

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of November 9, 2021

Hannibal Free Public Library Board of Trustees held its regular monthly meeting at **5:00 p.m., on Tuesday, November 9, 2021**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present: Kim Ahrens, Annie Dixon, Roy Hark, Kevin Knickerbocker, J’Nelle Lee, and Tom Prater. Absent: Frank DiTillo, Sara North, and Lauren Youse. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:01 p.m.

Moved by Roy Hark and supported by Kevin Knickerbocker to table approval of the Minutes of the Meeting of October 12, 2021. Motion carried.

Final Claims for November in the amount of \$67,712.85 were distributed at the meeting. Petty Cash Postage for \$8.66 and an invoice from the Collection Agency at \$50.00 were added, bringing the total to \$67,771.51. MasterCard claims in the amount of \$3,206.07 were included in the Financial packet. Claims included: Bleigh’s concrete work and installation of the book drop, plumbing repairs, annual memberships and renewals, barcodes, library cards, and Planning Day expenses. Moved by Kevin Knickerbocker and supported by Roy Hark to approve the Claims for November 2021 in the amount of \$70,977.58. Motion carried.

Moved by Roy Hark and supported by Annie Dixon to table approval of the Investment Report for October 2021. Motion carried.

The summary City Financial Report for October 2021 was included in the packet.

The Transfer Recommendation was distributed at the meeting. Moved by Tom Prater and supported by J’Nelle Lee to approve the Transfer Recommendation for November 2021, showing no transfers. Motion carried.

There was no Correspondence.

It was noted that the meetings of the Library Personnel & Services Committee and the Building & Grounds Committee would be covered in the Executive Session to follow. It was further noted that actions taken by the Investment Committee in October were covered in the written Director’s report.

The Director’s written report was included in the main packet. In addition, Hallie Yundt Silver reported on the following:

- Caitlin was congratulated for being selected to participate in the Quincy *Herald-Whig*’s 20 under 40.

- Caitlin finished the rough draft of the Summer 22 grant in the amount of \$8,317.
- Wesley Metz is the new City Finance Director. There was consensus that he should be invited to the December meeting.
- Jessica Voepel resigned. Her last day is November 10th.
- Hilary Mossell is retiring. Her last day is November 18th.
- A public retirement party for Hilary was planned, but Hilary declined the party. The staff intends to throw a party for her anyway in the morning before we open on the 18th.
- We have three vacant positions: two part-time Shelves and a full-time Associate 2. We need to move quickly, but we need to reorganize before we hire. Some of Hilary's tasks need to be assigned to the Associates 1. We also want to look at the two open Shelves positions.
- Caitlin, Sheila and Hallie hope to catch upon evaluations and be ready for the Personnel & Services Committee meeting in early December.
- The State Statistical Report is due November 30th.
- Mary Lou Montgomery has sent a number of articles. Hallie needs to develop metadata for them and get them to NMT to mount on the website.
- The door to one of the stalls in the women's restroom broke off. We need to replace the stalls soon.
- Also, the architects will want to get started as soon as possible.
- Hallie planned to take vacation the following week to go to Ohio to bury Gary's remains but has decided to postpone the trip until spring.
- Hallie registered to attend the MPLD Conference in Columbia on Dec. 2nd & 3rd. Not only will it give her an update on library issues and laws, she should have a chance to talk in person to some people about Evergreen.
- The first two quarters of State Aid and Athletes & Entertainers were received. The check for State Aid was \$4,479, as budgeted. The check for A&E totaled \$1,802.34. We will spend A&E on children's books and/or large print, per usual. The budget will need to be amended.
- You have no doubt heard on the news that inflation is quite high right now. Although it is predicted to taper off, experts are saying that costs will not go back down. I recommend that the Library Board consider a larger COLA increase to the base of the pay scale in January.
- Hallie sent certified letters to two delinquent borrowers. If they do not respond, they will be referred for prosecution.

Moved by Annie Dixon and supported by Roy Hark to accept the Director's Report. Motion carried.

Moved by J'Nelle Lee and supported by Roy Hark to approve the Surplus Equipment List, dated November 3, 2021. Motion carried.

Moved by Tom Prater and supported by J'Nelle Lee to set the Non-Resident Fee for 2022 at \$100. Motion carried.

Moved by Annie Dixon and supported by Tom Prater to set the Ralls County Fee for 2022 at \$32,000. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to approve the amended Policy Statement on Patron Registration & Eligibility for Library Services, dated October 27, 2021. Motion carried.

Moved by J’Nelle Lee and supported by Annie Dixon to approve the amended Policy Statement Concerning Fees Charged by the Library & How They Are Collected, dated November 3, 2021. Motion carried.

Moved by Roy Hark and supported by Kevin Knickerbocker to issue a Retirement Proclamation in honor of Hilary Mossell. Motion carried.

Kim Ahrens read the following statement:

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMO 610.021(3), “Hiring, firing, disciplining or promoting of particular employees by a public governmental body...” and RSMO 610.021(12), “Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected...”

Moved by Roy Hark and supported by Kevin Knickerbocker to enter Executive Session, admitting Caitlin Greathouse. Motion carried. (Roll call (all ayes): Kevin Knickerbocker, Roy Hark, J’Nelle Lee, Tom Prater, Annie Dixon, Kim Ahrens)

The meeting was closed at 5:22 p.m.

Moved by Roy Hark and supported by Kevin Knickerbocker to leave Executive Session and re-open the meeting. (Roll call (all ayes): Annie Dixon, Kim Ahrens, Kevin Knickerbocker, Roy Hark, J’Nelle Lee, Tom Prater)

The meeting re-opened at 5:31 p.m.

Moved by Roy Hark and supported by Annie Dixon to adjourn. Motion carried. The meeting adjourned at 5:32 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President