

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of May 21, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., 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, Joy McPike, and Raymond Lee. Also present were Caitlin Greathouse and Andrea Reinwald. Absent was Kevin Knickerbocker

Gordon Ipson chaired the meeting. He called it to order at 12:00 p.m.

Moved by Roy Hark and supported by Frank DiTillo to accept the amended agenda. Motion carried.

Moved by Roy Hark and supported by Jessica Gilmore to approve the Minutes of the meeting of April 16th, 2024. Motion carried

Claims for the end of April and the first part of May 2024 were included in the board packet totaling \$59,094.93. The credit card claims in the amount of \$2,946.80 were included in the main packet. Claims included the VOIP telephone, salaries, book orders, LSTA Grant Summer Reading Program craft supplies, protective frames from American glass for the library's artwork, and \$6,212 for the remaining new computers from Bluum. Moved by Roy Hark and supported by Frank DiTillo to approve the Claims for May 2024 for \$59,094.93 Motion carried.

Moved by Jessica Gilmore and supported by Joy McPike to accept the Investment Report for April 2024. Motion carried.

The City Financial Reports for April 2024 were included in the Financial Packet. Caitlin Greathouse was asked about the discrepancy between the State Aid and State Aid A&E. She informed them a journal entry would need to be made because it appeared the book orders from that account were all taken from the A&E account instead of both expenditure lines.

The Transfer Recommendation was distributed. Moved by Jessica Gilmore and supported by Roy Hark to approve the Transfer Recommendation for May 2024 showing no transfer. Motion carried.

No correspondence was reported.

There were no Public Comments.

Frank DiTillo summarized the Finance Committee Meeting. Frank DiTillo made a motion to use the suggested format for the annual budget found from the State Library's resource. Jessica Gilmore supported the motion. The motion carried.

The Director's written report was included in the packet. There were no questions about the written report. Caitlin Greathouse discussed the problems arising with the protective frames for the library artwork and discussion followed of the creation of a gallery wall above the 2nd floor public computers. Caitlin Greathouse was instructed to proceed moving the portraits to this area.

Discussion took place for an early closure of Tuesday, May 21st due to predicted storms. There was a board consensus.

Raymond Lee made a motion to accept the Director's Report. Roy Hark supported the motion. Motion carried.

Caitlin Greathouse reported the architects for the Roof and Skylight Project were working on an updated cost estimate.

Roy Hark made the motion to accept the Finance Committee's recommendation to move the funds from a bequest to Hannibal Free Public Library to a Money Market Account at F&M Bank. Frank DiTillo supported the motion. Joy McPike abstained from the vote. Motion carried.

Hannibal Free Public Library By Laws with amendment removing sections regarding the Nomination Committee were distributed and received its 2nd reading.

A surplus list including outdated computers and equipment, plastic chairs, unusable shelving unit pieces, a media cart, and outdated computer equipment was distributed. Roy Hark made a motion supported by Joy McPike to accept the surplus list and to surplus all items. Motion carried.

Slate of Officers received the 2nd 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.

Caitlin Greathouse reported there would need to be a recruitment for a replacement Trustee member to replace Frank DiTillo in June. Gordon Ipson instructed those present to contact Caitlin Greathouse with nominee information. Caitlin reported the new recruit would go before the June 4th and June 18th City Council Meeting for the 1st and 2nd readings. She reported Frank DiTillo's last meeting would be June 18th and the new Trustee would be sworn in on July 16th.

Roy Hark motioned and Frank DiTillo supported the Finance Committee to settle end-of-year budget matters to then go before the full Library Board in June. Motion carried.

Roy Hark made the motion to set the date for the Public Hearing for the Ad Velorem Tax Rate for August 20th, 2024 at 12:00 P.M. with the regular Board of Trustees Meeting to immediately follow. Jessica Gilmore supported the motion. Motion carried. Caitlin Greathouse reported she would place the necessary advertisement for the meeting.

Gordon Ipson 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...”

Frank DiTillo made a motion to enter Executive Session and allow Caitlin Greathouse and Andrea Reinwald to attend. Roy Hark supported the motion. Roll call votes were as follows: Laura Judlowe voted yes. Vickie Witthaus voted yes. Jessica Gilmore voted yes. Frank DiTillo voted yes. Joy McPike voted yes. Raymond Lee voted yes. Roy Hark voted yes. Gordon Ipson voted yes.

The meeting was closed at 12:46 p.m.

Discussion followed on Chelsea Stolberg’s termination of employment. No actions were taken.

Roy Hark motioned and Laura Judlowe supported exiting Executive Session followed by a roll call vote of all ayes (Laura Judlowe, Vickie Witthaus, Jessica Gilmore, Frank DiTillo, Joy McPike, Raymond Lee, Roy Hark, and Gordon Ipson)

The meeting reopened at 12:52 p.m.

Moved by Joy McPike and supported by Frank DiTillo to adjourn. Motion carried.

The meeting adjourned at 12:53 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President