

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, DECEMBER 18, 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, December 18, 2007. President Retta Tuggle called the meeting to order at 7:10 p.m.

1.a. ROLL CALL OF MEMBERS

Board members present: Retta Tuggle, Paula House, and Sharon Reineri; quorum present. Staff present: Director Pam Klipsch; Assistant Directors Debby Byron and Karen Duree; 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:

Dawn and John Zubic.

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 November 20, 2007 regular Board meeting were approved as presented; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

3. PUBLIC PRESENTATIONS--STAFF RECOGNITION

Tuggle recognized the outstanding service of Dawn Zubic, Clerk II, to the 32 Books-on-the-Run patrons of Windsor Branch. Zubic was presented with a certificate of appreciation from the board.

4. FINANCIAL REPORT: TREASURER

Reineri reported that \$300,000 was reinvested for each subdistrict at a rate of 4.045%.

5. ACTION ON BILLS

Reineri moved, seconded by House to approve disbursement of the Resolution Number R2007-12: Standard Bills; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

6. DIRECTOR'S REPORT

A records retention policy including e-mail communications will be drafted for board approval by the staff as a result of discussions at the December MPLD meeting.

The Safe at Home Policy was explained. Staff members have been informed of procedures to be followed.

A request for reconsideration was submitted by a Northwest patron for a juvenile book entitled The Bones in the Cliff. She asked that the book be moved to a different section of the library. Upon review, Klipsch indicated that she thought the book was appropriately placed in the juvenile fiction area. House moved, seconded by Reineri to retain The Bones in the Cliff in the juvenile fiction area; by roll call vote, motion passed with three (3) in favor and none (0) opposed.

The January regular board meeting was rescheduled for January 22, 2008.

Tuggle inquired if there was any news about the retaining wall at the Arnold Branch. Klipsch reported that there have been no further comments in the newspaper; funds have been allocated in the 2008 budget to repair the wall; and Amato is going to ask the TDD if funds might be available for the project.

7. ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT

Tuggle inquired about the tax revenue. Byron reported that the tax revenue is down in comparison with last year at this time. The late mailing of the tax bills this year may have impacted the collections to date. Hopefully the next checks from the county will be higher than usual.

First Cup has moved out of the Arnold Branch coffee shop area. Lance Stockinger has inquired about operating a coffee shop. He is doing further research and will be looking at the space available at the Arnold Branch.

The mural dedication at the Arnold Branch will be on February 23, 2008.

On December 1, 2007, there was vandalism at the Northwest Branch in the Central Services area. A window was broke by individual(s) throwing rocks after hours. The surveillance cameras did not pickup the individual(s), and it is speculated that one camera was moved by an individual(s) climbing on to the roof of the building in back. Tuggle asked Byron to find out how much it would cost to install a fence with barbed wire on top from the side of the building in back to the sewer fence. Staff was also directed to install a motion detector floodlight and another camera on the front west corner of the building. Klipsch will instruct Hayes to contact the Sheriff's Department and ask them to make extra runs through the library parking lot after hours.

8. ATTORNEY'S REPORT

8.a. INTERAGENCY AGREEMENT FOR SIGN

The proposed draft agreement received from the city of Arnold for exterior signage at the Arnold Branch does not respect the library's property since a specific location for the sign is not indicated. A survey needs to be performed so this location can be specified. Legal names of entities are not utilized in the draft, and there is no provision for termination of the agreement or replacement of the sign. The design of the sign needs to be approved by the library especially if the library is paying the electricity for the sign. A separate electric meter needs to be installed for the sign. Klipsch pointed out that the cost

of insurance is not included in the agreement either. Reineri moved seconded by House to give Stewart the authority to negotiate changes to the draft agreement for the exterior signage at the Arnold Branch with the City of Arnold and Jefferson College including: extension of the number of years that JCL has to pay off it's share of the sign purchase; location of the sign and accompanying land survey; termination of the agreement; insurance provisions for the sign; payment of electricity bills and installation of separate electric meter; definition of maintenance; committee beyond the construction phase to deal with sign issues; and inclusion of the Arnold Branch coffee shop on the sign; by roll call vote, motion passed with three (3) in favor and none (0) opposed. It was pointed out that Amato needs to be reminded to read these board minutes concerning the exterior signage.

8.b. OTHER

Hayes reported that the Maryland Heights police department asked to take a Northwest High School yearbook from the Northwest Branch to a crime lab to dust for fingerprints in connection with a stalking case that they are investigating. As a result, the yearbook was loaned to the Maryland Heights police department.

9. COMMUNICATIONS

9.a. MISSOURI STATE LIBRARY

A revised Library Services and Technology Act 5-year plan has been approved for Missouri. The Show-Me Steps grants are available again, but only staff, not board members, may apply for the grant. Show-Me Steps grants to send two staff members to the Public Library Association Biennial Conference in March 2008 are being prepared.

9.b. OTHER

None.

Amato arrived at the meeting.

10. UNFINISHED BUSINESS

10.a. EXTERIOR SIGNAGE - ARNOLD

Further discussion of the draft agreement was held with Amato in attendance.

10.b. OTHER

None.

11. NEW BUSINESS

11.a. REQUEST FOR RECONSIDERATION

This was addressed earlier in the meeting.

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

None.

At 8:45 p.m., House moved, seconded by Amato to adjourn the regular session and enter into executive session as to the provisions of RSMO 610.021; subparagraph 2 for the purpose of discussing personnel matters. Voting in favor of the motion were Amato, House, Reineri, and Tuggle.

CLOSED MEETING; CLOSED MINUTES.

Stewart noted that JCL was dismissed on September 5, 2007 from the injury lawsuit involving a fall on the parking lot at the former Northwest Branch in 2003. The lawsuit was tried on November 6, 2007 to a verdict and a stipulation for dismissal as to Jack Dennis was approved by the Court. On November 19th the court verdict as to damages was \$4,737.36 plus costs; 51% was assessed against the water district and 49% against the plaintiff so she only recovered 51% of her damages.

12. 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 9:00 p.m.

Respectfully submitted,

Karen M. Duree
Assistant Director