

**JEFFERSON COUNTY LIBRARY
BOARD OF TRUSTEES, APRIL 23, 2008**

The Jefferson County Library Board of Trustees met in regular session at Central Services, 5678 State Road PP, High Ridge, MO on Wednesday, April 23, 2008. President Retta Tuggle called the meeting to order at 7:00 p.m.

William Buol and Kathleen Martin were welcomed as newly appointed members of the Jefferson County Library Board. The oath of office for Buol and Martin was administered by Stewart.

1.a. ROLL CALL OF MEMBERS

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

1.b. ACKNOWLEDGEMENT OF VISITORS

None.

1.c. ACCEPTANCE OF AGENDA

Buol moved, seconded by Reineri to accept the agenda; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

2. APPROVAL OF MINUTES

Upon motion by Reineri, seconded by Amato, the minutes of the March 25, 2008 regular Board meeting were approved as presented; by roll call vote, motion passed with three (3) in favor, two (2) abstained, and none (0) opposed.

Upon motion by Reineri, seconded by Amato, the Special (Called) Board Meeting minutes of April 2, 2008 were approved as presented; by roll call vote, motion passed with three (3) in favor, two (2) abstained, and none (0) opposed.

3. PUBLIC PRESENTATIONS

None.

4. FINANCIAL REPORT: TREASURER

On April 21, 2008, investments of \$500,000 for the Fox-Windsor subdistrict and \$300,000 for the Northwest subdistrict matured. Of those funds, \$200,000 was reinvested for the Fox-Windsor subdistrict, and \$300,000 was reinvested for the Northwest subdistrict. The remaining \$300,000 from the Fox-Windsor subdistrict was needed to meet current obligations. The interest rate on these new investments was 2.006% with a maturity date of 7/21/08. Amato moved, seconded by Buol to accept the financial report; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

5. ACTION ON BILLS

Amato moved, seconded by Reineri to approve disbursement of the Resolution Number R2008-04A: Standard Bills; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

6. DIRECTOR'S REPORT

Reineri moved, seconded by Martin to accept the 2007 Annual Report of the Jefferson County Library; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

The migration of Sirsi to an off-site server was successfully completed.

An online two-hour tutorial session was attended by several staff members who will be responsible for the various Book Letters products.

The Sign Agreement has been signed by all parties—City of Arnold, Jefferson College and Jefferson County Library. Klipsch, Whillock and Link met with City of Arnold and Jefferson College representatives to determine the exact location of the new joint sign. It will be located behind the plantings on the west side of the drive. A map showing the location was distributed. Warren Signs has obtained a permit, and City of Arnold staff is working with Warren Sign. Amato suggested looking into the possibility of obtaining a solar powered sign. The City of Arnold now has a solar powered street light. Maybe JCL can get one like it for the upper entrance/drive at the Northwest Branch.

Missouri Baptist Hospital has requested use of the Northwest parking lot for its mammography van in order to provide free mammograms. The current JCL policy does not allow this use of the parking lot by a non-governmental entity. Klipsch was directed to suggest to Missouri Baptist that they partner with the Jefferson County Health Department on this project. Then the Health Department could request use of the parking lot as a governmental entity.

Information from the April 23, 2008 Legislative Update for the Missouri legislative session was discussed. Of particular concern are HB 1736 which changes the laws regarding illegal aliens and immigration status; HJR43 which proposes a constitutional amendment altering the rollback requirement for the Hancock Amendment; HJR70 which proposes a constitutional amendment prohibiting appropriations in any fiscal year from exceeding certain limits; and SB711 which modifies provisions regarding property taxation. Amato initiated a discussion of the possibility of legislation to authorize the collection of a sales tax to support library operations.

Klipsch pointed out that, according to the St. Charles City-County Library District annual salary survey, JCL has .414 full time equivalent staff per 1,000 population served. This is below the average of .495 for libraries in the same classification. JCL staff is providing good service even though they have a big load. Also the spending per capita

for materials at JCL is very low at \$2.41 per capita compared with the average of \$4.17 per capita for libraries in the same classification.

A staff committee is currently working on a review of the salary scale at JCL. Amato asked what would happen if the property assessments decreased in Jefferson County. Klipsch responded that she could not recommend further cuts in materials, and that depending on the amount of the decrease, and the decrease in revenue, the only other alternative would be to freeze salaries, implement a hiring freeze, and as a last resort, lay off personnel.

Common Grounds anticipates having a Chamber ribbon cutting ceremony on May 1st at 7:00 a.m.

Duree and Hayes were thanked for helping Arnold with its bid proposal for audiovisual equipment in the meeting room.

7. ASSISTANT DIRECTOR/BUSINESS MANAGER'S REPORT

Three months worth of lease payments in arrears from Café Colton at Northwest have been forgiven. A percentage of the Northwest Branch utilities has been paid for March. The owners are not ready to give up yet. They need to do something about signage to better market the coffee shop.

8. ATTORNEY'S REPORT

None.

9. COMMUNICATIONS

9.a. MISSOURI STATE LIBRARY

JCL's share of this fiscal year's Athletes' and Entertainers' Tax will be arriving soon as well as the third and fourth quarter payments of State Aid. The Governor has recommended that the Athletes' and Entertainers' Tax for public libraries be increased to 75% of full funding for the next fiscal year.

9.b. OTHER

None.

10. UNFINISHED BUSINESS

10.a. ANNUAL REPORT

This was addressed earlier in the meeting.

10.b. ELECTION OF OFFICERS

Amato moved, seconded by Reineri to elect Martin as Secretary of the Jefferson County Library Board; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

10.c. APPROVAL OF PERSONNEL POLICY REVISION (FMLA-MILITARY)

Reineri moved, seconded by Amato to approve amendments to the JCL personnel policy required by new federal legislation related to the Family and Medical Leave Act and military service: by roll call vote, motion passed with five (5) in favor and none (0) opposed.

10.d. APPROVAL OF PERSONNEL POLICY ADDITION (FLEX SCHEDULES)

Amato moved, seconded by Reineri to approve a flex time policy for JCL personnel as reviewed by Stewart and recommended by Klipsch for a trial period of 6 months; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

11. NEW BUSINESS

11.a. ARNOLD COPY MACHINE LEASE

Three bids were received that met all criteria for lease of a copy machine at the Arnold Branch. Byron recommended awarding the contract to Copying Concepts for a Minolta C253 copier as the monthly lease cost is less than the other two vendors and the maintenance agreement, although more at the start than one of the other vendors, can be locked in for a period of five years. Amato moved, seconded by Martin to award the copier contract for the Arnold Branch to Copying Concepts for the Minolta C253 as the best qualified lowest bid; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

11.b. GRASS MOWING

Three bids for lawn care at all three branches were received. TruGreen was the most expensive. Lawn Solutions did not provide a "good" bid for the service at the Northwest Branch. Also, Lawn Solutions does not appear to have workers' comp coverage for employees. Wissmann does not have workers' comp coverage for employees either. If the contract is awarded to Wissmann, JCL will need to pay \$4.81 per \$100 paid to Wissmann to insure for workers' comp. Buol moved, seconded by Reineri to award the bid for lawn care to Wissmann as the best qualified lowest bid; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

11.c. REFINANCING

Tom McNeely, Senior Vice-President of First Bankers Banc Securities, Inc., has been in contact with Byron concerning the possible refinancing of the debt on the Arnold and Windsor Branch facilities. Reineri moved, seconded by Martin to authorize Byron to proceed with an investigation of refinancing the debt on the Arnold and Windsor Branch facilities; by roll call vote, motion passed with five (5) in favor and none (0) opposed.

11.d. DATE OF NEXT MONTHLY BOARD MEETING

The next monthly board meeting will be on May 21, 2008 at the Northwest Branch.

11.e. OTHER

If legally allowed, Amato asked the board members to give consideration to passing a resolution in support of the new county charter at a later meeting.

12. ADJOURNMENT

Amato moved, seconded by Reineri to adjourn; by roll call vote, motion passed with five (5) in favor and none (0) opposed. President Tuggle adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Karen M. Duree, Assistant Director