

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of October 17, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., on Tuesday, October 17, 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, Roy Hark, Annie Dixon, Laura Judlowe, Vickie Witthaus, Frank DiTillo, Gordon Ipson, and Joy McPike. Raymond Lee was absent. Also present were Caitlin Greathouse and Andrea Reinwald.

Kevin Knickerbocker chaired the meeting. He called it to order at 12:03 p.m.

Moved by Gordon Ipson and supported by Roy Hark to amend the Agenda to add item F “Early Closure”. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to approve the Minutes of the meeting of September 19, 2023. Motion carried

Claims for September 2023 were included in the board packet totaling \$50,927.72. The credit card claim in the amount of \$2,152.70 was included in the main packet. Claims included reimbursement to Hannibal Board of Public Works for safety paint for the front stairs, and completing MIRMA’s requirements. Claims also included the one-year subscription to Novelist Plus, Hallie Yundt Silver’s retirement plaque, and Ingram book orders. Moved by Frank DiTillo and supported by Roy Hark to approve the Claims for September 2023 in the amount of \$50,927.72. Motion carried.

Caitlin Greathouse asked that the investment report for October be tabled for approval. The current spreadsheet was distributed and shown to not balance. She reported that she will continue working on it. Moved by Gordon Ipson and supported by Annie Dixon to table the Investment Report for October 2023. Motion carried.

The City Financial Reports for September 2023 were included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Roy Hark and supported Gordon Ipson to approve the Transfer Recommendation for October 2023 showing no transfers. Motion carried.

No correspondence was reported.

There were no Public Comments.

The finance committee met on October 13th. Their report was given on a later agenda item.

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

- Caitlin Greathouse reported Garth Mansion's fundraising event was a success. Donations over \$400 were collected at the event. All 40 tickets were sold and ticket sales proceeds will be collected and come to Hannibal Free Public Library as a donation from the Mansion.
- Caitlin Greathouse reported on a plumbing issue regarding the replacement of the small commode in the women's restroom.

Moved by Gordon Ipson and supported by Joy McPike to accept the Director's Report. Motion carried.

Caitlin Greathouse reported she was waiting for a reply from MIRMA and a statement from the Hannibal Fire Department regarding the reports on the historic doors.

The Finance Committee recommended to the full board the following motion: Hannibal Free Public Library will lower the Non-Resident Fee to \$60 annually per household starting January 1st, 2024. A discussion followed regarding the need to be competitive to other library's fee and to increase the number of non-resident borrowers. Roy Hark made the previous motion to the full library board and Kevin supported it. Motion carried.

Andrea Reinwald, Hannibal Free Public Library Assistant Director and Cataloger introduced herself to the Library Board.

Caitlin Greathouse reported to the board she is seeking quotes for the restoration of the damaged Carroll Beckwith portrait. She reported she is also seeking solutions for protecting Hannibal Free Public Library's artwork throughout the building, such as a plexiglass shield. Caitlin Greathouse reported she would be discussing the insurance of the items and list them on the property schedule in December.

Caitlin Greathouse distributed a photos and an emergency report regarding the library's roof and skylight from Cardinal Contractors. She also distributed an email regarding advice from City Attorney, James Lemon, stating this would be considered an emergency situation moving forward. Kevin Knickerbocker reported details of the situation regarding large cracks in the skylight and the fear of extra weight this winter. Roy Hark made a motion to declare the situation as "Emergency" and Annie Dixon supported it. Motion carried. Caitlin Greathouse was instructed to request a quote from Cardinal Contractors to present to the Library Board at the next meeting.

Caitlin Greathouse reported plans to add an "Archive Room" holding the library's more valuable collections. The room would allow limited access to the public.

Caitlin Greathouse reported the library is currently housing a large collection of NAACP items.

The items are not normal materials that could be added to a collection to be utilized by a member of the public. After discussion, it was decided that Annie Dixon and Caitlin Greathouse would discuss better alternatives for the items.

Caitlin Greathouse reported that the library's parking lot fills up and the library is always empty on the evening of October 31st. Gordon Ipson made the motion to close at 5:00 p.m. on Halloween and Roy Hark supported it. Motion carried.

Moved by Roy Hark and supported by Gordon Ipson to adjourn. Motion carried.

The meeting adjourned at 12:47 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President