

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of June 28, 2022

Hannibal Free Public Library Board of Trustees held its regular monthly meeting immediately following its Public Hearing on its Budget at **5:00 p.m., on Tuesday, June 28, 2022**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present: Kim Ahrens, Annie Dixon, J’Nelle Lee, Kevin Knickerbocker, Tom Prater, and Lauren Youse (via ZOOM). Absent: Frank DiTillo, Roy Hark, and Sara A. North. Also Present: Laura Judlowe, Raymond Lee, Assistant Director Caitlin Greathouse, and Library Director Hallie Yundt Silver.

Kim Ahrens chaired the Public Hearing. She called it to order at 5:01 p.m.

Hallie Yundt Silver reviewed highlights of the proposed Budget.

There was no Public Comment.

Moved by Annie Dixon and supported by Kevin Knickerbocker 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 5:05 p.m.

The Library Board welcomed incoming Trustees Laura Judlowe and Raymond Lee. It was announced that Gordon Ipson, the third appointee, was busy working on the Fireworks Committee for the 4th of July.

Moved by Annie Dixon and supported by Tom Prater to approve Minutes of the Meeting of May 24, 2022. Motion carried.

Claims for June 2022 from this year’s budget in the amount of \$92,148.43 were emailed in the main packet. MasterCard claims in the amount of \$7,319.77 were included in the main packet. Hallie Yundt Silver announced that she had difficulties with the cap on the credit card in May and June. She said that the Library Board had approved a limit of \$10,000, which is usually quite adequate. If issues continue, she said she might need to request a higher cap. She went on to state that Claims included: payment for architect’s services through design phase of Roof & Skylight project, purchase of two book trucks to use as displayers, deposit to use to purchase

MOLib2Go materials to fill local holds more quickly, installation of ceiling lights and fans in Teen Zone, replacement of more 2x2 fixtures. She continued that MasterCard claims included: storage unit rental, staff summer t-shirt order which was reimbursed, and microfilm. Moved by Lauren Youse and supported by Kevin Knickerbocker to approve Claims for June 2022 in the amount of \$99,468.20. Motion carried.

First Claims for July 2022 in the amount of \$2,105.84 were emailed in June's main packet. Hallie Yundt Silver stated that the invoice was for OCLC, which supplies cataloging records and provides ILL access. Moved by Tom Prater and supported by Lauren Youse to approve First Claims for July 2022 in the amount of \$2,105.84. Motion carried.

Moved by J'Nelle Lee and supported by Annie Dixon to approve the Investment Reports for April and May 2022. Motion carried.

Moved by Kevin Knickerbocker and supported by J'Nelle Lee to authorize the Investment Committee to redeem the CD that matures at royal Banks on August 22, 2022, and deposit the proceeds at HomeBank. Motion carried.

The City Financial Report was not available.

The Transfer Recommendation was distributed. Moved by Tom Prater and supported by Kevin Knickerbocker to approve the Transfer Recommendation for June 2022, showing no transfers. Motion carried.

There was no Correspondence or Public Comment.

It was reported that the Investment Committee met on June 17th and selected a U.S. Treasury Bond. Since interest rates declined before it could be purchased, the Committee planned to meet again on June 30th.

The written Director's Report was included in the packet. Hallie Yundt Silver added to her report, and asked Caitlin Greathouse to provide an update on Summer Reading. Hallie Yundt Silver continued her report with the following announcements:

Inflation and economic uncertainties had caused her to reconsider the timing of her retirement. She recommended that the Library Board continue to plan for her retirement, perhaps later in 2023 or in early 2024.

The Library Board authorized individual email accounts for its members through the Library's Microsoft account. In the recent past, the University of Missouri has been our vendor through Dell and then to Microsoft. Microsoft has changed the procedure. IT Manager Sheila Dennehy spent hours of time on the project. She was notified the cost would be \$39 per year per license. Renewal is in August, which is when we will add eight accounts for Library Board members.

Hallie Yundt Silver provided an update on the Library's Roof & Skylight Project. She said she and a representative of Bleigh Construction attended the architect's Pre-Bid meeting on June 16th. She continued that the Addendum included three contractors who obtained plan sets, one of whom withdrew from consideration. She said that two contractors remained interested. A second Addendum was issued the day of the Library Board meeting. She said she planned to attend the bid opening at the architect's office in Quincy on June 30th. She suggested that consideration of the bids should not wait until the Library Board's scheduled meeting in late July.

Moved by Kevin Knickerbocker and supported by J'Nelle Lee to hold a Special Call Library Board meeting to consider the bids on the Library's Roof & Skylight Project. Motion carried.

Moved by Kevin Knickerbocker and supported by Annie Dixon to adopt the projected FY2021-2022 and the proposed FY2022-2023 budgets. Motion carried.

Moved by J'Nelle Lee and supported by Lauren Youse to approve the proposed proposed 5-year contract at \$135.12 a month with Crexendo.

Hallie Yundt Silver suggested that action under New Business would possibly affect By-Laws.

The Surplus Equipment List, dated June 28, 2022, was distributed. Moved by Kevin Knickerbocker and supported by Tom Prater to approve it. Motion carried.

Kim Ahrens gave the proposed Slate of Officers a second and third reading. There were no nominations from the floor. Moved by Kevin Knickerbocker and supported by Annie Dixon to elect by acclaim J'Nelle Lee as President, Kevin Knickerbocker as Vice-President, Sara North as Secretary, and Frank DiTillo as Treasurer. Motion carried.

Moved by Annie Dixon and supported by Tom Prater to add Juneteenth as a paid holiday. Motion carried.

Moved by Lauren Youse and supported by Annie Dixon to approve the proposed Organization Chart. Motion carried.

Moved by Kevin Knickerbocker and supported by Annie Dixon to move the Library Board meeting to the third Tuesday, beginning in August. Motion carried.

Moved by Tom Prater and supported by Kevin Knickerbocker to set August 16, 2022, as the date of the Library Board's Public Hearing on its Ad Valorem Tax Rate. Further moved to authorize Hallie Yundt Silver to place the legal advertisement. Motion carried.

Moved by Annie Dixon and supported by Lauren Youse to adjourn. Motion carried.

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

J'Nelle Lee, President