

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES
SPECIAL (CALLED) MEETING – APRIL 10, 2006**

The Jefferson County Library Board of Trustees met in special (called) session at the Northwest Branch, 5680 State Road PP, High Ridge, MO on Monday, April 10, 2006. President Retta Tuggle called the meeting to order at 8:25 a.m.

ROLL CALL OF MEMBERS

Board members present: Retta Tuggle, Phil Amato, and Sharon Reineri; quorum present. Staff present: Director, Pam Klipsch; Assistant Directors, Karen Duree and Debby Byron; Branch Manager, Elizabeth Link; and JCL Attorney, Jack Stewart.

ACKNOWLEDGEMENT OF VISITORS

Craig Schubert, 1st Cup of Coffee.

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.

PUBLIC PRESENTATIONS.

None.

BUSINESS

3.a. COFFEE SHOP

Byron presented:

- ? A list of renovations made to the Northwest coffee shop area for Charlotte's Web totaling \$6,249.67.
- ? A listing of proposed costs for the coffee shop renovation at the Arnold Branch totaling \$14,142.50--\$6,682.50 for plumbing; \$1,600.00 for general works; and \$5,860.00 for electrical. The electrical bid was \$1,435.00 lower than presented on March 28, 2006 as there was a miscommunication concerning some lighting fixtures. Bast suggested that JCL contract directly with Kaemmerlen to avoid his 10% general contractor's fee. The plumber would subcontract with Bast so there is a 10% general contractor's fee of \$607.50 included in the plumbing costs. Bast would do the general works.
- ? A comparison listing of equipment being utilized at Northwest by Charlotte's Web to a list of equipment necessary at the Arnold Branch for First Cup to operate a coffee shop. The lists are comparable. Schubert reported that the Rock Community Fire Protection District said a hood was not needed for the convection oven.
- ? A copy of the price quote from Sauder Plumbing for \$6,075.00. Amato has made inquiries with the City of Arnold to find out if the installation of a floor drain is required. A health department representative and Larry Mercer from the City of Arnold are scheduled to meet at 2:00 p.m. April 10, 2006 to review the situation. Klipsch will attend the meeting as Bryon is not available.

? A copy of the price quote from Kaemmerlen Electric for \$5,860.00.

3.b. ARNOLD COFFEE SHOP RENOVATION: ACCEPTANCE OF PROPOSALS

Amato moved, seconded by Reineri to approve a contract with Kaemmerlen Electric for \$5,860.00 and a contract with Larry Bast Construction for an amount not to exceed \$8,282.50 for plumbing and general works to modify the Arnold coffee shop area provided that the contract with Larry Bast Construction should be adjusted accordingly if the floor drain installation is not required by the City of Arnold; motion passed with three (3) in favor and none (0) opposed.

3.c. OTHER BUSINESS

Amato mentioned that the City of Arnold requires a conditional use permit for restaurants. He does not if this will apply to the library's coffee shop. There is not a large fee, but it must be approved by the City Council. Stewart does not think that a permit will be required.

Amato mentioned that there have been two complaints to him about the location of the recycling bins on the Arnold Branch parking lot. Link will look into relocating the bins.

Amato inquired about the progress with the Talking Tree at the Arnold Branch. Klipsch is ready to record the stories as soon as a recorder is given to her. The knob on the compressor probably needs to be turned up so that the lips and eyes will move. Klipsch hopes to have a demonstration at the April 24th board meeting.

Stewart contacted Richard Bacon, of Bacon Commercial Design in Crystal City, to see if he would act as a forensic architect for JCL concerning the Arnold wall leak. Bacon declined but, he did provide Stewart with some other names of architects who might be interested. Stewart will pursue these leads.

The first seven-day letter was sent to Grant Masonry. In a letter dated April 5, 2006, Grant Masonry responded that they would like to know specifically how their membrane installation is not in compliance with the contract. Instead of sending a second notice letter, Stewart will talk to Stufflebeam about specifics and draft a response to Grant Masonry's letter of April 5, 2006 to go out under Klipsch's signature.

ADJOURNMENT

Reineri moved, seconded by Amato to adjourn; by roll call vote, motion passed with three (3) in favor and none (0) opposed. President Tuggle adjourned the meeting at 9:20 a.m.

Respectfully submitted,

Karen M. Duree
Assistant Director for Library Services