

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of December 14, 2021

Hannibal Free Public Library Board of Trustees held its regular monthly meeting at **5:00 p.m., on Tuesday, December 14, 2021**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present: Frank DiTillo, Kevin Knickerbocker, J’Nelle Lee, Sara North, Tom Prater, and Lauren Youse. Absent: Kim Ahrens, Annie Dixon, and Roy Hark. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

J’Nelle Lee chaired the Library Board meeting. She called it to order at 5:00 p.m.

The Library Board welcomed Wesley Metz, the City of Hannibal’s Finance Director. He introduced himself, answered a few questions, and left the meeting.

Moved by Tom Prater and supported by Sara North to table approval of the Minutes of the Meeting of November 9, 2021. Motion carried.

Final Claims for December in the amount of \$46,607.98 were distributed at the meeting. MasterCard claims in the amount of \$2,150.28 were included in the Financial packet. Moved by Lauren Youse and supported by Frank DiTillo to approve the Claims for December 2021 in the amount of \$48,758.26. Motion carried.

Moved by Kevin Knickerbocker and supported by Frank DiTillo to table approval of the Investment Reports for October and November 2021. Motion carried.

The City Financial Report for November 2021 was included in the packet.

The Transfer Recommendation was distributed at the meeting. Moved by Sara North and supported by Kevin Knickerbocker to approve the Transfer Recommendation for December 2021, showing no transfers. Motion carried.

There was no Correspondence.

Tom Prater provided a report of the Library Personnel & Services Committee meeting on December 13, 2021.

The Director’s written report was included in the main packet. In addition, Hallie Yundt Silver did not have anything to add to it.

Moved by Lauren Youse and supported by Tom Prater to issue a Proclamation honoring Donna Caldwell upon her resignation after working part-time for several years since her retirement. Motion carried.

Moved by Tom Prater and supported by J’Nelle Lee to adopt the 22 Calendar of Operations. Motion carried.

Moved by Tom Prater and supported by Kevin Knickerbocker to affirm the following statement concerning e-Rate participation:

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 Lauren Youse to affirm the Missouri Office of Administration, Division of Accounting’s mileage and per diem rates. Motion carried.

Moved by Sara North and supported by Frank DiTillo to authorize the Library to enter into a three-year licensing agreement at \$895 annually for Beanstack Plus. Motion carried.

Moved by Lauren Youse and supported by Kevin Knickerbocker to table acceptance of the 2020-2021 Audit. Motion carried.

Moved by Tom Prater and supported by Lauren Youse to adopt the Organizational Chart, dated December 13, 2021. Motion carried.

Moved by J’Nelle Lee and supported by Tom Prater to make minimum wage lifts to the base of the pay scale for Shelves and the Temporary Custodian, 3% COLA adjustments to the base of the pay scale for other staff positions, and add a \$1 lift to the base for Associates 1 and 2. Motion carried with Frank DiTillo voting no.

Moved by Sara North and supported by Tom Prater to grant most employees the COLA and a step increase and to grant a \$1 lift to all Associates 1 and the Associate 2. Further moved to grant no pay increases beyond the Missouri minimum wage increase to the two employees whose performance did not merit a recommendation for a pay increase. Motion carried.

J’Nelle Lee 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(3), “Hiring, firing, disciplining or promoting of particular employees by a public governmental body...” and RSMO 610.021(12), “Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents

or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected...”

Moved by Frank DiTillo and supported by Lauren Youse to enter Executive Session, admitting Caitlin Greathouse and Hallie Yundt Silver. Motion carried. (Roll call (all ayes): Kevin Knickerbocker, Lauren Youse, Frank Ditillo, Sara North, J’Nelle Lee, and Tom Prater.

The meeting was closed at 5:40 p.m.

The meeting re-opened at 6:23 p.m.

Moved by Kevin Knickerbocker and supported by Lauren Youse Motion carried.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President