

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, JANUARY 16, 2007**

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, January 16, 2007. President Retta Tuggle called the meeting to order at 7:05 p.m.

ROLL CALL OF MEMBERS

Board members present: Retta Tuggle, Paula House, and Sharon Reineri; quorum present. Staff present: Director Pam Klipsch; Assistant Directors Karen Duree and Debby Byron; Branch Managers Elizabeth Link and Cindy Hayes; IT Manager Jay Manning; Technical Services Manager Jeane Tornatore; and JCL attorneys Bianca Eden and Jack Stewart.

ACKNOWLEDGEMENT OF VISITORS:

Klipsch introduced Jeane Tornatore as the new Technical Services Manager.

ACCEPTANCE OF AGENDA:

Reineri moved, seconded by House 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 Tuggle, the minutes of the December 19, 2007 regular Board meeting were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT: TREASURER

Reineri reported that there were no investments made in December 2006. An internal audit check was performed on 3 Northwest Subdistrict checks from December 2006. No irregularities were noted.

ACTION ON BILLS

House moved, seconded by Reineri to approve disbursement of the Resolution Number R2007-1: Standard Bills; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

DIRECTOR'S REPORT

Dr. Jones will meet with the JCL management staff on Tuesday, January 30, 2007 to begin work on the community survey. Klipsch sent a letter to the city of Arnold in support of the grant that the city is seeking to improve the intersections at Astra Way and 141 and Astra Way at Missouri State Road.

*Board member Amato arrived at the meeting.

ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT

A written report was submitted prior to the meeting. Items that require board action are on the agenda under New Business.

Byron presented drawings of a proposed sign for the Northwest Branch. The background will be reflective. Reineri moved, seconded by House to accept the logo signage as presented by Byron to be placed on private property at the upper driveway at the Northwest Branch at the expense of the Friends of the Northwest Branch; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

The Financial Statement included in the board packet is not the final for 2006. There may be a few minor changes. The negative fund balance for 2006 was less than budgeted due to the diligence of the managers and staff. The negative balance would have been lower if the county had remitted the same amount of the tax revenues in 2006 as it did in 2005.

ATTORNEY'S REPORT

8.a. ARNOLD WALL LEAK

Klipsch, Bryon, Link, Stewart, and Tuggle met with Gary Wille and Bill Wagoner of S.M. Wilson at their request on January 5, 2007. S.M. Wilson admitted that the installation of the membrane was overlooked, but stated that the membrane is designed to protect from vertical, not horizontal water. Wille and Wagoner indicated that A+ did a good job of installing the drain, but reiterated that it should have been placed in the original design of the building by the architect. S.M. Wilson is willing to pay \$1,730, but not the architects added costs.

A meeting with all parties on January 17, 2007 was rescheduled at the Arnold Branch at 2:00 p.m. on February 9, 2007 at the direction of Tuggle. Amato and Tuggle plan to attend the February 9th meeting which will include: Klipsch, Byron, Link, Stewart, S.M. Wilson reps, Grant Masonry reps, and Jim Stufflebeam, architect for SDA.

8.b. OTHER

Stewart reviewed the recently passed Missouri constitutional amendment concerning minimum wage as well as current JCL practices concerning compensatory time and concluded that JCL should continue to handle compensatory time in the manner that it has been following to date.

COMMUNICATIONS

9.a. MISSOURI STATE LIBRARY

The Missouri State Library will host legislative updates via videoconferencing on February 1, March 1, and April 5, 2007.

9.b. OTHER

Randy Scherr, MLA legislative advocate, notified the MLA Legislative Committee that the Kansas City Symphony has filed a suit against the state of Missouri for failure to distribute all A & E tax funds to the cultural partners over a period of 10 years. This infuriated the Governor who has been raising the percentage of A & E tax funds distributed recently. Time will tell if the Governor decides to continue the trend of increasing A & E distributions.

Amato asked about the status of the mural project at the Arnold Branch. Klipsch reported the she has not heard lately from Jo McCredie or Jefferson College. She will contact them. The mural fund is still \$1,015 short of the goal.

UNFINISHED BUSINESS

10.a. SOLAR LIGHTING

Byron has received no further information on the solar lighting from AIM. Amato reported that Jean Keinzle has emailed another contact that is local about supplying an LED system that will supposedly meet MODOT requirements and function in the winter weather of this region. Amato should know more by the next meeting.

10.b. OTHER

None.

NEW BUSINESS

11.a. WORKERS' COMPENSATION RENEWAL

Byron reported that the 2007 Workers' Compensation premium is \$256 more than 2006 due to salary increases. Amato moved, seconded by House to approve renewal of Workers' Compensation; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

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

Amato moved, seconded by Reineri to approve attendance of Klipsch at the 2007 American Library Association Annual Conference in Washington, D.C. in June; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.c. COMMUNITY USE OF FACILITIES—NORTHWEST R-1 SCHOOL DISTRICT

The Northwest Branch will again participate in the Annual Health and Safety Fair held at the Northwest High School. The Northwest School District requires that each group participating in the fair sign a Community Use of Facilities form. Amato moved, seconded by Reineri to sign the Community Use of Facilities form; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.d. ADOPTION OF REVISED PERSONNEL POLICY

Klipsch presented the proposed revised personnel policy. Amato moved, seconded by House to amend the proposed revision of the personnel policy to include the Code of Ethics of the American Library Association in Section 7.5.1; by roll call vote, motion passed with four (4) in favor and none (0) opposed. Amato moved, seconded by House to amend the proposed revision of the personnel policy to include Missouri Public Library Directors' Code of Ethics (RSMO 105.454) in Section 7.5.2; by roll call vote, motion passed with four (4) in favor and none (0) opposed. Amato moved, seconded by Reineri to amend the proposed revision of the personnel policy to include December 26th as a holiday in Section 9.13.1. Amato moved, seconded by Reineri to repeal the current personnel policy and replace it with the proposed revised personnel policy as amended to become effective upon the publication of the new policy; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

11.e. OTHER

Amato requested that another press release concerning the "circuit breaker" assistance and information that individuals will need to bring with them be sent out. Amato also supplied a box of envelopes and a ream of paper to each branch to use in conjunction with the "circuit breaker" program. Individuals will not be charged for copies.

At 9:30 p.m., Amato moved, seconded by Reineri to adjourn the regular session and enter into executive session as to the provisions of RSMO 610.021; subparagraph 3 for the purpose of discussing hiring, firing, disciplining, or promoting of an employee; and subparagraph 13 for the purpose of discussing performance ratings of an employee.. Voting in favor of the motion were Amato, House, Reineri, and Tuggle.

CLOSED MEETING; CLOSED MINUTES.

ADJOURNMENT

Amato 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 11:00 p.m.

Respectfully submitted,

Karen M. Duree
Assistant Director for Library Services