

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
of March 19, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., on Tuesday, March 19, 2024**, 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 Roy Hark, Laura Judlowe, Frank DiTillo, Gordon Ipson, Raymond Lee, Vickie Witthaus, and Kevin Knickerbocker. Also present were Caitlin Greathouse and Andrea Reinwald. Absent was Jessica Gilmore.

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

Moved by Roy Hark and supported by Gordon Ipson to approve the Minutes of the meeting of February 20<sup>th</sup>, 2024. Motion carried

Claims for the end of February and the first part of March 2024 were included in the board packet totaling \$79,035.12. The credit card claims in the amount of \$2,306.24 were included in the main packet. Claims included the VOIP telephone, salaries with three pay periods in February, book orders, Barnard Elevator's annual service contract, the Library's artwork appraisal, The Grand River Library conference annual membership, Chamber of Commerce's annual membership, Quincy Herald Whig's annual subscription, Peter's Heating and Air Conditioning invoice for a motor replacement on one the roof's units, Swank's annual contract for the Library's movie license, allowing the library to show movies with copyright permissions, and some electrical repairs. Moved by Gordon Ipson and supported by Roy Hark to approve the Claims for March 2024 for \$79,035.12 Motion carried.

Moved by Gordon Ipson and supported by Frank DiTillo to accept the Investment Report for February 2024. Motion carried.

The City Financial Reports for February 2024 were 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 March 2024 showing no transfer. Motion carried.

No correspondence was reported.

Caitlin Greathouse reported a complaint that was sent to her but informed Library Board no steps had been taken by the individual to pass the complaint further.

There were no Public Comments.

Caitlin Greathouse reported Hannibal Free Public Library Finance Committee met March 18<sup>th</sup>

and is scheduled to meet again on April 2<sup>nd</sup> to prepare the annual budget for the Library Board's approval. Gordon Ipson stated Caitlin Greathouse had been instructed to combine similar categories but the detailed budget spreadsheet would be available to show the breakdown of those categories. Caitlin explained the budget would be available for review in April and a Public Hearing date would be set in June before adoption.

Kevin Knickerbocker appointed Jessica Gilmore to Personnel and Services Committee.

He stated that he did not make an appointment to the Nominating Committee since all nominations were brought for discussion to the Library Board as a whole. Caitlin was instructed to check Hannibal Free Public Library Board of Trustees Bylaws in regards to dissolving the Nominating Committee.

The Director's written report was included in the packet. There were no questions about the written report.

Caitlin Greathouse reported the appraisal for the artwork was taking longer than expected due to the discovery of information about the artist of the Twain portrait. David Kodner, the appraiser, was being very thorough and sharing his progress regularly.

Caitlin Greathouse reported the need to visit the Library's storage units to ascertain their contents and to attempt to condense the units. Caitlin reported discussions with City Hall about any codes or ordinances that may prevent a future shed or storage building to be erected on Library property. She stated she would like this to be included in the upcoming budget and to eliminate the cost of renting the units. Caitlin reported a surplus list of items from the units would be included in next month's meeting.

Caitlin Greathouse reported Hannibal Free Public Library's PayPal account had been completely set-up with help from Phyllis and Jessica at City Hall. Moved by Laura Judlowe and supported by Joy McPike to allow the PayPal account to go live to collect roof donations starting April 1<sup>st</sup>, 2024. Motion carried.

Caitlin Greathouse announced Hannibal Free Public Library had been left a large bequest by Hallie Yundt Silver. The bequest totaling over \$500,000 is now a part of Hallie Yundt Silver's probate. Caitlin reported James Lemon, City Attorney instructed her to gain control of the funds but to not spend them until the probate process ends. Caitlin reported the Finance Committee approved her to construct and send an official acceptance letter for the funds.

An amended "Fines and Fees Policy" was distributed. Moved by Gordon Ipson and supported by Kevin Knickerbocker to accept the amended "Fines and Fees Policy." Motion carried.

An amended "Borrowing and Placing Holds Policy" was distributed. Moved by Roy Hark to accept the amended "Borrowing and Placing Holds" policy with Gordon Ipson's correction of the

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placement of a semi-colon on line 6. Gordon Ipson supported the motion. Motion carried.

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

The meeting adjourned at 12:33 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President