

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of August 10, 2021

Hannibal Free Public Library Board of Trustees held its regular monthly meeting immediately following its Public Hearing on the Ad Valorem Tax Rate at **5:00 p.m., on Tuesday, August 10, 2021**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present: Kim Ahrens (5:30 p.m.), Frank DiTillo (5:26 p.m., via ZOOM), Annie Dixon, Roy Hark, Kevin Knickerbocker (via ZOOM), Sara A. North, and Lauren Youse (via ZOOM).
Absent: J’Nelle Lee and Tom Prater. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

Sara North chaired the Public Hearing. She called it to order at 5:04 p.m.

Hallie Yundt Silver noted that the public hearing on the Library’s Ad Valorem Tax Rate for FY2021-2022 was noticed on the Library’s website, at City Hall, and on the Library’s bulletin board, She stated that a legal ad ran on August 3rd in the Hannibal *Courier Post*.

Hallie Yundt Silver provided her recommendation that the Library Board set its Ad Valorem Tax Rate at the Hancock fair tax rate of \$0.2854 for FY2021-2022.

There was no Public Comment.

Moved by Roy Hark and supported by Annie Dixon to adjourn the Public Hearing. Motion carried.

The Public Hearing adjourned at 5:05 p.m.

Sara North chaired the Library Board meeting. She called it to order at 5:06 p.m.

Moved by Roy Hark and supported by Kevin Knickerbocker to table the administration of J’Nelle Lee’s Oath of office as Library Board Vice-President. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to approve Minutes of the Meeting of May 11, 2021, the Executive Session of May 11, 2021, and the Minutes of the Meeting of July 13, 2021. Motion carried.

Distributed at the meeting and emailed to Library Board members attending remotely by ZOOM, Final Claims for August were in the amount of \$46,098.74. MasterCard claims in the amount of \$3,320.97 were included in the main packet. Claims included Summer prizes, Andrea’s online class on metadata, OverDrive renewal, exit and emergency lights, the new public photocopier, and the Treasurer’s bond. Moved by Annie Dixon and supported by Roy Hark to approve Claims for August 2021 in the amount of \$49,419.71.

Moved by Roy Hark and supported by Kevin Knickerbocker to approve the Investment Report for June 2021, and to table the Investment Report for July 2021. Motion carried.

The City Financial Report was received in the afternoon of August 9th.

The Transfer Recommendation was distributed at the meeting and emailed to Library Board members attending remotely by ZOOM. Moved by Kevin Knickerbocker and supported by Roy Hark to approve the Transfer Recommendation for August 2021 showing no transfer. Motion carried.

There was no Correspondence.

The Building & Grounds Committee met on July 22nd, and would meet again on September 16th. The Investment Committee was noticed to meet on August 19th.

Frank DiTillo joined the meeting at 5:26 p.m. via ZOOM.

The Director's written report was included in the main packet. In addition,

- Hallie Yundt Silver reported on Tom Prater's idea to camouflage the metal strips on the traditional entrance with wood covers. She reported that Sara North had visited that morning and had several ideas about the traditional entrance. Sara North discussed using adhesive lettering on one of the steps and an arrow to guide patrons to the main entrance. Kevin Knickerbocker suggested an historic marker plaque along with directional signage.
- Hallie Yundt Silver turned to Caitlin Greathouse for a report on the success of the Summer 21 program.

There was consensus to table the review of Trust Accounts for another month.

Kim Ahrens joined the meeting in person at 5:30 p.m.

Moved by Roy Hark and supported by Annie Dixon to do the following for the rest of August, September, and early October:

- To conduct children's and teen programs in the Children's Room unless there are too many attendees for social distancing, in which case we will play "Follow the Leader" and proceed to the Woman's Club Room. Outdoor programs are also acceptable.
- Not to plan any larger Library programs in August and September.
- To continue to provide Take-and-Make projects. Provide them monthly for adults, babies, and preschoolers. Provide them weekly for Read & Glue participants.

- To allow outside groups to book the meeting rooms provided they are not being used (or potentially used) for programming.
- To allow up to six people in the Board Room.
- To allow up to fifteen people in the Woman's Club Room. Allow classroom and auditorium seating choices, but maintain as much social distancing as possible.

Further moved to revisit meeting room and programming procedures again at the September meeting. Motion carried.

Hallie Yundt Silver announced that she planned to meet with Mary Bailey of the Women's Club of Hannibal. She said that the meeting rooms would be booked tentatively from October 2021 through April 2022.

Kim Ahrens chaired the meeting from 5:37 p.m.

Moved by Roy Hark and supported by Sara North to set the Library's Ad Valorem Property Tax Rate at \$0.2854 for FY2021-2022. Motion carried.

Hallie Yundt Silver reminded the Library Board of the action taken on May 16, 2019: "Moved by Roy Hark and supported by Casey Welch to accept Mary Lou Montgomery's gift of digital articles from her website and to publish her articles as she makes them available. Motion carried." Hallie Yundt Silver announced that Mary Lou Montgomery had started submitting articles, and that her collection of articles would be entitled "Montgomery Historical Publications." Hallie Yundt Silver continued that Mary Lou Montgomery planned to maintain copyright on her stories and grant the Library permission to publish them electronically. Hallie Yundt Silver reported that costs to mount the articles on RescartaWeb would be \$100 for a normal batch plus six cents a page. She concluded by stating that the Library would eventually need to increase storage space at an additional expenditure.

Moved by Sara North and supported by Roy Hark to approve the following as surplus and authorize recycling: Three non-functional Tracfones loaded with three new cards of minutes that Tracfone would not transfer to a working phone, an HP1320 laser printer which no longer worked, and the old public photocopier which was traded. Motion carried.

Discussion followed on photocopy and printing fees.

Moved by Lauren Youse and supported by Roy Hark to amend the Library's Calendar of Operations to move Library Planning Day to October 28th. Motion carried.

Moved by Sara North and supported by Roy Hark to waive the Library's Procurement and Disposition Policy and to accept Bleigh Constructions quote of \$6,690 to install concrete to site the new book drop. Motion carried.

Moved by Roy Hark and supported by Kevin Knickerbocker to adjourn. Motion carried.

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President