

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE MEETING of February 9, 2021

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on Tuesday, February 9, 2021, at 5:00 p.m. The Library Board met remotely via ZOOM and in the Library's meeting rooms on the Third Floor. The meeting was monitored by Caitlin Greathouse from a remote location. Present: Kim Ahrens, Frank DiTillo, Annie Dixon, Kevin Knickerbocker, J'Nelle Lee, Tom Prater, Sara A. North, and Lauren Youse. Roy Hark was absent. Also Present: Assistant Director Caitlin Greathouse, and Library Director Hallie Yundt Silver.

The Library building was closed to the public. The Meeting Notice (Agenda) advised that the public might join the meeting(s) by contacting the Library at [ref@hannibal.lib.mo.us](mailto:ref@hannibal.lib.mo.us) to obtain a log-in. The Meeting Notice further advised that any member of the Public wishing to comment should feel free to write a letter requesting to be put on the agenda of a future meeting. Letters should be sent to Kim Ahrens (Library Board president) or Hallie Yundt Silver (Director, Hannibal Free Public Library) at

Hannibal Free Public Library  
200 S. Fifth St.  
Hannibal, MO 63401

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:02 p.m., and read the announcement concerning public comment.

Kim Ahrens administered the Oath of a New Member and installed Kevin Knickerbocker as a trustee of the Hannibal Free Public Library Board.

Moved by Annie Dixon and supported by J'Nelle Lee to approve the Minutes of the ZOOM Meeting of January 12, 2021. Motion carried.

Hallie Yundt Silver announced meeting notice was posted on the Library's front doors, on the Library website, and at City Hall. Caitlin Greathouse announced that she had checked the reference email for any participants.

Final Claims for February in the amount of \$42,194.25 were emailed the morning of the meeting. MasterCard claims for February in the amount of \$1,139.60 were in February's financial packet. In addition to the usual, Claims included \$200 to Innovative Library Interiors to install the slatwalls to the end panels during the Book Stack Replacement project and \$3,669.24 to Reliable to cover monthly pest control and quarterly bed bug treatments. An additional invoice was added to the Claims, that of the collection agency, Unique, for \$129.35. Moved by Frank DiTillo and supported by Sara North to approve the Claims for February 2021 in the amount of \$43,463.20. Motion carried

Moved by Annie Dixon and supported by Tom Prater to approve the Investment Report for January 2021. The \$250,000 debited from Homebank's ICS in early February was noted. Motion carried.

Discussion followed on investing up to \$175,000 at a local bank at the best rates available. There was consensus that it was not a good time to make investment decisions.

The City Financial Report was included in the Financial Packet.

Moved by Lauren Youse and supported by Tom Prater to approve the Transfer Recommendation showing no transfer. Motion carried.

There was no Correspondence.

Kim Ahrens made Committee Assignments. She appointed Kevin Knickerbocker to the Building & Grounds Committee and the Nominating Committee. J’Nelle Lee was appointed as Chair of the Building & Grounds Committee.

Hallie Yundt Silver provided the Investment Committee’s report. She announced that Roy Hark regretted not being able to attend the Library Board meeting. She went on to say that the Investment Committee met on January 28<sup>th</sup> with Frank DiTillo also attending. The Committee invested \$250,000 for 24 months at F&M. Minutes of the Committee meeting were incorrect about the yield. They should read 0.7%.

The Director’s written report was included in the packet. Hallie Yundt Silver added several items to her report, including:

- The Book Stack Replacement Project was wrapping up.
- Christina Cane has left Klingner. Mike Carter has assumed responsibility for our roof/skylight project.
- The heat pump on the roof that controls temperatures in the 3<sup>rd</sup> Floor Workroom continues to be problematic.
- Sean Miller of MHE brought the representative from Duralast to look over the Library roof the morning of the meeting.

Discussion followed concerning roof engineers.

Moved by Roy Hark and supported by Annie Dixon to table consideration of the Audit. Motion carried.

Moved by Tom Prater and supported by Kevin Knickerbocker to accept early closures due to weather at 5:00 p.m. on January 25<sup>th</sup> and at 4:30 p.m. on February 6<sup>th</sup>, and all-day closure on February 8<sup>th</sup>. Further moved to authorize pay for staff who were present in the building at the time it closed. Motion carried.

Moved by Tom Prater and supported by Annie Dixon to re-open the Library for Walk-In Service on February 16<sup>th</sup>, and discontinues Curbside Pick-up Service. Discussion followed that

confirmed that seating will be limited, that virtual programming will continue, and that the meeting rooms will remain closed to the public. Motion carried.

There was consensus that the Library Board would meet via ZOOM in March 2021.

Hallie Yundt Silver announced that she and the staff would review quarantine practices. She said that many Missouri libraries have stopped quarantining returned materials, but she was not certain how comfortable the staff was.

Moved by Lauren Youse and supported by Frank DiTillo to accept both Summer 21 LSTA grants, the Promotional grant in the amount of \$204.36, and the main grant in the amount of \$7,127.00. Motion carried.

Moved by Sara North and supported by Annie Dixon to clarify policy language concerning use of Vacation Time for recently promoted employees. Further moved to amend amending the first paragraph under Vacation Time, in Chapter 3, on page 43, of the Personnel Policy Manual, to read:

Regular full-time employees earn Vacation Time the previous year, which is accrued for use on January 2<sup>nd</sup> annually. Pro-rated vacation time for the upcoming year is earned by new employees beginning their first full month of employment. Pro-rated vacation time for the upcoming year is earned by newly promoted employees when the amount of vacation earnings changes with the promotion. New employees become eligible to use paid vacation time after one full year of employment. Promoted employees become eligible to use paid vacation time after it is accrued. Part-time and temporary employees are not eligible for paid vacation time.

Motion carried.

The Library Board met as a Committee of the Whole to review the Budget.

Moved by Frank DiTillo and supported by Annie Dixon to adjourn. Motion carried.

The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President