

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of June 18, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting immediately following the Public Hearing for the Annual Budget FY 2024-2025 **at 12:00 on Tuesday, May 21, 2024**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Roy Hark, Laura Judlowe, Frank DiTillo, Gordon Ipson, Jessica Gilmore, Vickie Witthaus, and Raymond Lee. Also present were Caitlin Greathouse, Andrea Reinwald, and Trustee nominee, John Davis. Absent were Kevin Knickerbocker and Joy McPike

Gordon Ipson chaired the meeting. He called it to order at 12:03 p.m.

Moved by Roy Hark and supported by Raymond Lee to approve the Minutes of the meeting of May 21st, 2024. Motion carried

Claims for the end of May and the first part of June 2024 were included in the board packet totaling \$55,292.73. The credit card claims in the amount of \$4,369.63 were included in the main packet. Claims included the VOIP telephone, salaries, LSTA Grant Summer Reading Program craft supplies, Summer Reading prizes, annual cost for the large storage unit, postage, Quickbooks update, Cutting Edge's service and mulching, renewal of multiple databases, Hannibal Magazine's half-page advertisement for Summer Reading, repair of the library's downspouts, Missouri Library Association annual membership, and Techsoup annual contract. Moved by Jessica Gilmore and supported by Laura Judlowe to approve the Claims for May and June 2024 for \$55,292.73 Motion carried.

Moved by Roy Hark and supported by Frank DiTillo to accept the Investment Report for May 2024. Motion carried.

The City Financial Reports for May 2024 were included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Roy Hark and supported by Frank DiTillo to approve the Transfer Recommendation for June 2024 showing no transfer. Motion carried.

No correspondence was reported.

There were no Public Comments.

Frank DiTillo and Gordon Ipson summarized the Finance Committee Meeting. They discussed the detailed budget breakdown is available to anyone requesting and discussed the format presented to the board was recommended by Missouri State Library. Frank reported the Finance Committee voted to present the budget to the full board for vote for acceptance.

The Director's written report was included in the packet. There was a question regarding "Snake Day" which is a highly attended program put on by Missouri Department of Conservation to allow children to interact with Missouri snakes. Caitlin Greathouse summarized the vote to close Hannibal Free Public Library on June 18th at 6:00 p.m. instead of 8:00 p.m. due to staff illness. The vote was put forth through email and received a unanimous "Yes" vote. Motion carried.

Caitlin Greathouse reported Phyllis Nelson is retiring from City Hall and expressed great appreciation for her help and partnership with Hannibal Free Public Library, especially during the last year's transition period.

Moved by Roy Hark and supported by Frank DiTillo to accept the Director's Report. Motion carried.

Caitlin Greathouse reported representatives for the Library and City's insurance company were at a recent meeting. Caitlin took them on the roof to show the cracks to the skylight in person and showed pictures provided by Architechnics from before the hail storm showing no damage to the skylight at the time. Caitlin Greathouse was instructed to invite representatives from MIRMA to July's meeting.

Hannibal Free Public Library By Laws with amendment removing sections regarding the Nomination Committee were distributed and received its 3rd and final reading. Moved by Roy Hark and supported by Jessica Gilmore to approve the amended By Laws removing the Nominating Committee after the 3rd reading. Motion carried.

John Davis, nominated for appointment to Hannibal Free Public Library's Board of Trustees by Mayor Barry Loudermann was introduced. It was announced that John's first appointment reading will be at the June 18th City Council Meeting. Caitlin announced she would be present at the meeting. Kevin Knickerbocker and Jessica Gilmore would also have their first reappointment reading.

Slate of Officers received the final reading. It was as follows, Kevin Knicerbocker would remain President after reappointment for an additional term. Gordon Ipson would remain Vice President. Laura Judlowe would remain Secretary. Joy McPike would replace Frank DiTillo as Treasurer. Frank DiTillo made the motion to accept the slate of officers as read. Roy Hark supported the motion. Motion carried.

The proposed budget was discussed. Moved by Frank DiTillo and supported by Jessica Gilmore to approve the FY 2024-2025 Annual Budget. Motion carried.

Gordon Ipson read the following Proclamation Honoring Frank DiTillo for his years of service on the Board of Trustees.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE HANNIBAL FREE PUBLIC LIBRARY TO COMMEND FRANK DITILLO FOR LIBRARY SERVICE IN HANNIBAL AS A BOARD MEMBER AND ADVOCATE, AND TO CONGRATULATE HIM ON A JOB WELL DONE.

Whereas, after serving three full terms of appointment to the Hannibal Free Public Library Board of Trustees; and

Whereas, after serving since 2015 as the Library Board's Treasurer; and

WHEREAS, after successfully leading the Library through a number of events, including Strategic Planning, the Carpet Project, the Book Stack Replacement Project, COVID, the design phase of the Roof & Skylight Project, and the transition of a new Library Director;

BE it resolved by the Board of Trustees of the Hannibal Free Public Library on this eighteenth day of June of 2024:

THAT the members of the Board of Trustees of the Hannibal Free Public Library, by this resolution, commend Frank DiTillo for his effort, thank him, and congratulate him for a job well done.

BE it further resolved that a copy of this resolution be forwarded to Frank DiTillo

Hannibal Free Public Library Board of Trustees

Two recently used formats for Hannibal Free Public Library's Annual Report were presented to the Board. Caitlin Greathouse was instructed to complete the report in both formats, presenting the shorter to the Board at the July meeting and publishing the longer narrative to the public.

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

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President