

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE PUBLIC HEARING and MEETING of August 11, 2020

The Hannibal Free Public Library Board of Trustees held its Ad Valorem Tax Hearing at 5:00 p.m., on Tuesday, August 11, 2020, in the 3<sup>rd</sup> Floor Meeting Rooms at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. The Hearing was followed immediately by the regular monthly meeting of the Hannibal Free Library Board. Present: Kim Ahrens, Frank DiTillo, Annie Dixon, Roy Hark, JøNelle Lee, Sara A. North, Tom Prater, Casey Welch, and Lauren Youse (5:05 p.m.). Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

Kim Ahrens chaired the Public Hearing. She called it to order at 5:02 p.m.

Hallie Yundt Silver noted that the public hearing on the Library's Ad Valorem Tax Rate for FY20-21 was noticed on the Library's website, at City Hall, on the Library's bulletin board, and on the Library's main entrance doors. A legal ad ran on August 5<sup>th</sup> in the Hannibal *Courier Post*.

Hallie Yundt Silver indicated that Library staff was positioned at the main entrance to provide public admittance to attend the meeting.

Hallie Yundt Silver provided her recommendation that the Library Board set its Ad Valorem Tax Rate at the Hancock fair tax rate of \$0.3000 for FY2020-2021.

There was no Public Comment.

Moved by Roy Hark and supported by Frank DiTillo to adjourn the Public Hearing. Motion carried.

The Public Hearing adjourned at 5:05 p.m.

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:06 p.m.

Moved by Annie Dixon and supported by Frank DiTillo to approve the Minutes of the meeting of July 20, 2020. Motion carried.

Claims for August 2020, in the amount of \$44,237.87, were distributed MasterCard claims in the amount of \$942.54 were included in the main packet. Moved by Roy Hark and supported by Annie Dixon to approve Claims for August 2020 in the amount of \$45,180.41. Motion carried.

Moved by Lauren Youse and supported by Casey Welch to authorize the Library Board's Investment Committee to invest \$250,000 at HomeBank in a 13-month CD paying 1.0% interest on Thursday, August 13<sup>th</sup>, and to invest an additional invest \$250,000 on Wednesday, August 19<sup>th</sup>, in a 12-month CDARS CD, also at HomeBank, paying .85% interest. Further moved to authorize the Committee to sign the checks for these transactions. It was noted that this would leave about \$65,000 in the ICS at HomeBank, and that the Library would then cash the CD that matures on August 15<sup>th</sup> and not reinvest the proceeds right away. Hallie Yundt Silver reported that she had run a Cash Flow spreadsheet through the end of February 2021, and that the Library had enough cash to pay the bills. Motion carried.

Moved by Frank DiTillo and supported by Roy Hark to approve the Investment Reports for June and July 2020. Motion carried.

The City Financial Report for July 2020 was included in the packet.

The Transfer Recommendation for August 2020 was distributed. Moved by Lauren Youse and supported by Roy Hark to approve the Transfer Recommendation, showing no transfer. Motion carried.

It was determined to discuss correspondence with the Women's Club of Hannibal under the Director's Report.

It was announced that the Investment Committee would meet on August 13<sup>th</sup> at HomeBank. Hallie Yundt Silver indicated that she should have updated Strategic Plan ready for consideration by the Committee in early September.

The Director's written report was included in the packet. Hallie Yundt Silver added the following to her report:

- Three tentative offers for the Library Shelver positions had been accepted verbally.
- COVID stress relief was instituted for the staff. The staff will take a half-hour each day on Tuesdays and Thursdays to do a relaxing group activity.
- Representatives of the Women's Club met with Kim Ahrens and Hallie Yundt Silver on July 24<sup>th</sup>. Both Kim and Hallie are hopeful that Club could understand why the meeting rooms were not available due to the pandemic.
- Materials due just before the Library closed for the pandemic have worked their way completely through the overdue process. Nine patrons had overdues, and Second Bills were mailed. If still outstanding in 14 days after mailing, eight will be referred to the collection agency and the ninth for prosecution.

Questions about the new auditor and the REALM project were entertained and answered. Hallie Yundt Silver confirmed that she had not received final paperwork on the Carpet Project.

Designated Accounts, both revenues and expenditures were reviewed. Hallie Yundt Silver indicated that Gifts would need to be amended later in the year because local organizations were generous and donated funds for prizes for Summer 2020.

Discussion followed on the Library's preparedness for the Coronavirus pandemic. There was consensus that the following actions should be taken:

- Following interpretations by the Missouri State Library, the City of Hannibal, and/or the Marion County Health Department of any order issued by the Governor or President.
- If the public schools should close due to the pandemic, closing the building to walk-ins and expanding Curbside Pickup Service. Staff would continue to work their usual schedules.
- If notified through contact tracing that one of our patrons has been diagnosed with COVID-19, following the Health Department's orders, and attempting to find a way to work with the Health Department and still maintain Statutory requirements concerning library patron privacy.

- If a staff member becomes ill with COVID-19, depending on what the Health Department decides, closing the building completely (no staff admittance) for 7 days and then allowing another week of being closed for public service (walk-ins and pick-up) to allow the staff not quarantined to deep clean.

Moved by Frank DiTillo and supported by Roy Hark to set the Library's Ad Valorem Property Tax Rate at \$0.3000 for FY2020-2021. Motion carried.

Moved by Annie Dixon and supported by Casey Welch to adopt a Capitalization policy that mirrors the City's policy as much as possible, with the following differences:

- Change "The City of Hannibal (The City)" to "Hannibal Free Public Library (The Library)" wherever wording appears in the policy.
- Page 3, item B, begin sentence with "The Library Director, or designee, in consultation with" "
- Page 3, item C, change "Authority" to "Library." Add 2<sup>nd</sup> sentence: "The City Clerk, or designee, shall provide the Library with a copy of the official record of the Library's Capitalized Assets annually."
- Page 3, item C, begin now 3<sup>rd</sup> sentence with "The Library Director, or designee, in consultation with" "

Motion carried.

Tom Prater left the meeting at 5:45 p.m.

Moved by Roy Hark and supported by Annie Dixon to amend the Calendar of Operations to reschedule Library Planning Day to Tuesday, September 17<sup>th</sup>. Motion carried.

Moved by Roy Hark and supported by Frank DiTillo to accept the gift from Robert Coontz of Alexandria, Virginia, of digital photos of inherited diaries from two of his ancestors, Admiral Coontz and Robert D. Brewington. Discussion followed concerning next steps, which include working with Mr. Coontz on copyrighting his electronic images and then mounting the images on the Library's website. Motion carried.

Moved by Roy Hark and supported by Frank DiTillo to adjourn. Motion carried.

The meeting adjourned at 5:49 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President