

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE MEETING of July 9, 2019

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting at 5:00 p.m., on Tuesday, July 9, 2019, in the 3<sup>rd</sup> Floor Meeting Rooms at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present: Kim Ahrens, Frank DiTillo, Annie Dixon, Janelle Lee, Sara A. North, Tom Prater, and Lauren Youse. Absent: Roy Hark and Welch. Also Present: Hallie Yundt Silver, Library Director.

Library Board President Kim Ahrens chaired the meeting. She called it to order at 5:01 p.m., and announced that the agenda had been amended to include Surplus under New Business.

Moved by Annie Dixon and supported by Janelle Lee to approve the Minutes of the Meeting of June 11, 2019. Motion carried.

Claims for the July 2019 were distributed in the amount of \$46,649.31. MasterCard claims in the amount of \$6,150.10 were included in the main packet. Moved by Tom Prater and supported by Frank DiTillo to approve total Claims for July in the amount of \$52,799.41. Motion carried.

Hallie Yundt Silver announced that Claims for the second half of June were approved by the Investment Committee, and A copy was included in the main packet.

Moved by Tom Prater and supported by Lauren Youse to table approval of the Investment Reports for June 2019. Motion carried.

Moved by Frank DiTillo and supported by Annie Dixon to designate the SaintsAvenue Bank CD that matures in August 2021 as \$70,225.25 in Unrestricted and \$54,774.75 in Cash Flow. Further moved to designate the amounts of \$24,057.93 and \$46,167.32, deposited in June at HomeBank, be designated as Cash Flow. Motion carried.

Moved by Tom Prater and supported by Sara North to make a resolution to authorize Hallie Yundt Silver as the sole signer to redeem the CD that matures at Central State Bank in Quincy on July 19, 2019. Motion carried.

Moved by Frank DiTillo and supported by Lauren Youse to authorize Hallie Yundt Silver to deposit the proceeds from the Central State Bank CD in the account at HomeBank. Further moved to reallocate the CD that matures at SaintsAvenue Bank in August 2020 to \$78,000 in Capital Outlay and \$122,000 in Cash Flow, and that the proceeds from the Central State Bank CD to be deposited at HomeBank be redesignated as Cash Flow. Motion carried.

Moved by Lauren Youse and supported by Tom Prater to reinvest the proceeds of the CD maturing at AMG on July 29, 2019, at the best rates for a term up to 5 years. Further moved to add the cash in the account at AMG to the proceeds before reinvesting. Motion carried.

Moved by Lauren Youse and supported by Annie Dixon to authorize the Investment Committee to redeem the CD matures at F&M on August 6, 2019, and to reinvest the proceeds locally at the best rates for a term up to 5 years. Motion carried.

Moved by Frank DiTillo and supported by Lauren Youse to authorize the Investment Committee to redeem the CD matures at F&M on September 12, 2019. Further moved to instruct the Investment Committee to look at Cash Flow needs and either to reinvest locally at the best rates for a term up to 5 years or keep the proceeds in cash at HomeBank. Motion carried.

The City Financial Report was included in the packet. Hallie Yundt Silver mentioned that the Auditor would probably adjust the revenues by adding interest from AMG. She said she did not know how the Master Card charges in June 2019 would be handled.

The Transfer Recommendation for June 2019 was distributed. Moved by Tom Prater and supported by JøNelle Lee to approve the Transfer Recommendation showing no transfer between accounts. Motion carried.

Hallie Yundt Silver reported two letters had been issued, one banning a patron because of behavior, and the other accommodating a family because of a disability.

Committee information was discussed. Kim Ahrens announced she had reviewed Committee assignments and had not made any changes. The following Committee meetings were announced: Building & Grounds on July 30<sup>th</sup>, at 4:00 p.m., Investment on or just after July 29<sup>th</sup> and August 6<sup>th</sup>, and Strategic Planning on July 25<sup>th</sup> at 2:00 p.m.

The written Directorø Report was included in the packet. Hallie Yundt Silver announced that Donna Caldwell had returned to work the morning of the meeting and staff was happy to welcome her back. Hallie Yundt Silver said it was likely she would need to email the Library Board for acceptance should the Riedel Foundation decide to fund the request. She announced that her husband would be released from the nursing home on July 12<sup>th</sup>. The Library Board asked her about how she though use might change with the appointment of the new director at Ralls County Library. Discussion followed concerning how iTunes decision to discontinue service might affect use of downloadable audiobooks.

Moved by Lauren Youse and supported by Annie Dixon to sell the reprints of *Hannibal Yesterdays* for \$65.00 after they are received from the printer. Motion carried.

Moved by Sara North and supported by Frank DiTillo to amend Service Response 3 of the Strategic Plan to read: **øSupport Youth Literacy.** Children and teens will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen, and to ensure they are successful in attaining their education through the completion of high school or its equivalent.ö Motion carried.

Moved by Tom Prater and supported by Frank DiTillo to delegate FMLA responsibility to the City Clerk, to name the Library Director as the point of contact for the Library, and to reserve the right to revisit this decision at any time for any reason. Motion carried.

Moved by Annie Dixon and supported by Tom Prater to adopt the City's Loss Prevention Policy with minor language modifications. Whenever "the City of Hannibal" appears in the document, the following wording should be substituted: "the City of Hannibal and Hannibal Free Public Library." Whenever "the City" appears, the following substitution should be made: "the City and the Library." Whenever "City employee" or "City personnel" appear, "Library employee" or "Library personnel" should be substituted. Where "Department Head" appears, "the Library Director" should be substituted. I further recommend that the Library Director be appointed as the Infection Control Officer with the understanding that some duties may be delegated. The Library uses a Safety Fax Form for monthly training, which should be substituted for the Safety Training Record on page 62. Motion carried.

Moved by Lauren Youse and supported by Frank DiTillo to declare surplus the used DVD cases being replaced by the theft-resistant cases. Motion carried.

Moved by Frank DiTillo and supported by Lauren Youse to adjourn. Motion carried.

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President