

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE MEETING & EXECUTIVE of MARCH 21, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting, at **5:00 p.m., on Tuesday, March 21, 2023**, in the meeting rooms on the 3<sup>rd</sup> Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Annie Dixon, Frank DiTillo, Gordon Ipson, Roy Hark, Laura Judlowe, Kevin Knickerbocker and Sara A. North. J’Nelle Lee and Raymond Lee were absent. Also present were Hallie Yundt Silver and Caitlin Greathouse.

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

Moved by Roy Hark and supported by Gordon Ipson to approve the Minutes of the meeting of February 21, 2023. Motion carried.

Moved by Gordon Ipson and supported by Frank DiTillo to approve the Minutes of the Executive Session of December 13, 2022. Motion carried. (Roll call, all ayes: Sara North, Gordon Ipson, Annie Dixon, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

Moved by Roy Hark and supported by Annie Dixon to approve the Minutes of the Executive Session of February 21, 2023. Motion carried. (Roll call, all ayes: Sara North, Gordon Ipson, Annie Dixon, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

Moved by Frank DiTillo and supported by Kevin Knickerbocker to approve the Minutes of the Executive Session B, Library Director’s Evaluation & Salary, dated January 17, 2023, amended to show Gordon Ipson’s “aye” vote on the Director’s salary increase. Discussion followed on whether another action was taken as Annie Dixon recalled. Several other Library Board members recalled consensus but not a roll call vote. Motion carried. (Roll call, one no, six ayes: Sara North, Gordon Ipson, Annie Dixon-no, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

Corrected Final Claims for February 2023, totaling \$60,818.45, were distributed. The credit card claim in the amount of \$1,831.42 was included in the main packet for February. Moved by Frank DiTillo and supported by Annie Dixon to approve the corrected Final Claims for February 2023 in the amount of \$62,649.87. Motion carried.

Distributed were Final Claims for March 2023, totaling \$50,983.37. The credit card claim in the amount of \$1,254.44 was included in the main packet. Claims included annual fire extinguisher service, supplies for the AED, renewal of the movie license, and custodial equipment. Moved by Laura Judlowe and supported by Roy Hark to approve the Final Claims for March 2023 in the amount of \$52,237.77. Motion carried.

Frank DiTillo was provided with a copy of F&M's Banking Depository Agreement, dated October 12, 2021. Hallie Yundt Silver offered to provide copies to other Library Board members should they request them.

The Cash Flow spreadsheet was distributed and discussed.

Moved by Gordon Ipson and supported by Annie Dixon to invest \$150,000 from Cash Flow locally in a CD to mature Fall 2024 (18 months). Discussion followed that this ladders Cash Flow into the timeframe when it will be needed. Motion carried.

Moved by Gordon Ipson and supported by Frank DiTillo to invest \$250,000 locally from Capital Outlay to mature Spring 2025 (24 months). Discussion followed that this ladders Capital Outlay into the timeframe when fundraising for the Roof & Skylight Project will have concluded and the project can begin. Motion carried.

Moved by Gordon Ipson and supported by Annie Dixon to authorize the Finance Committee to decide about reinvestment of the CD that matures at Central State Bank in Quincy on April 16, 2023. Motion carried.

Hallie Yundt Silver provided information about UBS and other AMG investments. She reported that per Brad Lukens of AMG, "The Library owns a \$110,000 UBS Bank CD maturing on 11/10/25. If UBS were to fail, the FDIC insurance would kick in up to \$250,000. Therefore, you are safe. Additionally, UBS has recently been in the news for working a deal to buy Credit Suisse; their smaller Swiss rival for \$3B. What you may want to focus on is to make sure you don't have over \$250,000 in a banks money market."

Moved by Annie Dixon and supported by Roy Hark to approve the Investment Report for February 2023. Motion carried.

The City Financial Reports for February 2023 was included in the financial packet.

Moved by Annie Dixon and supported by J'Nelle Lee to approve the Transfer Recommendation for March 2023, showing the transfer of \$400,000 from the F&M operating account to HomeBank in two checks, \$150,000 and \$250,000. Discussion followed that the checks would be deposited sequentially before each local investment is purchased because of the FDIC limit. Motion carried.

There was no Correspondence or Public Comment.

Laura Judlowe provided the report of the Building & Grounds Committee. She indicated that the Committee had discussed the Library's Procurement & Disposition Policy. She said the Committee took action to waive the Library's Procurement & Disposition Policy and authorize the Library to hire Cutting Edge to general maintenance to the landscape of the entire property

every two weeks to include mowing, string trimming, mulching, pruning, trimming, shearing through December 31, 2023. Progress on implementing the Committee's decision was reported.

It was reported that the Nominating Committee needed to meet in April to recommend slate of officers. Hallie Yundt Silver indicated that she had notified the Mayor that Sara North will have served 3 terms of appointment and must go off the Library Board on June 30<sup>th</sup>, and that Roy Hark and J'Nelle Lee will have served 2 terms of appointment. She said they need to let the Mayor know whether they want to request reappointment for a 3<sup>rd</sup> term.

The By-Laws Committee met on March 16, 2023. An amended By-Laws will be referred to the full Library Board at the April meeting.

It was reported that the Investment Committee needed to meet. It was decided that Frank DiTillo as Treasurer would fill in for Roy Hark. The meeting was tentatively set for 10:00 a.m., on Wednesday, March 29, 2023.

The Director's written monthly report was included in the main packet. Hallie Yundt Silver went on to report the following:

- She would attend the City Council meeting that evening to request a date change for the Great Egg Drop to April 1<sup>st</sup>.
- Caitlin Greathouse would be working on getting estimates to clean two of the upholstered chairs, major walkways of the carpet, and steam cleaning of the tiles in the restrooms.
- Caitlin was making progress on grants. She will need the Roof & Skylight Project's timeline, which should be ready to propose at the April meeting.
- Concerns about HB986 were discussed. This bill originally placed limits on libraries as relates to real property acquisition and planning and zoning commissions. It now has a limit on what formats of materials libraries can buy with tax dollars. In short: No public library or public library district shall expend the proceeds of any tax, fine, fee, or borrowed funds to acquire inventory for the purpose of lending an item to the public unless the item is a book, periodical, manuscript, map, recording, music, image, electronic resource, or other similar item cataloged by the Library of Congress at the time of purchase. Copies of Missouri Library Association's "let Our MO Libraries Serve" were distributed.

Kevin Knickerbocker appointed an Ad Hoc Committee to meet with Representative Louis Riggs and Senator Cindy O'Laughlin. He appointed himself, Frank DiTillo, Hallie Yundt Silver, and Caitlin Greathouse to the Committee with Gordon Ipson and Sara North as alternates.

Caitlin Greathouse left the meeting at 6:00 p.m.

Hallie Yundt Silver concluded her report. She stated that she started drafting a Collection Development Policy in December. She said it should be ready for discussion at the April meeting, but given the possible legislative action and the SOS's rule, she recommended waiting until May or the June meeting for adoption.

Hallie Yundt Silver recommended continuing to table consideration of the By-Laws and the Audit.

Moved by Kevin Knickerbocker and supported by Roy Hark to amend the Sunshine Law policy as presented. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to set June 20, 2023, at 5 p.m. as the date for the Public Hearing on the Library's Budget. Further moved to authorize the placement of the legal ad for the Hearing. Discussion followed that the regular Library Board meeting would follow immediately after the Hearing. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to affirm adoption of the following statement: "It is the intent of the Board to continue participation in E-Rate funding for as long as the funds remain available. Because of this intention, and because of overlapping fiscal years and the number of filing deadlines, the Board recognizes the difficulties an administrator has on occasion in seeking authorization prior to each filing. The Board regards these filings as an administrative responsibility and does not see the need for the Director to seek prior approval before each filing. Therefore, the Board authorizes its Library Director, Assistant Director, and/or the Library's IT Manager to proceed and file E-Rate applications without specific prior approval from the Board."

Moved by Kevin Knickerbocker and supported by Gordon Ipson to affirm the Missouri Office of Administration, Division of Accounting's mileage and per diem rates. Motion carried.

The Library Board reviewed the Revenue Budget for FY2022-2023 and the proposed Revenue Budget for FY2023-2024.

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(19) "Existing or proposed security systems and structural plans of real property owned or leased by a public body...the public disclosure of which would threaten public safety."

Moved by Laura Judlowe and supported by Gordon Ipson to enter Executive Session. Motion carried. (Roll call, all ayes: Sara North, Gordon Ipson, Annie Dixon, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

The Library Board entered Executive Session at 6:10 p.m. The meeting was closed.

Hallie Yundt Silver read aloud the Minutes of the Executive Session A, Building Security, January 17, 2023

Moved by Gordon Ipson and supported by Roy Hark to approve the Minutes as read. Motion carried. (Roll call, one no, six ayes: Sara North, Gordon Ipson, Annie Dixon-no, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

Moved by Gordon Ipson and supported by Roy Hark to adjourn from Executive Session. Motion carried. (Roll call, all ayes: Sara North, Gordon Ipson, Annie Dixon, Roy Hark, Laura Judlowe, Frank DiTillo, Kevin Knickerbocker)

The meeting was opened at 6:18 p.m.

Moved by Gordon Ipson and supported by Frank DiTillo to adjourn. Motion carried.

The meeting adjourned at 6:19 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

J'Nelle Lee, President