

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, OCTOBER 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, October 16, 2007. President Retta Tuggle called the meeting to order at 7:05 p.m.

1.a. ROLL CALL OF MEMBERS

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

1.b. ACKNOWLEDGEMENT OF VISITORS:

Craig Schubert, of First Cup Coffee.

1.c. 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.

2. APPROVAL OF MINUTES

Upon motion by House, seconded by Reineri, the minutes of the September 25, 2007 regular Board meeting were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed. Upon motion by House, seconded by Reineri, the minutes of the September 25, 2007 executive session meeting minutes were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

STAFF RECOGNITION

Tuggle acknowledged the outstanding customer skills displayed by Northwest Branch Genealogy Senior Clerk, Melinda Hudson. A certificate of appreciation was read by Tuggle and presented to Hudson.

Upon motion by Amato, seconded by Reineri, the regular meeting was adjourned so that all present could congratulate Hudson in a job well done; by roll call vote, motion passed with four (4) in favor and none (0) opposed. Upon motion by Reineri, seconded by House, the meeting was called back to order; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

3. PUBLIC PRESENTATIONS

Schubert stated that he would like more direction from the board regarding the re-location of his sign. Tuggle stated that the posts also need to be addressed. House suggested that the posts be stained as opposed to painted to avoid chipping. Reineri moved, second by House that Amato be present when the sign is moved; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

4. FINANCIAL REPORT: TREASURER

Reineri reported that CDs worth \$400,000 in the Northwest Subdistrict and \$300,000 in the Fox-Windsor Subdistrict will mature at the end of the month. The funds will be reinvested.

5. ACTION ON BILLS

Reineri moved, seconded by House to approve disbursement of the Resolution Number R2007-10: Standard Bills; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

6. DIRECTOR'S REPORT

Tuggle first congratulated Klipsch on her election as Missouri Chapter Counselor to the American Library Association.

An email was received from Betty Olson, of De Soto Public Library. The Mineral Area Libraries Dinner for librarians and Board members will be on Monday November 5th in Park Hills. Klipsch, Byron and Duree will attend. Amato will try to attend as well.

A book fair has been scheduled at Barnes and Noble November 25 through 28. JCL will receive a percentage of sales those days.

Food for Fines collections were down compared to 2006. Branches will do a better job marketing the event next year.

Duree created a breakdown of how many nonresident cards have been purchased, as well as where they come from. Almost 60% are from Pevely, Hillsboro and Festus.

Branch staff determined that they spent approximately \$200 at the Arnold Branch and \$900 at Northwest to buy materials that are primarily used by Jefferson College students. It is not possible to determine how many college students use our computers or wireless network.

The third annual Staff Development day was held 8 October 2007. The event will be held at the Arnold Branch in 2008.

Commissioner Banks has delayed the meeting with Pevely city administrators due to other issues within the district.

The Technology Committee has reviewed the JCL Acceptable Use Policy and recommends these amendments to make the policy congruent with the requirements of our Unattended Children Policy. Stewart made other suggestions for clarification: on Number 3, we should add the phrase "of another person" so that the section reads: *Any use that jeopardizes the security of an individual. For example: giving out personal information regarding a minor or another adult person, such as address, telephone number, or any other personal identifiable information; giving credit card, bank or social security information of another person; sharing confidential information of another*

person, arranging face-to-face meetings with strangers. Motion to approve the amendments as presented made by Amato, seconded by Reineri; by roll call vote, motion passed with four (4) in favor and none (0) opposed. Motion to approve amended policy made by House, seconded by Reineri; by roll call vote, motion passed with four (4) in favor and none (0) opposed.

Managers' retreat will be on November 13th in Eureka.

Klipsch will attend the Missouri Public Library Directors meeting December 6 and 7 in Lake of the Ozarks.

Klipsch noted that it has been two years since we have had a full library board. Tuggle will address the issue with the County Commission.

A legislative reception will be held December 4 from 5:00 until 9:00 p.m. at Jefferson College Arnold campus. Board members are encouraged to attend.

7. ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT

Rosch has submitted a proposal of \$18, 550 to repair the Arnold retaining wall. Funds are not available at this time to fix it without cutting payroll. Byron contacted Gary Wille who suggested that we leave it barricaded and monitor the situation. Then repair when we can afford it, or when it becomes necessary. As the subcontractor who built the wall has gone out of business, we have no recourse. Amato will try to find funds from outside sources to repair the wall. Byron will add it to the 2008 budget as a contingency.

Link reported that the kiosk for the Arnold history video has been shipped and should arrive shortly.

Byron is working on the revised 2007 budget and the 2008 budget for the next board meeting.

8. ATTORNEY'S REPORT

Stewart submitted a written report on the potential cost of granting an easement for an electronic sign on JCL property. Amato will take it to Arnold City Administrators who may submit a letter to the Jefferson College Board of Directors for consideration. The city of Arnold paid easement fees to JCL to provide access to the Rec Center, but the College has not.

9. COMMUNICATIONS

9.a. MISSOURI STATE LIBRARY

None.

9.b. OTHER

None.

10. UNFINISHED BUSINESS

10.a. EXTERIOR SIGNAGE - ARNOLD

This was addressed earlier in the meeting.

10.b. PROPOSED 2008 BUDGET

This was addressed earlier in the meeting.

10.c. OTHER

None.

11. NEW BUSINESS

**11.a. APPROVAL OF REVISIONS TO THE PUBLIC INTERNET
ACCEPTABLE USE POLICY**

This was addressed earlier in the meeting.

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

Amato will talk with Casey and Klipsch will talk to Ryan McKenna in regards to changing state law so that public libraries can put sales tax initiatives on the ballot to raise funds. Klipsch will also discuss it with MLA as such a law would affect all Missouri libraries.

12. ADJOURNMENT

Reineri moved, seconded by House to adjourn; by roll call vote, motion passed with four (4) in favor and none (0) opposed. President Tuggle adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Cindy Hayes

Northwest Branch Manager