

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of October 15, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting **at 12:00 on Tuesday, October 15, 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, Vickie Witthaus, Raymond Lee, Laura Judlowe, Joy McPike, and John Davis, Jessica Gilmore. Also present were Caitlin Greathouse and Andrea Reinwald. Absent was Roy Hark.

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

Gordon Ipson motioned to approve the Minutes of the Public Hearing and regular meeting of September 24, 2024. Kevin Knickerbocker supported the motion. Motion carried.

Caitlin Greathouse explained the claims for the month with salaries totaling \$40,601.31, credit card claims in the amount of \$1,906.53, and other claims totaling \$19,950.61. Gordon motioned to approve the claims in the amount of \$62,458.45. Joy McPike supported. Motion carried.

Moved by Jessica Gilmore and supported by Kevin Knickerbocker to accept the Investment Report for September 2024. Motion carried.

The City Financial Reports for September 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 October 2024 showing no transfer. Motion carried.

No correspondence was reported.

There were no Public Comments.

Raymond Lee requested the Personnel Committee to meet on November 19th at 11:30 before the regular Board Meeting. Caitlin Greathouse read the decision of the Investment Committee to reinvest the \$150,000 CD maturity in MOSIP for funding for the roof project.

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

Caitlin Greathouse gave an update on the current total of roof project funds in the Library's MOSIP account. She requested approval to contact the architects to begin the bid process for the Roof and Skylight project. The bequest to the Library was discussed and it was decided it was allowable to include these funds in the planning for the project. Moved by Kevin Knickerbocker

to contact the contracted architect firm, Architechnics, to begin the bid process for the roofing project. Gordon Ipson supported the motion. Motion carried.

Caitlin Greathouse updated the Board that the audit was still taking place and information was being sent as requested.

Caitlin Greathouse and Andrea Reinwald were instructed to draft and amend the Library's personnel manual to be presented to the Personnel Committee and then to the full Library Board for adoption.

Moved by Gordon Ipson and supported by Kevin Knickerbocker to approve the closure on September 21st and to pay staff for the emergency closure due to the internet outage. Motion carried.

Caitlin Greathouse presented proposed volunteer and staff proclamations to the Library Board for approval. Motion to approve the proclamations as drafted was made by Kevin Knickerbocker and supported by John Davis. Motion Carried.

Moved by Kevin Knickerbocker and supported by Gordon Ipson to adjourn. Motion carried.

The meeting adjourned at 12:28 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President