

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
of September 23, 2025

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on September 23, 2025 at 12:00 p.m. in the meeting rooms on the 3<sup>rd</sup> Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Kevin Knickerbocker, John Davis, Roy Hark, Laura Judlowe, Raymond Lee, Harry Graves, and Jessica Gilmore.

Absent were Linda Spaun and Joy McPike.

Also present were Caitlin Greathouse, Andrea Reinwald, and Sena Carroz.

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

Laura Judlowe made the motion to approve the minutes of the public hearing and regular meeting of August 19, 2025. Harry Graves supported the motion. Motion carried.

Caitlin Greathouse explained the claims for the month with salaries totaling \$46,399, credit card claims in the amount of \$4,101.36, assessment fee of \$189.86, Capital Outlay claims for the roof project totaling \$96,8883.67, and other claims totaling \$26,775.48. Roy Hark made a motion to approve the claims in the amount of \$174,354.70. Kevin Knickerbocker supported. Motion carried.

Moved by Kevin Knickerbocker and supported by Roy Hark to accept the Investment Report for August 2025. Motion carried.

The City Financial Reports for August 2025 were included in the Financial Packet. Caitlin Greathouse explained the differences in format for these reports since the move to the new accounting system at City Hall.

The Transfer Recommendation was distributed. Moved by Roy Hark and supported by Kevin Knickerbocker to accept the transfer recommendation showing no transfer. Motion carried.

Kevin Knickerbocker reported the correspondence received from James O'Donnell would be covered under item D of New Business.

No Public Comment.

Building and Grounds Committee reported their recommendation to accept Pointe Pest Control's quote and to permit Caitlin Greathouse to sign a 3-year service contract agreement. Raymond Lee made the motion to approve the recommendation from Building and Grounds Committee. Kevin Knickerbocker supported the motion. Motion carried.

There were no questions about the written Director's Report. Caitlin Greathouse reported that the majority of the focus has been on the roof project and other items are temporarily being pushed it the back burner until the project is complete.

Greathouse reported the Library had leaking after the first rain and construction crews found the leaks and sealed the problem and Library staff cleaned the areas. She went on to report that the carpet cleaners will be here on October 13<sup>th</sup> to clean the staining from the carpets. She reported the Library was able to stay open while the air conditioners were offline since the servers that needed to be shut off in the hot temperatures of the 3<sup>rd</sup> floor affected access to staff files only and had no impact on service to the public. Greathouse reported the tentative schedule for the roof project from Bleigh.

Under New Business Kevin Knickerbocker made the motion to submit invoices as they are received and to hold the checks until after the claims are approved by the Board at the meeting each month. John Davis supported the motion.

Raymond Lee and Kevin Knickerbocker described the process for the Director's evaluation and reported the form would be sent to all Board members in September to complete by November.

Roy Hark motioned for the Non-Resident Fee of \$60 remain the same in 2026. Kevin Knickerbocker supported the motion. Motion carried.

Caitlin Greathouse was instructed to gather information to present to the Board at the October meeting regarding a proposal from James O'Donnell to beautify the parking lot on the south side of the building.

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

The meeting adjourned at 12:34 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President