD TIF COMMISSION HEARING**

Even though the Arnold TIF Commission voted to recommend the approval of a revised plan for the Triangle development with a 50% pass through of the incremental property taxes to the library and other taxing entities, Stewart advised the board to be prepared to negotiate the Arnold TIF pass through percentage. He will study the history of TIF pass throughs to determine what would be a fair percentage.

**COMMUNICATIONS**

None.

**NEW BUSINESS**

**11.a. AUTHORIZATION OF OUT OF STATE TRAVEL—NORTHWEST GENEALOGIST**

Amato moved, seconded by Reineri to approve payment of mileage and conference registration for out-of-state travel of Chris Merseal to Chicago to attend the National Genealogical Society Conference on June 6, 2006; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**11.b. APPROVAL OF ANNUAL REPORT**

This item tabled until completion of the annual audit.

**11.c. ACCEPTANCE OF ANNUAL AUDIT**

This item tabled until completion of the annual audit.

**11.d. APPROVAL OF REVISED PUBLIC SERVICES POLICY #: PUB-91-1**

Amato moved, seconded by Reineri to approve, on recommendation of the staff and following review by legal council, the proposed revisions to Public Services Policy #: PUB-91-1; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**11.f. APPROVAL OF PUBLIC SERVICES POLICY #: PUB2006-1 (NON-RESIDENT EDUCATORS)**

Reineri moved, seconded by Amato to approve, on recommendation of the staff and following review by legal council, the new Public Services Policy #: Pub2006-1 concerning the issuance of library cards to non-resident educators; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**11.e. APPROVAL OF REVISED PUBLIC SERVICES POLICY #: PUB02-10 (INTERLIBRARY LOAN POLICY)**

Amato moved, seconded by Reineri to approve, on recommendation of the staff, the proposed revisions to the Interlibrary Loan Policy; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

**11.g. OTHER SUCH MATTERS THAT COME BEFORE THE BOARD**

Nothing.

At 9:15, Amato moved, seconded by Reineri to adjourn the regular session and enter into executive session as to the provisions of RSMO 610.021; subparagraph 1 for the purpose of discussing possible litigation; subparagraph 2 for the purpose of discussing the lease, purchase or sale of real estate; and subparagraph 3/13 for the purpose of discussing hiring, firing, disciplining, or promoting of an employee. Voting in favor of the motion: Amato, Reineri, and Tuggle, none (0) opposed.

**CLOSED MEETING; CLOSED MINUTES.**

**ADJOURNMENT**

Reineri moved, seconded by Amato to adjourn; motion passed with three (3) in favor and none (0) opposed. President Tuggle adjourned the meeting at 10:15 p.m.

Respectfully submitted,

Karen M. Duree  
Assistant Director for Library Services