

HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
of February 20, 2024

The Hannibal Free Public Library Board of Trustees held its regular monthly at **12:00 p.m., on Tuesday, February 20, 2023**, in the meeting rooms on the 3<sup>rd</sup> Floor at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

Present were Roy Hark, Laura Judlowe, Frank DiTillo, Gordon Ipson, Raymond Lee, and Jessica Gilmore. Also present were Caitlin Greathouse and Andrea Reinwald. Absent were Vickie Witthaus and Kevin Knickerbocker.

Gordon Ipson chaired the meeting. He called it to order at 12:01 p.m.

Gordon Ipson presented the Oaths of Office to Jessica Gilmore. She responded with “I do” and was formally installed as a member of Hannibal Free Public Library Board of Trustees.

Moved by Roy Hark and supported by Frank DiTillo to approve the Minutes of the meeting of January 16, 2024. Motion carried

Claims for the end of January 2024 and the first part of February 2024 were included in the board packet totaling \$59,138.98. The credit card claims in the amount of \$1,556.15 were included in the main packet. Claims included the VOIP telephone, salaries, book orders, invoices for snow removal services, and annual renewal of the Overdrive Database contract, and electrical building repairs. Moved by Joy McPike and supported by Jessica Gilmore to approve the Claims for February 2024 for \$43,174.50. Motion carried.

Moved by Roy Hark and supported by Frank DiTillo to accept the Investment Report for January 2024. Motion carried.

The City Financial Reports for January 2024 were included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Frank DiTillo and supported by Joy McPike to approve the Transfer Recommendation for February 2024 showing a transfer of \$300,000 from Hannibal Free Public Library’s operating account to our MOSIP account currently earning 5.25% as cash flow. Motion carried.

No correspondence was reported.

There were no Public Comments.

Laura Judlowe discussed local community group interests in planting and maintaining a wildflower garden on library property. It was agreed there would be more discussion on the matter at a later date.

Caitlin Greathouse reported Hannibal Free Public Library Investment Committee was scheduled to meet February 21, 2024 in regards to an upcoming investment maturity and reinvestment decision.

The Director's written report was included in the packet. There were no questions about the written report. Caitlin Greathouse added necessary work to one HVAC unit located on the roof. Vibrations and a loud noise alerted her to the problem. Roy Hark motioned to accept the Director's Report. Laura Judlowe supported the motion. Motion carried.

Email correspondence between Caitlin Greathouse and Robert Kerr of the library's insurance company regarding the roof was included in the board packet. Caitlin reported she was waiting for the final engineer's report but it seemed insurance was not going to cover any damage from the recent hail storm. Jessica Gilmore questioned if there were possible documentation before the incident to show that the damage was new. Discussion of recent work, core sampling, and more took place. No motion.

Caitlin Greathouse distributed a proposal for custom frames to protect Hannibal Free Public Library's artwork. As this was a custom build and quotes would be unattainable for duplicate items, Roy Hark made the motion to bypass the quote process and accept the current proposal for the project totaling \$1,225 for the frames and an additional \$135.00 for the addition of LED showcase lights. Joy McPike supported the motion. Motion carried.

Caitlin Greathouse reported IT Manager, Sheila Dennehy, has found quotes for 19 replacement library computers, monitors, and necessary equipment. Frank DiTillo made a motion to accept the lowest quote for the purchase of the computer systems at \$10,190. Roy Hark supported the motion. Motion carried.

Caitlin Greathouse presented information regarding HB2498, HB 2044, and HB2648 all regarding Public Libraries in Missouri. Caitlin Greathouse requested support and permission to send Hannibal Free Public Library's fiscal note regarding HB2498 regarding election costs. Jessica Gilmore made the motion to send the Library's estimated fiscal note. Frank DiTillo supported it. Motion Carried. Roy Hark made a motion to draft and send Representative Riggs a statement of opposition to HB2498 on behalf of Hannibal Free Public Library. Jessica Gilmore supported the motion. Motion carried.

Roy Hark made the motion to approve and pay staff wages for closures on January 22nd, and February 16<sup>th</sup> due to inclement weather and early closure on February 15<sup>th</sup> due to an extended internet outage. Joy McPike supported it. Motion carried.

February's surplus list was distributed, containing obsolete PCs and equipment. Joy McPike made a motion to approve the list. Roy Hark supported. Motion Carried.

Roy Hark made a motion to dispose of obsolete PCs as they are being replaced with the

understanding an updated list will be provided at a later board meeting. Frank DiTillo supported.  
Motion carried.

Moved by Frank DiTillo and supported by Joy McPike to adjourn. Motion carried.

The meeting adjourned at 12:38 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President