

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING of April 12, 2022

Hannibal Free Public Library Board of Trustees held its regular monthly meeting at **5:00 p.m., on Tuesday, April 12, 2022**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401. Present: Kim Ahrens, Frank DiTillo, Annie Dixon, Roy Hark J’Nelle Lee, Sara North, and Tom Prater. Absent: Kevin Knickerbocker and Lauren Youse. Also Present: Assistant Director Caitlin Greathouse, Library Director Hallie Yundt Silver.

Kim Ahrens chaired the Library Board meeting. She called it to order at 5:05 p.m.

Moved by Annie Dixon and supported by J’Nelle Lee to approve the Minutes of the Meeting March 8, 2022, as corrected showing Tom Prater present at the meeting. Motion carried.

Final Claims for April in the amount of \$73,113.82 were distributed at the meeting. MasterCard claims in the amount of \$2,993.36 were included in the main packet. Claims included: annual service for the lawn mower, P&D’s replacement of 2x2 ceiling fixtures and other electrical work, Barnard Elevator’s replacement of the valve, more snowplowing, several annual contracts. Moved by Roy Hark and supported by J’Nelle Lee to approve the Claims for April 2022 in the amount of \$76,107.18.

Moved by Roy Hark and supported by Annie Dixon to table the Investment Reports for February and March 2022. Motion carried.

Moved by Ton Prater and supported by J’Nelle Lee to authorize the Investment Committee to redeem the CD that matures at MA Bank in Monroe City on April 22nd and invest the proceeds locally. Motion carried.

It was announced that the City Financial Report would be emailed with the March financial packet soon.

Moved by J’Nelle Lee and supported by Roy Hark to approve the Transfer Recommendation for April 2022 showing no transfer. Motion carried.

Hallie Yundt Silver reported that the Request for Reconsideration Committee formed by the staff had completed its work, and she sent the patron a letter describing the Committee’s findings and recourse the patron may follow should she decide to pursue the matter further.

No letters were received requesting to be put on the Agenda.

Several Committees were identified as needing to meet. Depending on discussion under Budget later in the meeting, the Personnel & Services Committee might need to meet. The Building &

Grounds Committee is scheduled to meet on April 26th. The Nominating Committee needs to meet to develop a slate of officers for FY2022-2023 and to help recruit potential Library Board appointees for the Mayor to consider. Depending on discussion under By-Laws later in the meeting, the By-Laws Committee might need to meet. The Investment Committee needs to meet to redeem the CD and invest the proceeds.

The Director's Report was included in the Main Packet. Frank DiTillo emphasized that VITA (Volunteer Income Tax Assistance) statistics included in the Director's Report "...as 125 returns at an estimated savings of \$18,000 to \$19,000 in fees for VITA's clients..." were for the co-sponsored series of programs offered at Hannibal Free Public Library and not for the entire VITA program. Hallie Yundt Silver added the following to her report:

- Two patrons continue to be a concern.
- Caitlin and Sheila finish interviewing applicants for the Shelver position on Friday.
- The positions of Associate 1 and 2 have been advertised. Applications are due by April 29 for first consideration.
- The Book Sale starts Friday, April 15, and runs through Saturday, April 23.
- Library Planning Day is April 28

The Director's Report described progress to date on the Roof & Skylight Project. There was nothing new to discuss.

Discussion on the Budget followed. There was consensus that Hallie Yundt Silver should run numbers for raises for staff at 5% and 8%, effective January 1, 2022, and provide them for the full Board at the next meeting. Several budget adjustments need to be considered at the next meeting, including expending Summer 22 grant funds and A&E funds. Microfilm needs to be purchased from the State Historical Society from 2017 forward at \$1,360 for ten reels. Hallie Yundt Silver said it was unknown when invoicing would be received. Also unknown is the timing of the City's decision to update building codes, which affected the Library's materials budget by \$1,500 the last time codes were updated.

Discussion followed on the Capital Outlay budget. A spreadsheet was distributed.

Moved by Frank DiTillo and supported by Roy Hark to postpone any decision about Missouri Evergreen until the new Director has time to evaluate resource sharing needs. Motion carried.

Moved by Roy Hark and supported by Frank DiTillo to authorize submission of the Penworthy STEAM Kits Grant. Motion carried.

Discussion followed on the Director's retirement. There was consensus that Kim Ahrens should form a committee to look at options. Hallie Yundt Silver was instructed to provide a draft job description.

Moved by Roy Hark and supported by Annie Dixon to move the date of the regular Library Board meeting to the fourth Tuesday of the month at 5:00 p.m., and to set May 24th and June 28th as the dates of the next two Library Board meetings. Motion carried.

Moved by Roy Hark and supported by Annie Dixon to table the landscape project. Motion carried.

Moved by Annie Dixon and supported by Roy Hark to waive the Procurement Policy to allow the Library to work with existing vendors to implement VOIP and to contract for a year of service from Clearly. Motion carried.

Moved by Tom Prater and supported by Roy Hark to approve the Surplus Equipment list, dated 4-12-2022, and to add to it two book trucks used as displayers in the Children's Room and Teen Zone. Motion carried.

There was consensus not to add an item for Staff Comment on the Library Board's regular meeting agenda. The need to define Public Comment further was discussed. The City Council Request to Speak form was distributed. Kim Ahrens asked the Library Board to consider time limits and whether to use a form instead of a letter. She requested Library Board members be prepared to discuss the matter at their meeting on May 24th. There was consensus that the paragraph from the By-Laws describing Public Comment should be included on future agendas.

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

The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Hallie Yundt Silver, Acting Secretary

Accepted,

Kim Ahrens, President