

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of November 19, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting **at 12:00 on Tuesday, November 19, 2024**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

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

Kevin Knickerbocker chaired the meeting. He called it to order at 12:00 p.m.

Kevin Knickerbocker proposed a change to the agenda moving item A of Old Business to after Item 2. Roy Hark made the motion. Gordon Ipson supported it. Motion carried.

Joy McPike motioned to approve the Minutes of the Public Hearing and regular meeting of October 15, 2024. Roy Hark supported the motion. Motion carried.

Paul Westerhoff of Architechnics spoke to the Board about the timeline for the starting of the roof project. Gordon Ipson made the motion to follow Paul's advice to advertise bids now, with the pre-bid meeting to be held on January 7th, and the bid opening on January 16th. Roy Hark supported the motion. Motion carried.

Caitlin Greathouse explained the claims for the month with salaries totaling \$42,368.24, credit card claims in the amount of \$2,856.57, and other claims totaling \$11,452.12. Roy Hark motioned to approve the claims in the amount of \$62,458.45. Gordon Ipson supported. Motion carried.

Moved by Roy Hark and supported by Gordon Ipson to accept the Investment Report for October 2024. Motion carried.

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

The Transfer Recommendation was distributed. Moved by Gordon Ipson and supported by Kevin Knickerbocker to approve the Transfer Recommendation for November 2024 showing no transfer. Motion carried.

No correspondence was reported.

There were no Public Comments.

Raymond Lee summarized the discussions from the Personnel Committee of November 19th, 2024. He explained there were no concerns regarding the Library Director, Caitlin Greathouse's evaluation.

Caitlin Greathouse summarized the Investment Committee's decision to reinvest the \$225,000 CD at F&M Bank for 18 months at 4.25%.

The Director's written report was included in the packet. There were no questions or motions for the written report.

Caitlin Greathouse reported to the Board that the audit was still taking place and her understanding was the information requested had all been successfully submitted.

Item A under New Business: Reclassification of Employees was tabled until there was a better understanding of the changes to the FLSA ruling received the morning of November 19th. Roy Hark made the motion to table the item, Gordon Ipson supported. Motion carried.

Moved by Gordon Ipson and supported by Joy McPike to permit Caitlin Greathouse to accept the CSLP Promotional Grant on behalf of the Library in the amount of \$239.91. Motion carried.

The Calendar of Operations was submitted in two formats in the packet. One showed a reduction of hours for the operating hours, reducing Tuesday evening by 2 hours and Saturday afternoon by 5 hours. Caitlin Greathouse explained the reasoning for both of the formats. Gordon Ipson made the motion to accept the Calendar of Operations for 2025 with the reduced hours. Joy McPike supported the motion. Motion carried.

Caitlin Greathouse distributed proposed pay scale changes. She explained that the ruling for the increase to minimum wage is not required for government entities. Discussion about the Library staying competitive in a hiring market took place. Roy Hark motioned to approve the pay scale with the bottom of the scale reflective of the increase to minimum wages. Joy McPike supported the motion. Motion carried.

Caitlin Greathouse distributed the personnel budget spreadsheet to the Board. This budget was voted and approved in August with the exception of the Director's pay increase to be determined after her annual evaluation. Raymond Lee described the Personnel Committee's recommendation to increase the Director's salary the same as the other employees. Laura Judlowe made the motion to accept Personnel Budget granting the same raise and step increase as other staff members to the Director. Roy Hark supported the motion. Motion carried.

Caitlin Greathouse reported the City's decision to revoke the General Mills rent allotment to the Library effective when GM's project began. She reported the budget would need an amendment after the time of the revocation and that this would be reflected on next year's budget. She reported the amount budget in the current year's Revenue Budget was \$30,294.00. No motion necessary at this time.

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

The meeting adjourned at 12:48 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President