

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of September 19, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., on Tuesday, September 19, 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, Gordon Ipson, Joy McPike, and Raymond Lee. Also present were Caitlin Greathouse and Sheila Dennehy. Frank DiTillo joined the meeting at 12:31 p.m.

Kevin Knickerbocker chaired the meeting. He called it to order at 12:00 p.m.

Moved by Gordon Ipson and supported by Roy Hark to amend the Agenda to read “approval of the minutes of the Public Hearing and regular monthly board meeting”. Motion carried.

Kevin Knickerbocker presented the Oath of Office to Joy McPike as a library board member. Joy was installed on the board.

Moved by Roy Hark and supported by Joy McPike to approve the Minutes of the public hearing and the meeting of August 15, 2023. Motion carried

Caitlin Greathouse explained changes to the claims process. She explained claims and salaries would be reported separately and included in the overall total.

Distributed were the Claims for August 2023 totaling \$69,968.37. The credit card claim in the amount of \$3,797.77 was included in the main packet. Claims included Cutting Edge’s monthly contract, Hillyard supplies to repair the library’s vacuum, staff’s quarterly mileage, the purchase of a new printer, and a storage unit payment. Moved by Annie Dixon and supported by Gordon Ipson to approve the Claims for August 2023 in the amount of \$69,968.37. Motion carried.

Caitlin Greathouse asked that the investment report for September be tabled. She reported that she was working with Frank DiTillo to make the spreadsheet balance. Moved by Roy Hark and supported by Raymond Lee to table the Investment Report for September 2023. Motion carried.

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

The Transfer Recommendation was distributed. Moved by Gordon Ipson and supported by Kevin Knickerbocker to approve the Transfer Recommendation for September 2023 showing no transfers. Motion carried.

Under Correspondence, Caitlin Greathouse reported patrons had reached out to her about the historic door, the cost of the Non-Resident fee, and the pigeon problem at the historic entryway. Caitlin Greathouse was instructed to gather information and schedule a Building and Grounds

Committee meeting to discuss the door. She was instructed to determine the financial costs of lowering the Non-Resident fee and present them to the Finance Committee. She was instructed to purchase a motion-activated owl to deter the pigeons.

Caitlin Greathouse reported correspondence received from Bill and Bob Beard, inquiring about their relative's donation of the steamboat model. They were assured that the boat would remain on display at the library and information from the family would be added to the display regarding its origins.

There were no Public Comments.

The personnel committee report was given under a later agenda item.

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

- Finance Committee: Laura Judlowe was replaced with Joy McPike
- Investment Committee: Hallie was removed and replaced by Caitlin Greathouse

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

- Caitlin Greathouse reported that she was working with the auditors and Jessica Rosenkranz at city hall for the annual audit.
- Caitlin Greathouse reported that Staff Planning Day went well and Hannibal Free Public Library Staff members were following through with reorganizing responsibilities and the building.
- Caitlin Greathouse reported that Angela of Garth Mansion is hosting a fundraising event with Erin Kelley, aka Molly Brown on October 15th. She reported ticket sales would be collected as a donation toward the Library's Raise the Roof Campaign.
- Caitlin reported the Summer Reading Final LSTA Grant had been submitted.
- Laura Judlowe requested an update on electronic donations. Caitlin Greathouse reported Venmo to be the most secure platform moving forward. Laura Judlowe made the motion to move forward with a Venmo account. Roy Hark supported the motion. Motion carried.

Caitlin reported an addendum for the previous surplus list. The previous list included 15-inch surplus computer monitors for the book sale and failed to list the 17-inch and 19-inch monitors.

Caitlin Greathouse reported the Personnel Committee met on August 25th, 2023 where she distributed a proposed hierarchical organization chart and discussed proposed personnel changes. The organizational chart replaced the previous one. Three position titles were amended. The Cataloger position was proposed to be combined with the Assistant Director position. A full-time Circulation Associate position was proposed to be created. The Business Associate was proposed to be combined with the Programming Associate. Moved by Roy Hark and Supported by Gordon Ipson to approve the organizational chart and the amendments to the positions as described.

Sheila Dennehy, IT Manager, gave an update and description of MOREnet to the Board of Trustees and reported upcoming necessary upgrades.

A change to Hannibal Free Public Library's By-Laws was distributed and received its first reading.

Caitlin Greathouse gave an update on the Raise the Roof Campaign and fundraising efforts.

Changes to the claims processed were presented and discussed.

Caitlin Greathouse thanked Frank DiTillo for assisting with the investment report and operating account figures.

Moved by Gordon Ipson and supported by Raymond Lee to amend the student card policy to include homeschoolers residing in Hannibal, Missouri school district. Motion carried.

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

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kevin Knickerbocker, President