

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE PUBLIC HEARING and MEETING of October 13, 2020

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on Tuesday, October 13, 2020, at 5:00 p.m. The Library Board met in the Library's meeting rooms on the Third Floor. Present: Kim Ahrens, Frank DiTillo, J'Nelle Lee, Tom Prater, Sara A. North, Casey Welch, and Lauren Youse. Absent: Annie Dixon, Roy Hark and Casey Welch. Also Present: Assistant Director Caitlin Greathouse and Library Director Hallie Yundt Silver.

The Library building was closed to the public on Tuesdays to allow staffing to provide Curbside Pickup Service. The Agenda indicated that members of the public wishing to attend the meeting will be admitted to the building from 4:45 p.m. Gabriella Damotte remained at the entrance until the meeting concluded. She was available to allow the public to enter to attend the meeting, but there was not public attendance.

Social distancing was observed during the meeting.

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:03 p.m.

Moved by Frank DiTillo and supported by Lauren Youse to approve the Minutes of the meeting of October 13, 2020. Motion carried.

Claims in the amount of \$51,600.05 were distributed. MasterCard claims in the amount of \$1,400.41 were included in the main packet. Moved by Frank DiTillo and supported by Tom Prater to approve Claims for October 2020 in the amount of \$53,000.46. Motion carried.

Moved by Frank DiTillo and supported by J'Nelle Lee to authorize the copying of Library invoices for the City Finance Director per her request. Motion carried.

Hallie Yundt Silver reported that the City Finance Director had coded two invoices as Building Supplies which had been approved by the Library Board on September 8, 2020, as Capital Equipment-Other.

Moved by Frank DiTillo and supported by Sara North that the Library Board affirms its expenditure accounts, but indicates to the City Finance Director that she is free to assign different account numbers to the Library's expenditure accounts as long as the account concepts remains the same. Motion carried.

Moved by Lauren Youse and supported by J'Nelle Lee to approve the Investment Report for September 2020. Motion carried.

It was announced that the Investment Committee planned to hold a ZOOM meeting with Brad Lukens of AMG on October 15, 2020, with Frank DiTillo chairing the meeting since it was doubtful that Roy Hark would be able to attend. Hallie Yundt Silver indicated that the Treasurer's chairing the meeting was permitted in the Board's By-Laws.

Discussion followed on Arbitrage Management Group's transfer of its accounts from Prospera to Institutional Bond Network, LLC/Wedbush Securities. Hallie Yundt Silver reported on her brief research about the companies. She reminded the Library Board that AMG had transferred its accounts from Sterne Agee to Prospera in 2016.

Moved by J'Nelle Lee and supported by Lauren Youse to authorize Frank DiTillo and Hallie Yundt Silver to sign the following documents:

Account Transfer Form, New Account Application, and Letter A, which acknowledged IBN's relationship with Wedbush. Further moved to authorize Sara North as Library Board Secretary to complete and sign the Corporate Resolution, listing Kim Ahrens, Frank DiTillo, Roy Hark, and Hallie Yundt Silver as authorized persons to maintain accounts with Institutional Bond Network with two of the four signatures required to transact business. Motion carried.

The City Financial Report for September 2020 was included in the Financial Packet.

The Transfer Recommendation for October 2020 was distributed. Moved by Lauren Youse and supported by Tom Prater to approve the Transfer Recommendation, showing no transfer. Motion carried.

There was no Correspondence to report to the Library Board.

The Director's written report was included in the packet. Hallie Yundt Silver announced the tentative offer for the Library Shelver position made to Braden Booker. She inquired whether anyone present at the meeting was a relative "...within the third degree by blood or by marriage..." as proscribed by State Statute. No one self-identified. There was consensus that the Library Board would consider at its next meeting the issuing of Proclamations to each staff member for the efforts that were undertaken during the Carpet Project and Virtual Programming. Hallie Yundt Silver added to her report:

- She said that Casey Welch and his family had purchased a new home just outside the City limits, and she was seeking legal clarification from the City Attorney, but it was likely that Casey would need to resign from the Library Board.
- She announced that the first week in October is Public Power Week. She said that the Hannibal Board of Public Works celebrates each October by contributing to several community projects, and that the Library was one of the projects for 2020. She said that the HBPW would run a pipe from the two downspouts at the back of the building to the lower part of the lot across the alley from the ambulance garage. She stated that the Library would need to pay for equipment rental, pipe, fill dirt, and gravel. She reviewed

the amount budgeted for the project, which she said was more than the verbal estimate she had received.

- She said that plants were being dug from the flowerbeds along the windows in the back of the building. She reminded the Library Board of its consensus decision of June 9, 2020, to allow staff to take home any plants. She also suggested that the Library Board be prepared for criticism from certain members of the public when the three Juneberry shrubs were removed from the flowerbeds.

Hallie Yundt Silver concluded her report with a show-and-tell of the physical Brewington diaries.

Moved by Luran Youse and supported by J’Nelle Lee to grant another extension to December 31, 2020, to allow Hallie Yundt Silver to use 2019 carry-over vacation leave. Discussion followed that identified about thirty hours of accrued leave needing to be taken. Further discussion followed about the probability of needing to ask the Library Board early next year to extend the deadline for several staff members to use 2020 carry-over vacation leave beyond April 30, 2021. Motion carried.

Moved by Tom Prater and supported by Frank DiTillo to accept Cincinnati Insurance Company’s settlement offer of \$59,906.65, to cover the following expenses from the book stack collapse: Innovative Interior Solution’s Alternative Bid 2, Klingner’s fee, both ads for bids, replacement of damaged items, and staff time spent sorting, shelving, and shelf reading. Further moved to authorize Hallie Yundt Silver to sign the release. Motion carried.

Moved by J’Nelle Lee and supported by Sara North to amend the Calendar of Operations to show the Library being open to Walk-in Service on Monday, Tuesday, Wednesday, Friday, and Saturday until 1 p.m., and open for Curbside Pickup Service on Thursday and Saturday after 1 p.m. Further moved to amend the Calendar of Operations to show Veteran’s Day closure on Wednesday, November 11, 2020. Motion carried.

There was consensus that Klingner should consider building up the wall around the skylight, inserting windows, and installing a roof. Discussion followed that indicated the lifespan of any skylight was ten years, but a roof could have a thirty-year warranty. Hallie Yundt Silver said she had already suggested that the architect consider the addition of an exhaust fan and engineering the structure to support possible solar panels in the future.

Moved by Sara North and supported by Frank DiTillo to authorize the pursuit of a Riedel Foundation grant to cover the expense of mounting the digital photos of the Brewington diaries on the website. Motion carried.

Moved by Lauren Youse and supported by Tom Prater to set the Ralls County Fee for 2021 at \$31,000 (\$15,500 1st half, \$15,500 2nd half). Motion carried.

There was consensus to proceed with the relationship between Hannibal Free Public Library and Ralls County Library without a written contract. It was noted that the relationship between the two libraries was working quite well.

Moved by Sara North and supported by Lauren Youse to set the Non-Resident Fee for 2021 at \$90 per household. Motion carried.

Moved by Frank DiTillo and supported by J’Nelle Lee to adjourn. Motion carried.

The meeting adjourned at 5:46 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President