

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, AUGUST 28, 2007**

The Jefferson County Library Board of Trustees met in regular session at the Windsor Branch, 7479 Metropolitan Blvd., Barnhart, MO 63012 on Tuesday, August 28, 2007. President Retta Tuggle called the meeting to order at 7:05 p.m.

ROLL CALL OF MEMBERS

Board members present: Retta Tuggle, Phil Amato, and Sharon Reineri; quorum present. Staff present: Director Pam Klipsch; Assistant Directors Debby Byron and Karen Duree; Branch Manager Elizabeth Link; IT Manager Jay Manning; Technical Services Manager Jeane Tornatore; and JCL attorney Jack Stewart.

ACKNOWLEDGEMENT OF VISITORS:

None.

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 July 24, 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 a \$200,000 CD for the Fox-Windsor Subdistrict matured. The funds were reinvested for 90 days with an interest rate of 5.051%.

ACTION ON BILLS

Amato moved, seconded by Reineri to approve disbursement of the Resolution Number R2007-8: Standard Bills; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

DIRECTOR'S REPORT

A proposed new Collection Development Policy was presented. Changes include expansion of the Responsibilities for Materials Selection section as well as the Request for Reconsideration section. The Request for Reconsideration additions included provisions for a public hearing and legal representation. Amato moved seconded by Reineri to approve the proposed new Collection Development policy with an amendment to the Request for Reconsideration section, paragraph five, last sentence: "If the Library is required to defend itself in a legal action, the Board shall determine whether to seek

assistance from specialty counsel.”; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Collection assessment guidelines and procedures will now be developed by staff. These do not require board approval.

The final reading of the Arnold TIF amendment at the Arnold City Council meeting will take place on September 6, 2007. Stewart and Klipsch will attend.

Klipsch and Duree attended the Jefferson R-7 school board meeting to explain the process of establishing a Jefferson County Library subdistrict in the R-7 area and answer questions. The school board is exploring the possibility of a joint public-school library service/facility. If this project moves forward, many details will need to be incorporated in a written document to avoid future misunderstandings.

Tuggle reported that Chuck Banks informed her that the City of Pevely wants to get on the ballot to approve a library tax levy in order to become a part of the Jefferson County Library. Klipsch will follow up on this.

Klipsch reported on a false report of an assault in the women’s restroom at the Northwest Branch as well as vandalism in the men’s restrooms. Klipsch is considering security cameras for the lobby at each library branch as suggested by Lt. Carle of the Jefferson County Sheriff’s Department. The board directed Byron to solicit bids on the security cameras.

ASSISTANT DIRECTOR/BUSINESS MANAGER’S REPORT

Amato moved, seconded by Reineri to reaffirm the JCL Code of Ethics Policy with no changes; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

The kiosk for the Arnold project has been ordered. It will cost \$975 for the installation of the Arnold Mural.

Rosch Company (contacted by Gary Wille of SM Wilson) could not see any reason why the retaining wall at the Arnold Branch would have failed. He will provide a proposal to fix the retaining wall. It could be up to \$25,000, and the cause of the failure of the wall may remain unknown. Kozeny-Wagner was not interested in participating in any solution, and Kozeny-Wagner’s subcontractor who erected the retaining wall is out of business.

Carl Vogt is not quite finished with his report on the sewage treatment plant modifications. There are three to four options which range from \$10,000 to \$12,000. Bryon will prepare a bill for Site Oil for its share of the cost based on the water usage. Byron was directed to provide Stewart with a summary of the sewage treatment plant costs that are owed by the Mexican Restaurant so that he can pursue payment.

ATTORNEY'S REPORT

8.a. ARNOLD TIF

Stewart prepared a one page position statement for the library concerning the Arnold TIF reiterating the library's hope that the city would be willing to find some means to increase the percentage of pass through for library property taxes over the 10% currently proposed. This was submitted at the August 2, 2007 Arnold City Council meeting. Both Stewart and Klipsch attended Arnold City Council meetings on August 2 and 16, 2007. There may be additional changes to the TIF requirements which could mean it will be delayed. Klipsch noted that a bill has been introduced in the special legislative session of the Missouri General Assembly that would create a county wide TIF commission.

8.b. PERSONNEL POLICY ADDITION

The Missouri Sunshine Law only enables a governmental agency to close its personnel records. In order for JCL personnel records to be closed, action must be taken by the Board. Amato moved, seconded by Reineri to approve Resolution Number R2007-8C closing Jefferson County Library personnel records by adding sections 2.16, 2.161, 2.162, and 2.163 to the Jefferson County Library Personnel Policy; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

8.c. OTHER

None.

COMMUNICATIONS

9.a. MISSOURI STATE LIBRARY

As the Institute for Museum and Library Services has not approved the Missouri State Library's Library Services and Technology Plan, the Missouri State Library did not award JCL two Show-Me Steps grant requests for funding of attendance by two board members at the Missouri Library Association Annual Conference in October.

9.b. OTHER

JCL received a matching grant of \$550 from Lorillard for the Arnold mural project. \$20,235 has now been collected for the project.

UNFINISHED BUSINESS

10.a. EXTERIOR SIGNAGE-ARNOLD

The coffee shop owner at Arnold needs to move his sign and mount it on fence posts or something more aesthetically pleasing than raw two-by-fours.

10.b. OTHER

Tuggle pointed out that a dead tree at the Arnold Branch needs to be removed.

Amato suggested that JCL write a letter to the city of Arnold requesting an adjustment on sewer usage fees as a result of the irrigation system water leak.

Amato had nothing new to report on the sign for the library/rec center/college.

NEW BUSINESS

11.a. APPROVAL OF PERSONNEL POLICY REVISION

Tabled.

11.b. ACCEPTANCE OF ASPHALT OVERLAY BID

Amato moved, seconded by Reineri to award a contract for the asphalt overlay on the Northwest Branch parking lot to Dura Seal as the lowest and best bidder; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

11.c. ACCEPTANCE OF EMC GENERAL LIABILITY INSURANCE RENEWAL

Tony Becker of Custom Insurance received a lower quote on general liability insurance for the JCL from Continental Western Insurance after the board packet was mailed out. He recommended that JCL accept the Continental quote. Amato moved, seconded by Reineri to accept Continental Western Insurance as the lowest and best bidder on the general liability insurance for Jefferson County Library; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

11.d. APPROVAL OF PURCHASE OF CD BROWSERS-NORTHWEST

Amato moved, seconded by Reineri to approve the purchase of six CD browsers from Pan American Fixtures for \$5,235.00; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

11.e. ADOPTION OF PROPOSED 2007 REVISED BUDGET

Reineri moved, seconded by Amato to approve the proposed 2007 revised budget as submitted; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

11.f. PROPOSED 2008 BUDGET

Amato moved, seconded by Reineri to approve the proposed 2007 revised budget as the interim 2008 budget; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

11.g. SET 2007 TAX RATES

Reineri moved, seconded by Amato to approve Resolution Number R2007-8A setting the 2007 tax rate for the Fox-Windsor Branch at \$.1721; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

Amato moved, seconded by Reineri to approve Resolution Number R2007-8B setting the 2007 tax rate for the Northwest Subdistrict at \$.1859; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

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

Amato is working with two companies that might locate in Arnold. This would provide additional property taxes for the library.

Stewart indicated that it is OK for JCL to participate in GoodSearch.Com and Shop for the Library to raise money for the library.

Amato requested that Klipsch talk with the Jefferson County municipal libraries concerning possible consolidation with the Jefferson County Library.

ADJOURNMENT

Amato moved, seconded by Reneri 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 p.m.

Respectfully submitted,

Karen M. Duree
Assistant Director for Library Services