

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
of December 19, 2023

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., on Tuesday, December 19, 2023**, in the meeting rooms on the 3rd Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Kevin Knickerbocker, Roy Hark, Annie Dixon, Laura Judlowe, Vickie Witthaus, Frank DiTillo, Gordon Ipson, Joy McPike, and Raymond Lee. Also present were Caitlin Greathouse and Andrea Reinwald.

Kevin Knickerbocker chaired the meeting. He called it to order at 12:00 p.m.

Moved by Roy Hark and supported by Gordon Ipson to approve the Minutes of the meeting of November 14, 2023. Motion carried

Claims for November 2023 were included in the board packet totaling \$46,866.51. The credit card claim in the amount of \$1,693.62 was included in the main packet. Claims included library cleaning supplies and the VOIP telephone. Claims also included electrical repairs from P&D Electric, Cutting Edge invoices, and payment for the Kwanzaa performance. Moved by Gordon Ipson and supported by Annie Dixon to approve the Claims for November 2023 in the amount of \$46,866.51. Motion carried.

Moved by Roy Hark and supported by Kevin Knickerbocker to accept the Investment Report for November 2023. Motion carried.

The City Financial Reports for November 2023 were included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Gordon Ipson and supported Frank DiTillo to approve the Transfer Recommendation for December 2023 showing no transfers. Motion carried.

No correspondence was reported.

There were no Public Comments.

Caitlin Greathouse reported the Personnel and Services Committee met and the decisions would be discussed in a later agenda item. Caitlin Greathouse reported Building and Grounds Committee and Investment Committee are scheduled to meet in January.

The Director's written report was included in the packet. No discussion.

Caitlin Greathouse reported that the Building and Grounds committee was scheduled to discuss the historic doors and pest control contract in January. No motion.

Caitlin Greathouse reported a MIRMA representative inspected the roof and she had not heard an update at the time of the board meeting. She reported that Blattner Energy and EDF Renewables donated \$25,000 total for the Raise the Roof Campaign, bringing the total to over \$50,000. No motion.

It was reported that LeAndra Bridgman, president of Hannibal Free Public Library's Friends of the Library, gathered three quotes for art appraisers. Roy Hark made a motion to allow Caitlin Greathouse to accept the lowest bid of \$1,200. Annie supported the motion. Motion carried.

The proposed Inclement Weather policy was included in the board packet. Gordon Ipson made the motion to accept the policy as written. Roy Hark supported the motion. Motion carried.

Caitlin Greathouse reported the minimum wage adjustment would be reported at a later board meeting when the budget planning began. No motion.

Caitlin Greathouse reported the mileage rate had been adjusted to \$0.67. There were no other changes to any other rates. Roy Hark made a motion to accept the adjusted mileage rate. Annie Dixon supported it. Motion carried.

Kevin Knickerbocker summarized the Personnel and Services committee meeting. It was explained that staff members, including Library Director, would be evaluated after their one-year probationary period and again during annual evaluations. No motion.

Moved by Roy Hark and supported by Gordon Ipson to adjourn. Motion carried.

The meeting adjourned at 12:28 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President