

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, SEPTEMBER 19, 2006**

The Jefferson County Library Board of Trustees met in regular session at the Arnold Branch, 1701 Missouri State Road, Arnold, MO 63010 on Tuesday, September 19, 2006. President Retta Tuggle called the meeting to order at 7:00 p.m.

ROLL CALL OF MEMBERS

Board members present: Phil Amato, Paula House, Sharon Reineri, and Retta Tuggle; quorum present. Staff present: Director Pam Klipsch; Assistant Directors Karen Duree and Debby Byron; Branch Managers Elizabeth Link and Cindy Hayes; Technology Coordinator Jay Manning; and JCL attorneys Bianca Eden and Jack Stewart.

ACKNOWLEDGEMENT OF VISITORS:

Visitors present: Butch Cooley, Operation Green Thumb.

ACCEPTANCE OF AGENDA:

Reineri moved, seconded by House to accept the agenda; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

APPROVAL OF MINUTES

Upon motion by Reineri, seconded by House, the minutes of the August 22, 2006 Tax Rate Hearing were approved as presented; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

Upon motion by House, seconded by Reineri, the minutes of the August 22, 2006 regular Board meeting were approved as presented; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

PUBLIC PRESENTATIONS

None.

UNFINISHED BUSINESS

10.d. ARNOLD LANDSCAPING

Cooley indicated that the sod replacement by the contractor hired by SDA to fix the wall leak next to the corridor at the Arnold Branch was not acceptable. The sod was originally laid 1 ½ years ago. Cooley estimated that it would require \$4,000 to return the area to the proper condition. Tuggle stated that it needs to be put back the way it was prior to the work performed to correct the wall leak.

Cooley presented a landscaping diagram prepared by Todd Teuscher to provide landscaping on both sides of the entrance from Old (*sic*) Missouri State Road to the library, Arnold Rec Center, and Jefferson College. The Arnold Tourism Commission would provide \$9,000 in funds for the purchase of plantings, and Operation Green Thumb would supply the labor to plant and maintain the area. It would cost about \$25,000 to have a landscaping business implement this plan according to Cooley.

The planting diagram distributed by Cooley indicates a sidewalk along Missouri State Road on the library property. Amato stated that the library needs to investigate to see if the library is required to install this sidewalk. Tuggle asked Stewart to look into the sidewalk requirements.

Cooley left the meeting at this point.

Amato moved, seconded by Reineri to approve the City of Arnold's landscape plan dated 5-9-06 (minus the sidewalk) for landscaping the two Missouri State Road corners on the condition that the City of Arnold d/b/a Operation Green Thumb maintain it. The library would like the tourism commission to pay for the maintenance of same; motion passed with four (4) in favor and none (0) opposed.

Cooley needs to keep the library informed of the landscaping project's progress.

FINANCIAL REPORT: TREASURER

Reineri reported that \$300,000 for the Fox-Windsor Subdistrict and \$300,000 for the Northwest Subdistrict was reinvested for 90 days with an interest rate of 5.004%.

ACTION ON BILLS

Reineri moved, seconded by House to approve disbursement of the Resolution Number R2006-9: Standard Bills; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

DIRECTOR'S REPORT

\$8,385 has been collected for the history mural to be installed at the Arnold Branch. Klipsch will contact the artist tomorrow.

Food for Fines is going well.

The Privacy Policy is ready for consideration by the board.

Ron Casey will be asked to file a bill concerning the rewording of the subdistrict law again this year. It would probably be easier for this bill to pass if the wording were specific to Jefferson County.

ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT

Bryon reported that MODOT has agreed to the "request for right of way" along State Road PP.

Amato moved, seconded by House to approve the execution of a lease with MODOT to grant the "request for right of way" which would allow Jefferson College additional parking along State Road PP; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

Bryon is investigating the possibility of direct deposit of paychecks to Commerce Bank as well as the establishment of corporate credit cards for the library district.

Amato moved, seconded by House to authorize Byron to sign credit card applications with a credit limit of up to a maximum amount of \$15,000 for budgeted items and to set the credit limit amount for individual staff members; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

ATTORNEY'S REPORT

8.a. OTHER

The sign policy has not been completed.

The library card application rewording as a result of the changes in the privacy policy has not been completed.

COMMUNICATIONS

None.

UNFINISHED BUSINESS

10.b. SOLAR LIGHTING

Tuggle will call Jill Steiger to seek help with the permit. Amato mentioned that a 24 volt solar street light is now available.

10.c. ATM

Byron met with Mark Murray of Eagle Bank about the possibility of placing an ATM on the Arnold Branch property. Murray submitted a proposed drawing of location and configuration for the ATM. He indicated that the bank would pay for the ground development (\$7,000-\$10,000). He proposed a ground lease for a 2 year period to be adjusted at the end of the 2 years with a couple of 5 year extensions. JCL would need to decide what the bank would need to do upon termination—leave the area as is or remove ATM and resod. The bank would have liability insurance on the ATM. The lease payments could range from \$350 to \$700 per month based on traffic. It would probably be at the high end for the library ATM. Bryon has a copy of a sample lease.

Stewart indicated that an RFP would not need to be issued for the ATM, but it might be beneficial for the library to do so. The board directed Bryon to issue an RFP for the ATM, send it to all Jefferson County and southern St. Louis County banks, and inform Murray that the board thinks \$700 is low.

10.d. ADOPTION OF 2007 BUDGET

Bryon requested that the adoption of the 2007 budget be tabled as she is still working on ways to cut the 2007 budget. There were some businesses that challenged their business personal property tax assessment. As a result, the amount of taxes anticipated by the

Fox-Windsor Subdistrict has been lowered by \$2,300 and the Northwest Subdistrict by \$1,900. The tax rate did not change in either subdistrict.

NEW BUSINESS

11.a. APPROVAL OF DIRECTOR'S OUT OF STATE TRAVEL

Amato moved, seconded by House to approve the early bird registration and attendance of Klipsch at ALA Mid-Winter Conference in Seattle; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.b. AUTHORIZATION OF ASSET DISPOSAL (COPIER)

Reineri moved, seconded by House to approve the disposal a copier by the Northwest Branch to the Friends of the Northwest Branch; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.c. ADOPTION OF PRIVACY POLICY

House moved, seconded by Reineri to adopt Privacy Policy, Public Services Policy PUB 2006-04; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.d. OTHER SUCH MATTERS THAT COME BEFORE THE BOARD

The Arnold Tourism Commission funding for the history mural at the Arnold Branch has been rolled over to the new budget which commenced on September 1, 2006. A full \$10,000 will be available in matching funds. Klipsch will call the artist tomorrow. She inquired whether the Tourism Commission would match what the library currently has on hand so the wallpaper can be made resulting in something newsworthy to help raise the rest of the library's matching share of the project. Amato will ask about this. Klipsch will contact Jefferson College about working on the closed-circuit TV presentation that will accompany the mural.

UNFINISHED BUSINESS

10.a.i. FOX-ARNOLD PROJECT—WALL LEAK

A conference call was placed to Jim Stufflebeam of SDA to discuss the resodding problem. Stufflebeam indicated that he is making an effort to make the resodding acceptable. He will have any dead sod replaced. The area also needs to be rolled once or twice. It may take a season before it looks better.

Amato pointed out that the ground was not prepared before the sod was laid. He said this is unacceptable, and he is getting complaints from city officials.

Stufflebeam will do what it takes to get the situation rectified. Klipsch asked if someone else other than the contractor who worked on the wall leak will need to fix the sod. Stufflebeam indicated that it might be necessary to do so.

ADJOURNMENT

House moved, seconded by Reineri to adjourn; by roll call vote, motion passed with four (4) in favor and none (0) opposed. President Tuggle adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Karen M. Duree
Assistant Director for Library Services