

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE PUBLIC HEARING and MEETING of December 9, 2020

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on Tuesday, December 9, 2020, at 5:00 p.m. The Library Board met remotely via ZOOM and in the Library's meeting rooms on the Third Floor. The meeting was monitored by Caitlin Greathouse in the Library's Children's Room. Present: Kim Ahrens, Frank DiTillo, J'Nelle Lee, Tom Prater, Sara A. North, and Lauren Youse. Absent: J'Nelle Lee. Also Present: Frank North, IT Manager Sheila Dennehy, Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

The Library building was closed to the public. The Meeting Notice (Agenda) advised that the public might join the meeting(s) by contacting the Library at [ref@hannibal.lib.mo.us](mailto:ref@hannibal.lib.mo.us) to obtain a log-in. The Meeting Notice further advised that any member of the Public wishing to comment should feel free to write a letter requesting to be put on the agenda of a future meeting. Letters should be sent to Kim Ahrens (Library Board president) or Hallie Yundt Silver (Director, Hannibal Free Public Library) at

Hannibal Free Public Library  
200 S. Fifth St.  
Hannibal, MO 63401

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:00 p.m.

Hallie Yundt Silver announced meeting notice was posted on the Library's front doors, on the Library website, and at City Hall. Kim Ahrens read the announcement concerning public comment.

Moved by Annie Dixon and supported by Roy Hark to amend the FY2020-2021 Budget, as follows:

- Funding \$8,958.00 for State Aid, 80.1097, and \$1,245.77 for Athlete's & Entertainers Tax, 80.1098, as revenues and \$1,245.77 for expenditures under A&E Childrens, 80.60.439. Reason: The Governor withdrew his withholds on State Aid and Athletes & Entertainer's Tax. MOSL send the Library checks for the 1<sup>st</sup> and 2<sup>nd</sup> quarters. When the budget was developed, we expected neither. My recommendation is to fund the full amount for State Aid, but fund only the amount received for A&E, as is customary. We will spend the 1<sup>st</sup> and 2<sup>nd</sup> quarters of A&E for children's books, per usual.
- Creating a new revenue account named "CARES Act Revenue" and funding it at \$2,194.34. The auditor wanted a separate account.
- Creating a new expenditure account named "Computer Equipment (not Capital)" and funding it at \$17,700. My understanding is that this is the account the City Finance Director created as Computer Expense, 80.60.275.

- Renaming expenditure account 80.60.993 as “Computer Equipment (Capital)” and defunding it for FY2020-2021.
- Creating a new expenditure account called “Other Equipment (not Capital) and funding it at \$2,275.
- Renaming expenditure account 80.60.911 as “Other Capital Equipment” and reducing the budgeted amount to \$15,000.00
- Deleting account 80.60.912, which was recently created by the City Finance Director.
- Defining account 80.60.910 as “Capital Improvements-Building & Grounds,” and funding it at \$192,900.00.
- Defunding account 80.60.211, which had been our Capital Improvements account.

Hallie Yundt Silver announced that since Roy Hark was present in the building, he would sign the Claims.

Final Claims for November in the amount of \$96,981.32 were included in December’s main packet. MasterCard claims for November in the amount of \$4,307.45 were in November’s main packet. Moved by Roy Hark and supported by Frank DiTillo to approve the Claims for November 2020 in the amount of \$82,056.71. Motion carried.

Final Claims for December in the amount of \$55,681.53 were emailed the day before the meeting. MasterCard claims for December in the amount of \$1,139.43 were in December’s main packet. Hallie Yundt Silver identified two additional Claims that needed to be paid: P&D for the parking lot lights in the amount of \$2,519.70 from Repairs, 80.60.358, and the Hannibal Board of Public Works for supplies is in the amount of \$1,440.44 for the Library Roof & Drainage project from Capital Improvements-Building & Grounds, 80.60.910. Moved by Lauren Youse and supported by Roy Hark to approve the Claims for December 2020 in the amount of \$60,781.10. Motion carried.

Moved by Sara North and supported by Lauren Youse to enter a Resolution to open an ADM money-market account with two of the four following people required as signatories: Kim Ahrens, Frank DiTillo, Roy Hark, and Hallie Yundt Silver. Further moved to transfer the cash in the money market at AMG to the new ADM money-market account. Motion carried.

Moved by Tom Prater and supported by Roy Hark to table consideration of the Investment Report for November 2020 and any transfer of funds to the Capital Outlay Account. Discussion followed on AMG’s promise to work with Wedbush to expedite the Library’s statements. Motion carried.

The City Financial Report was emailed the day before the meeting.

Moved by Sara North and supported by Tom Prater to approve the Transfer Recommendation with amendment to cover the addition of the P&D and HBPW invoices. Further moved by transfer ten thousand dollars from HomeBank to the operating account and authorize Roy Hark and Hallie Yundt Silver to sign the check. Motion carried.

The Library Board packet included a letter that Hallie Yundt Silver sent to a patron outlining the reasons why we require a library card instead of a driver's license, and why he was prevented from using his driver's license to check out materials for his daughters on his wife's borrower's card when she was not present in the building.

Tom Prater provided the report of the Library Personnel & Services Committee, which met on December 7, 2020. He indicated that the Committee planned to delay reading Library staff evaluations and completing the Director's evaluation until the Committee could meet in person in executive session. He further indicated that the Committee recommended that the full Library Board grant the proposed salary increases to staff, effective January 1 2021.

Roy Hark asked Hallie Yundt Silver to provide the Investment Committee report. She indicated that the Investment Committee made several attempts to follow the Library Board's directive concerning the CD that matured at AMG. She said that the Committee met with Brad Lukens of AMG over the phone on October 15<sup>th</sup> and November 2<sup>nd</sup>, but interest rates on CD's remained too low to consider. She reported that Brad Lukens suggested that the Library Board consider an ADM FDIC-insured cash/deposit account.

The Director's written report was included in the packet. Hallie Yundt Silver added several items about personnel to her report, including:

- An employee's start of a 14-day quarantine due to exposure to COVID
- One evaluation remained to be finished. She said it would be done between Christmas and New Year's when she next saw the Temporary Custodian. Then all employee evaluations for the year will be completed.
- The Book Stack Replacement schedule was set for delivery on January 5<sup>th</sup> or 6<sup>th</sup>.

There was consensus to shop out the Roof Project with several contractors who offer architectural services.

Moved by Tom Prater and supported by Frank DiTillo to approve the 2021 Calendar of Operation after several typographical errors were corrected. Motion carried.

Moved by Roy Hark and supported by Annie Dixon to accept WWT's 3-year licensing agreement for the Library's three Meraki devices in the amount of \$587.04. Motion carried.

Moved by Frank DiTillo and supported by Lauren Youse to include the following statement for the City's 5-Year Capital Plan:

A building expansion project is planned at some point in the future (placeholder at \$1 million although we anticipate that expansion will cost considerably more than that amount). The Library's 3-year Capital Plan was included in the FY2020-2021 Budget Narrative on pages 12 to 17, which was provided to the City Council in July 2020.

Motion carried.

Moved by Roy Hark and supported by Annie Dixon to affirm the Library Board's e-Rate Participation 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.

Motion carried.

Hallie Yundt Silver confirmed for the Committee that the proposed salary and wage increase is roughly equivalent to what the City granted its employees in July 2020. She stated that the Library's FY2020-2021 budget was developed and adopted in June 2020 with these increases in mind.

Moved by Frank DiTillo and supported by Sara North to make Minimum Wage adjustments to Pay Scale to increase the entry level hourly rate from \$9.45 to \$10.30. Further moved to increase the rest of the Pay Scale by a COLA of 1%. Further moved to provide a step increase for all non-probationary staff. Further moved to handle Hallie Yundt Silver's salary increase in the same manner as increases for other Library employees. Motion carried.

Moved by Tom Prater and supported by Roy Hark to continue the Library Board's practice of following the City's lead for FFCRA and other FMLA issues. Motion carried.

Moved by Roy Hark and supported by Lauren Youse to provide Casey Welch with a proclamation to thank him for his service on the Library Board. Further resolved to provide Library staff with proclamations thanking them for their service during the difficult year of 2020. Discussion followed about providing bonuses, which Hallie Yundt Silver said were discouraged by State Statute. She indicated that the Library Board might want to consider making more adjustments to the base of the pay scale. Motion carried.

There was consensus to thank Caitlin Greathouse and Sheila Dennehy for making the ZOOM meeting possible.

Moved by Roy Hark and supported by Frank DiTillo to adjourn. Motion carried.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President