

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING & CLOSED SESSION
of July 18, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly at **5:00 p.m., on Tuesday, July 18, 2023**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Kevin Knickerbocker, Frank DiTillo Roy Hark, Annie Dixon, Laura Judlowe, and Raymond Lee. Gordon Ipson was absent. Also present were Hallie Yundt Silver, Caitlin Greathouse, and Vickie Witthaus.

Kevin Knickerbocker chaired the meeting. He called it to order at 5:00 p.m.

Moved by Roy Hark and supported by Frank DiTillo to amend the Agenda deleting the Public Hearing from the header. Motion carried.

Vickie Witthaus was introduced to the Library Board as a potential board member pending approval of the Hannibal City Council.

Kevin Knickerbocker presented the Oath of Office to Laura Judlowe for the position of Secretary.

Laura Judlowe presented the Oath of Office to Kevin Knickerbocker for the position of Library Board President.

Moved by Annie Dixon and supported by Roy Hark to approve the Minutes of the meeting of June 20, 2023, and the Special Call Meeting of June 26, 2023. Motion carried.

Moved by Laura Judlowe and supported by Frank DiTillo to approve the amended Minutes of the meeting of May 16, 2023, adding the roll call vote to the following motion:

Moved by Frank DiTillo and supported by Roy Hark to go on record in opposition to the Downtown Hannibal Community Improvement District because it would divert existing property taxes from the Library to the CID. Further moved to authorize Hallie Yundt Silver to speak to the Council and any hearings about the CID. Roll Call all ayes with Gordon Ipson abstaining (Gordon Ipson, Ray Lee, Roy Hark, Sara North, Frank DiTillo, Kevin Knickerbocker)

. Motion carried.

Caitlin Greathouse announced that there was second set of Claims for June 2023 and an additional

set at the August meeting. She indicated that accrual demands that the Claim is paid from the year

the product/service was ordered, not when it was received.

Distributed were Second Claims for June 2023 totaling \$25,541.68. The credit card claim in the amount of \$1,883.62 was included in the main packet. Claims included 3-year renewal for DMCA computer contract. This makes us a registered agent providing internet instead of responsible for what patrons do. Claims included the purchase of an Apple iPad for programming

use and the purchase of a Hannibal Magazine half-page advertisement no longer covered through LSTA. Claims included the purchase of new PCs and wireless access points. Moved by Roy Hark

and supported by Annie Dixon to approve the Second Claims for June 2023 in the amount of \$27,425.53. Motion carried.

Claims for July 2023 totaling \$47,819.72 were included in the main packet. Claims included

computer contracts with OCLC, where we get our cataloging records, and the treasurer's bond we are required to have by state statute. Moved by Frank DiTillo and supported by Laura Judlowe to approve the Claims for July 2023 in the amount of \$47,819.72. Motion carried.

Caitlin Greathouse reported the Investment Committees decision to reinvest the matured Evans Bank CD at United Fidelity at 4.60% maturing December 29, 2026. Moved by Annie Dixon and supported by Kevin Knickerbocker to approve the Investment Report for June 2023 with the corrected header date. Motion carried.

The City Financial Reports for June 2023 was included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Laura Judlowe and supported by Annie Dixon to approve the Transfer Recommendation for July 2023 showing no transfers. Motion carried.

There was no Correspondence or Public Comment.

There were no committee reports other than the previously discussed decision by the Investment Committee at its meeting of June 22, 2023..

Kevin Knickerbocker presented and the Library Board discussed Committee Assignments. Assignments were made as follows

- Finance Committee: Frank DiTillo (chair), Gordon Ipson, and Laura Judlowe
- Library Personnel & Services Committee: Raymond Lee (chair), Kevin Knickerbocker, and Annie Dixon
- Building & Grounds Committee: Kevin Knickerbocker (chair), Laura Judlowe,,and Raymond Lee
- Nominating Committee: Annie Dixon (chair) and Vickie Witthaus
- By-Laws Committee: Laura Judlowe (chair) and Roy Hark
- Investment Committee: Roy Hark (chair) and Hallie Yundt Silver until her retirement, in which Caitlin Greathouse would take the assignment
- Strategic Planning Committee: Laura Judlowe (chair), Kevin Knickerbocker, Vickie Witthaus,, Roy Hark, and Caitlin Greathouse
- Ad Hoc Automation Negotiations Committee was removed as it is no longer necessary.

The Director's written report was included in the packet. The following items were added to the report:

- Kevin Knickerbocker summarized a letter, drafted by Hallie Yundt Silver, and included in the main packet regarding the Hannibal Downtown Community Improvement District Plan. Kevin approved of the wording with the addition of a statement maintaining that potential revenues are not guarantees. Laura Judlowe summarized her information gatherings on the CID to the rest of the Library Board members. It was decided Hallie Yundt Silver and Laura Judlowe would accompany Susan Johnson, Hannibal Superintendent, to a City Council Meeting to publicly stand against this proposal.
- Hallie Yundt Silver thanked the board for naming Caitlin Greathouse as Director after September 6th and summarized actions taken to further Caitlin's training.
- Caitlin Greathouse reported that Reliable had to be called to take care of a great number

of house flies in the Library. Since their treatment of the windows, the issue seemed to be resolved.

- Caitlin presented a new format for the Hannibal Free Public Library Board Member welcome binder.

- Caitlin Greathouse summarized fundraising efforts for Summer Reading and Raise the Roof. She reported the library has raised \$6,895 for the Raise the Roof Campaign and \$3,200 for summer prizes. Caitlin was instructed by the board to research Venmo, PayPal, and CashApp as a possible platform for community members' donations to present at the August Library Board Meeting. Caitlin informed the Library Board that she redrafted the tax deduction letter used by the city for government entity contributions. This letter is sent to all donors over the \$250.00 amount.

Moved by Laura Judlowe and supported by Kevin Knickerbocker to remove the Audit from Old Business on the Agenda. Motion carried.

Moved by Roy Hark and supported by Kevin Knickerbocker to accept Hallie Yundt Silver's retirement as of September 6th, 2023. Motion carried.

Hallie Yundt Silver requested access to genealogical resources housed at the library, files to continue as Secretary/Treasurer of the Friends of the Library through October 2023, and use of the Library's Keurig as the participant on the Women's Club Hospitality Committee after her retirement. The Library Board agreed by consensus.

The Regular Meeting went into recess at 6:00 p.m. The Regular Meeting resumed at 6:09 p.m. Hallie Yundt Silver's retirement party and Raise the Roof fundraising event was scheduled for October 5, 2023.

Moved by Roy Hark and supported by Frank DiTillo approve the early closure on July 13, 2023, due to AT&Ts prolonged internet outage. Further moved to authorize the Library to pay staff who

were scheduled on July 13, 2023. Motion carried.

Moved by Laura Judlowe and supported by Frank DiTillo to change the previously scheduled November 21st Library Board Meeting to the second Tuesday, November 14th. Motion carried.

Moved by Kevin Knickerbocker and supported by Roy Hark to change the date of the regular monthly meeting of the Library Board to the noon on the third Tuesday of each month, effective August 2023, and to amend the By-Laws to reflect the change. Motion carried.

Moved by Kevin Knickerbocker and supported by Roy Hark to authorize the Director and Treasurer to sign and submit the application for the renewal of the Library's State Aid including annual completions of State Aid Certification, List of Trustees, and CIPA Compliance. Motion carried.

Moved by Frank DiTillo and supported by Roy Hark to continue working with the City on auditor services and to agree to the City's selection of Williams Keepers through FY2025-2026.. Motion carried.

Discussion took place of the County Collector's fees in which the library has voluntarily paid since FY2011-2012. Moved by Frank DiTillo and supported by Roy Hark to continue to pay for County Collector expenses at the increased 2.0% fee rate. Motion carried.

Moved by Annie Dixon and supported by Laura Judlowe to authorize Kevin Knickerbocker to sign Proclamations honoring Sara North and J'Nelle Lee for their service on the Library Board. Motion carried.

Kevin Knickerbocker 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) “(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "**personal information**" means information relating to the performance or merit of individual employees...

Moved by Annie Dixon and supported by Roy Hark to enter Executive Session, admitting Hallie Yundt Silver and Vickie Witthaus. Motion carried. (Roll call (all ayes): Raymond Lee, Annie Dixon, Roy Hark, Frank DiTillo, Laura Judlowe, Kevin Knickerbocker)

Caitlin Greathouse left, and the meeting was closed at 6:39 p.m.

Moved by Raymond Lee and supported by Frank DiTillo to place Caitlin Greathouse on the Pay Scale at Director Step 2 at \$81,203.20 annual salary and to re-evaluate in December 2023.

Further

moved that Caitlin Greathouse’s probationary period would be one year. Motion carried. (Roll call

(all ayes): Raymond Lee, Annie Dixon, Roy Hark, Frank DiTillo, Laura Judlowe, Kevin Knickerbocker)

Moved by Laure Judlowe and supported by Frank DiTillo to leave Executive Session. Motion carried. (Roll call (all ayes): Raymond Lee, Annie Dixon, Roy Hark, Frank DiTillo, Laura Judlowe,

Kevin Knickerbocker)

The meeting re-opened at 6:54 p.m.

Moved by Laura Judlowe and supported by Roy Hark to adjourn. Motion carried.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kevin Knickerbocker, President