

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of July 26, 2022

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting at **5:00 p.m., on Tuesday, July 26, 2022**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present were Frank DiTillo, Roy Hark, Gordon Ipson, Laura Judlowe, J’Nelle Lee, Raymond Lee, Kevin Knickerbocker, and Sara A. North. Annie Dixon was absent. Also present were Caitlin Greathouse and Hallie Yundt Silver

J’Nelle Lee chaired the Library Board meeting. She called it to order at 5:00 p.m.

J’Nelle Lee administered the New Member Oath to Gordon Ipson. It was noted that New Member Oaths were administered to Laura Judlowe and Raymond Lee on July 14, 2022, at the Special Call Meeting. It was further noted that Oaths of Office were administered at the Special Call Meeting to install J’Nelle Lee as Library Board President and Kevin Knickerbocker as Vice-President. The Library Board welcomed Gordon Ipson.

Moved by Roy Hark and supported by Kevin Knickerbocker to approve Minutes of the Meeting of June 28, 2022 & Special Call Meeting of July 14, 2022. Motion carried.

Two sets of Claims for July 2022, and Claims for MasterCard for June 2022, were included in your Main Packet. The first set of Claims, dated July 14, 2022, totaled \$47,773.04. They included Behl Electric to get the security system ready for VOIP, Peters to repair (again) the Woman’s Club Room’s heat pump, and OCLC, which was approved at the June meeting. The second set of Claims, dated July 20, 2022, totaled \$9,541.51. They included AMIGOS for renewal of MOLib2Go, Chicago Distribution Center for ALA’s Library Card Sign Up Month supplies, Penworthy for the STEM kits, and the D&O insurance from Travelers. MasterCard Claims totaled \$ 5,838.78. They included programming supplies, annual rent of the second storage shed, Summer Reading prizes, camera-microphone for ZOOM meetings, DVD’s, ceiling fans for Teen Zone, monthly New Mover Mailer contract, and VOIP equipment from Crexendo. Moved by Frank DiTillo and supported by Roy Hark to approve Claims for July 2022 in the amount of \$63,153.33. Motion carried.

June’s Investment Report was emailed in the Financial Packet. The Library Board was requested to note the proposed funds distribution under the T-Note, maturity 2-28-25. It was noted that all transactions were unhidden because this is the final report of the fiscal year. Moved by Gordon Ipson and supported by J’Nelle Lee to approve the Investment Reports for June 2022. Motion carried.

Moved by Kevin Knickerbocker and supported by Frank DiTillo to authorize the Investment Committee to invest locally \$225,000 for six months from Capital Outlay funds. Motion carried.

The City Financial Report was included in the Financial Packet.

The Transfer Recommendation was distributed. Because of the \$225,000 investment, the Transfer Recommendation was modified to show a transfer of \$45,000 from the Operating Account at F&M to the money market account at HomeBank. Moved by J’Nelle Lee and supported by Kevin Knickerbocker to approve the Transfer Recommendation for July 2022, as modified. Motion carried.

There was no Correspondence or Public Comment.

J’Nelle Lee made Committee assignments for the fiscal year. It was announced that the Investment Committee needed to meet soon to make the investment and again on or just after August 22nd. It was also announced that the By-Laws Committee needed to meet in early September.

The written Director’s Report was included in the packet. Hallie Yundt Silver added the following to her written Report. She corrected the Board Calendar to show the meeting on September 20th. She thanked Sara North for suggesting the Mark Twain Birthplace State Historical Site in Florida, Missouri, as a possible place to donate the Library’s duplicate Twain titles. She stated that August would be a busy month for her because of the Annual Narrative Report. She reported that Summer Reading concluded with the Finale on August 3rd; hours/books may be reported until noon on August 3rd; and, prizes may be claimed through August 24th. Caitlin provided a report on Summer Reading and the LSTA-funded Penworthy STEM kit project.

Moved by Kevin Knickerbocker and supported by Gordon Ipson to set September 8th 2022, as the date for advertisement of the bids, October 13th as the bid opening, the decision on the bids at the Library Board meeting on October 18th, the completion date for the Excavation part of the project on March 1, 2023, and the completion for the main Roof & Skylight on December 15, 2023. Motion carried.

Updating the By-Laws was discussed. Other than revising the sections on Public Comment and the date of the regular monthly meeting, no other modifications were identified. It was announced that the By-Laws Committee would meet in early September.

Landscaping was discussed. Hallie Yundt Silver indicated she could provide an RFQ for consideration at the August meeting.

Moved by Laure Judlowe and supported by Roy Hark to issue Proclamations thanking the outgoing Library Board members: Kim Ahrens, Tom Prater, and Lauren Youse. Further moved to issue a Proclamation thanking Cindy Young, who had been the Library’s volunteer Scrabble® Club Coordinator from January 2020 to July 2022. Motion carried.

Moved by Gordon Ipson and supported by J’Nelle Lee to authorize Frank Ditillo and Hallie Yundt Silver to sign the FY23 State Aid Grant application and submit it to the Missouri State Library. Further moved to authorize Hallie Yundt Silver to sign the CIPA Certification of

Compliance and the Trustees List and submit these documents to the Missouri State Library.
Motion carried.

Discussion followed on Cybersecurity Insurance. Hallie Yundt Silver reported that MIRMA dropped insurance coverage of cybersecurity on July 1st. She stated that City Manager Lisa Peck realized on July 7th that the Library had not been included in the City's search for coverage. Hallie Yundt Silver said the Sheila Dennehy, the Library's IT Manager, researched the issue. Steps the Library was taking to obtain insurance coverage were described.

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

The Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

J'Nelle Lee, President