

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of July 20, 2020

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on Monday, July 20, 2020, in the 3rd Floor Meeting Rooms at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present: Kim Ahrens, Frank DiTillo, Annie Dixon, JøNelle Lee, Sara A. North, and Tom Prater. Absent: and Roy Hark, Casey Welch, and Lauren Youse. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

Kim Ahrens chaired the meeting. She called it to order at 5:04 p.m. It was noted that there was social distancing.

Hallie Yundt Silver noted that Sara North, JøNelle Lee, and Roy Hark were on the City Council agenda of July 21st, for a first reading on their re-appointments to expire June 2023. She said that they could vote at the meeting. She explained that the current State Librarian provided a slightly different and looser interpretation of State Statute than her predecessor, stating, "If the city ordinance says that they remain on the board until a successor is appointed that is fine. There is no specific language in RSMO 182 addressing this detail." She said she had checked City Ordinances, Chapter 2, Art. VI, Div. 3, Sec. 2-351, which state, "or until his successor is duly appointed and qualified."

Moved by Frank DiTillo and supported by Annie Dixon to approve the Minutes of the meeting of June 9, 2020. Motion carried.

Hallie Yundt Silver reported that Second Claims for June 2020 were \$ 13,077.31, bringing total claims for June 2020 to \$79,187.53. She indicated an error had been discovered, which would probably need to be handled by the auditors since the fiscal year has ended. She notified the Library Board that Claims included sneeze guards from American Glass, the treasurer's bond, printer ink from CDW-G, \$7,000 to deposit at OverDrive to purchase local copies of popular eBooks and eAudios, barcodes for books and materials from Reliance, and books for summer reading prizes from Scholastic. She said there was no need to approve Second Claims for June as the Finance Committee has already done so.

Moved by Annie Dixon and supported by Tom Prater to waive Klingner's requirement to provide several design ideas, complete with budget projections, for future replacement of the banners. Motion carried.

Final Claims for July 2020, in the amount of \$48,021.66, were distributed MasterCard claims in the amount of \$2,382.24 were included in the main packet. Claims included: final payouts for the Carpet Project to Bleigh and Klingner, Caitlin Greathouse's quarterly dues to Early Bird Kiwanis, a variety of book processing supplies, and repairs to the roof. On the credit card, claims included annual renewals of Missouri Public Library Directors membership and SurveyMonkey, library and building supplies, and books and DVDs. It was noted that OCLC invoiced twice in different amounts for the ILL module, and that the Library was attempting to

get the invoicing straighten out. Only one of the invoices was on the Claims for July. It was also noted that Bleigh has several items of paperwork to submit before the final check can be released. Two invoices from Barnard Elevator Company totaling \$899.63, to cover the cost of replacing the starter contacts, were added to the July Claims.

Moved by Tom Prater and supported by Frank DiTillo to approve Claims for July 2020 in the amount of \$51,303.53. Motion carried.

Hallie Yundt Silver announced that the Library was still waiting on a Claim from the University of Missouri to cover our Microsoft subscription.

Hallie Yundt Silver reported difficulty in balancing the Investment Report. She said that the Report is off by \$201.80 somewhere between Capital Outlay and Cash Flow.

Discussion followed on investment rates. It was noted that the Library has a local CD that matures on August 15th.

The City Financial Report for June 2020 was included in the packet.

The Transfer Recommendation for July 2020 was distributed. Moved by Tom Prater and supported by JøNelle Lee to approve the Transfer Recommendation, showing no transfer. Motion carried.

Kim Ahrenø's correspondence was discussed. It concerned a Non-Resident patronø's request for reduced fee.

Kim Ahrens announced that she had decided to keep the same Committee assignments for the Library Board. There were no address updates for the roster. There were no Committee reports.

The Directorø's written report was included in the packet. Hallie Yundt Silver added the following to her report:

- She reported for the record on Marion County CARES Grant: Seven members of the Library Board (JøNelle, Kim, Lauren, Tom, Roy, Frank, and Sara) authorized application for the Marion County CARES Grant. She said that the Library had requested \$2,194.34 in the first round to cover expenses we had for PPE and products used for disinfection due to COVID-19. She added that she would continue to track expenses to apply again should there be offered another round of funding.
- She recommended that the Library Board consider a change to Board Calendar to allow full participation by all Library Board members in her evaluation.
- She announced that Library Shelves Jessica Voepel had changed her resignation to a request to transfer to the Temporary Library Shelves position, which was accepted contingent on the Library budget. Jessica can be available from mid-May to mid-August 2021.

- She announced the ordered logo pens from Golden Ruler.
- She said that Peters had priced 24 MERV-13 filters and their installation at \$550. She added that these filters might require quarterly service, potentially increasing the service contract from \$1,050 to \$2,470 annually. There was Library Board consensus that amendments to the service contract could follow in the autumn once Peters had a chance to assess the situation after the initial installation.
- She reported on progress with acquisition of the publication rights to the Coontz and Brewington diaries. She said the City Attorney recommended a copyright attorney should one be needed. She announced that her next step is to contact the State Archives.
- She said that Klingner started with the Roof Project the previous week. She said she need to provide a brief history of the roof, and then the next step seemed to be an asbestos survey.

Old Business, Carpeting Project, was covered under Claims.

Klingner's Floor Plan was distributed, showing placement of the new stacks on the 2nd floor. Moved by JøNelle Lee and supported by Annie Dixon to authorize Hallie Yundt Silver to set and advertise a bid opening date for the Book Stacks, timing the process in order to seek approval at the Library Board meeting on September 8th. Motion carried.

Moved by Frank DiTillo and supported by Tom Prater to table consideration of the Budget to the next meeting. Motion carried.

Discussion followed on the Library's preparedness for the Coronavirus pandemic, including:

- Hallie Yundt Silver reported that the results of the REALM Test 2 had caused the Library to increase its quarantine of returned materials from three to four days. She added that she needed to talk with the staff on how to handle magazines.
- There were no objections from the Library Board to Hallie Yundt Silver's announcements concerning programming and use of the meeting rooms by outside groups. She stated that the Library would wait to resume in-house programming and revisit the decision in December 2020. She said that a decision about outreach programming on a case-by-case basis with safety considerations being a strong factor in the decision. She said that the meeting rooms would not be booked this fall and the decision would be revisited in December 2020. She noted that the Trivia Contest in September and the Twain Trivia Contest in October would be cancelled, and that the August book sale and Senior Fair had already been cancelled.
- There were no objections from the Library Board to Hallie Yundt Silver's announcement that she planned to institute a daily two-hour limit on use of public computers.
- Curbside Pickup Service attracted different clientele than walk-in use of the building, and the Library would reach a broader group of patrons by offering both services.

Moved by Tom Prater and supported by Annie Dixon to close the building to the public on Tuesdays, Thursdays, and Saturday afternoons, and resume Curbside Pickup Service on these days. Discussion followed that the Library would remain open on Mondays, Wednesdays, Fridays, and Saturday mornings until 1 p.m., and Library staff would continue working their usual schedules. Discussion continued that implementation would begin the following week, on July 27, 2020. Motion carried.

The proposed revisions to the By-Laws were given a third reading.

Moved by JøNelle Lee and supported by Tom Prater to adopt the proposed revisions to the By-Laws. Motion carried.

Moved by Annie Dixon and supported by JøNelle Lee to amend the Policy Statement Concerning Fees Charged by the Library & How They Are Collected. Motion carried.

Moved by Sara North and supported by Frank DiTillo to issue a proclamation honoring LaVerne See upon her retirement after having provided over ten years work as a volunteer at the Library. Motion carried.

Moved by Tom Prater and supported by Sara North to waive the Library's Procurement Policy's requirements and accept American Glass's proposal for the window wells on the 3rd floor in the amount of \$4,857. Discussion followed about bullet-resistant glass, and it was concluded that the doors on the rooms could be broken open easily. Motion carried.

Moved by Annie Dixon and supported by Tom Prater to authorize Frank DiTillo and Hallie Yundt Silver to sign and submit Fiscal Year 2021 State Aid Certification paperwork. Motion carried.

Moved by JøNelle Lee and supported by Annie Dixon to set August 11, 2020, at 5:00 p.m., as the date of the Library Board's public hearing on its Ad Valorem Tax Rate, and to authorize Hallie Yundt Silver to place the legal advertisement. Discussion followed concerning the regular Library Board meeting in August, which would be called to order at the conclusion of the public hearing. Motion carried.

Kim Ahrens announced that the tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMO 610.021(3), "Hiring, firing, disciplining or promoting of particular employees by a public governmental body" - Hallie Yundt Silver requested admittance of herself and Caitlin Greathouse.

Moved by Tom Prater and supported by Annie Dixon to enter Executive Session. Motion carried. (Roll call, all ayes: Tom Prater, JøNelle Lee, Sara North, Annie Dixon, Frank DiTillo, Kim Ahrens)

The Library Board entered Executive Session at 6:13 p.m. Discussion on several personnel matters followed. No actions were taken.

Moved by Tom Prater and supported by Frank DiTillo to exit Executive Session. Motion carried. (Roll call, all ayes: Tom Prater, JøNelle Lee, Sara North, Annie Dixon, Frank DiTillo, Kim Ahrens)

The meeting re-opened at 6:25 p.m.

Moved by Frank DiTillo and supported by Tom Prater to adjourn. Motion carried.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President