

HANNIBAL FREE PUBLIC LIBRARY BOARD OF  
TRUSTEES MINUTES OF THE REGULAR MEETING  
of December 16, 2025

The Hannibal Free Public Library Board of Trustees held its regular monthly meeting on December 16, 2025 at 12:00 p.m. 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 Laura Judlowe, Roy Hark, Joy McPike, John Davis, Kevin Knickerbocker, Harry Graves, and Jessica Gilmore

Absent were Raymond Lee and Linda Spaun.

Also present were Caitlin Greathouse and Andrea Reinwald.

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

Roy Hark made the motion to approve the minutes of the public hearing and regular meeting November 18, 2025. John Davis supported the motion. Motion carried.

Caitlin Greathouse explained the claims for the month with salaries totaling \$43,034.18 credit card claims in the amount of \$1,537.39, Capital Outlay claims for the roof project totaling \$152,971.06, and other claims totaling \$9,615.11. Joy McPike made a motion to approve the claims in the amount of \$207,157.74. Roy Hark supported. Motion carried.

Moved by John Davis and supported by Joy McPike to accept the Investment Report for November 2025. Motion carried.

The City Financial Reports for November 2025 were included in the Financial Packet.

The Transfer Recommendation was distributed. Moved by Laura Judlowe and supported by Joy McPike to transfer the entirety of the HYS Bequest from F&M to the Operating Account and to designate \$265,424.63 to the Roof and Skylight Project Capital Improvement Project. Motion carried.

Motion to transfer \$200,000 to MOSIP with the designation of “Unrestricted” was made by Roy Hark and supported by John Davis. Motion carried.

There was no

correspondence. No Public

Comment.

John Davis gave the Building and Grounds Committee meeting summary. No motion was

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necessary.

There were no questions about the written Director's Report. Caitlin Greathouse reported that the Cenegage refund dating back to 2017 from an overpayment discovered this year had been received and would be deposited as Misc. Income.

Under Old Business, the Director's Evaluation would be discussed as in Executive Session under Item F of the agenda.

Under New Business, Roy Hark made the motion to approve inclement weather closures on November 29<sup>th</sup> and December 1<sup>st</sup> and to pay the staff members scheduled to work during the closures. Laura Judlowe supported the motion. Motion carried.

Caitlin distributed the salary ladder and explained staff salary raises were voted on in May and they go into effect on January first. She reminded the Board a 3% COLA and step increase was approved for all eligible staff. No motion necessary.

Caitlin Greathouse distributed the proposed budget amendment including State Aid and State Aid A&E revenues and expenditures. Roy Hark motioned to approve the proposed budget amendments. Joy McPike supported the motion. Motion carried.

Caitlin Greathouse requested permission to file for the annual CIPA compliance through E-Rate. This is the annual Child Internet Protection filing. Roy Hark made the motion to permit Caitlin to complete this filing. John Davis supported. Motion carried.

Kevin Knickerbocker motioned to accept the proposed mileage rate of \$0.70 per mile to align with the state. Roy Hark supported the motion. Motion carried.

Kevin Knickerbocker motioned to accept the proposed meal per diem rate of \$68.00 a day to align with the state and GSA. Joy McPike supported the motion. Motion carried.

Roy Hark made the motion to enter into executive session pursuant to RSMO 610.021(3) "Hiring, firing, disciplining or promoting of particular employees by a public governmental body..." and to permit Caitlin Greathouse attendance. Kevin Knickerbocker supported the motion. A roll call vote was taken as follows: John Davis aye, Joy McPike aye, Jessica Gilmore aye, Laura Judlowe aye, Harry Graves aye, Roy Hark aye, and Kevin Knickerbocker aye.

Caitlin Greathouse's evaluation was discussed. Kevin Knickerbocker presented the recommendation of the Personnel Committee to allow Caitlin the same pay increase as the rest of the staff at 3% COLA and a step increase. Roy Hark made the motion to approve the Personnel Committee's recommendation. John Davis supported the motion. A roll call vote was taken as follows: John Davis aye, Joy McPike aye, Jessica Gilmore aye, Laura Judlowe aye, Harry Graves aye, Roy Hark aye, and Kevin Knickerbocker aye.

Roy Hark made the motion to exit Executive Session. John Davis supported the motion. A roll call vote was taken as follows: John Davis aye, Joy McPike aye, Jessica Gilmore aye, Laura Judlowe aye, Harry Graves aye, Roy Hark aye, and Kevin Knickerbocker aye.

Executive session was exited at 12:32

Moved by Roy Hark and supported by John Davis to adjourn. Motion carried. The meeting adjourned at 12:33 p.m.

Respectfully submitted,

Caitlin Greathouse, Acting Secretary

Accepted,

Kevin Knickerbocker, President