

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

Hannibal Free Public Library Board of Trustees held its regular monthly meeting at **5:00 p.m., on Tuesday, September 14, 2021**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present: Kim Ahrens, Frank DiTillo, Annie Dixon, J’Nelle Lee, Tom Prater, and Lauren Youse.
Absent: Roy Hark, Kevin Knickerbocker, and Sara North. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:02 p.m.

Kim Ahrens administered J’Nelle Lee’s Oath of Office and installed her as the Library Board’s Vice-President.

Moved by J’Nelle Lee and supported by Annie Dixon to approve Minutes of the Meeting of August 10, 2021. Motion carried.

Final Claims for September in the amount of \$61,485.74 were distributed at the meeting. MasterCard claims in the amount of \$2,495.33 were included in the packet. Claims included: fans in Woman’s Club Room, ceiling lights in Magazine Room, book drop, children’s chairs, floor chairs in Teen Zone, and annual contracts for HVAC service, MOREnet, movie licensing, and NoveList Plus. The City’s transfer of Cost Apportionment funds in the amount of \$15,383 was added to the Final Claims. Moved by Annie Dixon and supported by J’Nelle Lee to approve the Claims for September 2021 in the amount of \$80,946.08.

Moved by Annie Dixon and supported by Frank DiTillo to approve the Investment Reports for July and August 2021. Motion carried.

Moved by Lauren Youse and supported by J’Nelle Lee to authorize the Investment Committee to redeem the CD that matured at HomeBank on September 13th, deposit the proceeds in the money market at HomeBank, and write a check to transfer \$250,000.00 to the operating account at F&M Bank. Motion carried.

The summary City Financial Report had not been received by the time of the meeting. Hallie Yundt Silver said she had received the detailed Report.

The Transfer Recommendation was distributed at the meeting. Moved by Annie Dixon and supported by Lauren Youse to approve the Transfer Recommendation for September 2021 showing the transfer of \$350,000.00 on August 31st and the upcoming transfer of \$250,000.00. Motion carried.

There was no Correspondence.

Hallie Yundt Silver made the committee meeting announcements. The Building & Grounds Committee was scheduled to meet on September 16th. The Investment Committee had been noticed to meet, also on September 16th, but action taken at the current Library Board meeting made the Investment Committee's meeting unnecessary. Tom Prater added that he had Director Evaluations ready to hand out.

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

- Hallie Yundt Silver reported on that morning's Public Library Forum in which the Missouri State Library discussed Gale's Excel Online High School. She said that she and Caitlin needed more time to investigate the program.
- Hallie Yundt Silver provided Show-and-Tell of a copy of "The Girl Graduate" that belonged to Neva Nadine Northam Dumont, a graduate of Hannibal High School, Class of 1906. This archival volume was recently donated by the Bernardsville Public Library in New Jersey.
- Hallie Yundt Silver repeated that she appreciated having been able to flex her schedule to allow her to take care of her disabled husband until his death on August 23rd. She indicated appreciation of health insurance coverage.

Moved by Frank DiTillo and supported by Annie Dixon establish a Programming Investment Account with initial funding of \$10,000 already on deposit in memory of Gary Silver. Discussion followed that indicated the principal would be kept for investment, and interest could be used for give-away prizes, guest presenters, programming supplies, movie and other licensing, etc.—any expense associated with programming for any age group/interest. Discussion also indicated that when the Library fundraises, this account should be mentioned in addition to requesting funds to be used directly for give-away prizes. Motion carried.

Moved by Lauren Youse and supported by Annie Dixon to table the review of Trust Accounts for another month.

Moved by J'Nelle Lee and supported by Tom Prater to do the following for the rest of September and 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 October.
- To continue to provide Take-and-Make projects. Provide them monthly for adults, babies, and preschoolers. Start doing the craft weekly at Read & Glue, but also provide Take & Makes 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 twenty 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 October meeting. Motion carried.

Hallie Yundt Silver indicated she was not ready to discuss photocopy and printing fees.

Discussion followed on the Library's Roof & Skylight Project. There was consensus that the goal of the project would be not to have leaks. The additional goal for the Building & Grounds Committee was to have the architect/engineering firm provide options available and estimated costs to duplicate the current design or re-design.

There was consensus that Hallie Yundt Silver could proceed and discontinue utilizing Unique as the Library's collection agency, at least for the time being, and instead want to rely on our mailed notices and follow-up phone calls.

Moved by Tom Prater and supported by Frank DiTillo to authorize Hallie Yundt Silver to sign the annual renewal quote with SirsiDynix, totaling \$11,139.03, to cover the ILS through October 31, 2022. Motion carried.

Moved by Lauren Youse and supported by J'Nelle Lee to accept the Librarian's Annual Narrative Report for FY2020-2021. Motion carried.

Moved by Frank DiTillo and supported by Annie Dixon to adjourn. Motion carried.

The meeting adjourned at 5:44 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President