



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

September 28, 2020

## Resolution Index

- #2020-040    Approval to adjourn into Executive Session to discuss Confidential Matters: Post Audit Conference with Independent Certified Public Accountants, Charles E. Harris and Associates
- #2020-041    Approval of Regular Board Meeting Minutes of August 24, 2020
- #2020-042    Approval of August Financial Statements
  - Payouts for the General, Private, Capital Replacement and Brewster Café Funds
  - Donations in the amount of \$3,400.00



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The regularly scheduled meeting of the Board of Trustees of the Hudson Library and Historical Society was called to order at 7:01 pm on Monday, September 28, 2020 via Zoom Video Conference by President Basil Musnuff. Mr. Musnuff commented that these formats were utilized because of social distancing requirements due to the COVID-19 pandemic, precluding gatherings of people at this time.

President Basil Musnuff directed the Board Secretary to call the Roll.

## TRUSTEES PRESENT AT ROLL CALL

Mrs. Beverly Dorson – y\*  
Mrs. Melissa Lindley – y\*  
Ms. Heather Link – y\*  
Mrs. Michelle Marshall – y\*  
Mr. Basil Musnuff – y\*

Mr. John Rydquist – y\*  
Mr. Rob Swedenborg – y\*  
Mrs. Becky Thompson – y\*  
Mrs. Carleen Welch – y\*

## OFFICIALS AND OTHERS PRESENT AT ROLL CALL

Ms. Leslie Polott, Executive Director – y\*  
Ms. Molly Pandelli, Fiscal Officer – y\*  
Ms. Marylyn Galganski, Head of IT – n  
Ms. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y\*  
Charles E. Harris and Associates, Morell Mendiola, Mike Li – y\*

## VISITORS

*\*present via Zoom video conference*

## Public Comment

Mr. Musnuff stated that this meeting is being held via Zoom video conference as well as streamed on the Library's YouTube channel due to the relaxed rules pertaining to the Sunshine laws. He requested those viewing the meeting via the YouTube stream to please put their name in the comments section. Mr. Musnuff stated that the meeting would reconvene on the YouTube channel after the Executive Session and address any comments noted at that time.

## Executive Session-Matters required to be kept confidential:

Mr. Musnuff introduced the issue of entering into Executive session to discuss confidential matters with the auditors of Charles E. Harris and Associates. He stated that this discussion is exempt from the Open Meetings Act and pursuant to the Hudson Library Regulations, [ Article III, section 3(c)(5)] related to matters required to be kept confidential by federal law or regulations or state statutes.



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**Resolution #2020-040:** Mr. Swedenborg made the motion to move into Executive session to discuss confidential items, for the reasons previously stated, at 7:08 pm. Mr. Rydquist seconded and the motion was approved by a roll call vote (y-9, n-0).

Mr. Musnuff next invited Ms. Molly Pandelli and Ms. Leslie Polott to attend the Executive session.

After the Executive session ended the Board meeting resumed at 7:15pm.

Ms. Pandelli stated that there is a Management letter that she and President Musnuff must sign to finalize the Library audit.

Mr. Musnuff inquired of any Public Comments noted during the Executive session, Ms. Pandelli advised none were noted in the comment section of the library YouTube channel.

## Minutes

Mr. Musnuff presented the minutes of the August Board Meeting. Mr. Musnuff inquired of the Board if there were any comments or changes to the minutes and none were given.

**Resolution #2020-041:** Mrs. Welch made the motion to approve the minutes of the August 24, 2020 Regular Board Meeting. Mrs. Lindley seconded, and the minutes were approved by a roll call vote (y-9, n-0).

## Finance Committee

### **A. Fiscal Officer's Report**

1. August Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$3,400.00

Ms. Pandelli presented the August Financial Statements. She stated that PLF revenue of \$129,634.05 was 39% more than this time in 2019, due in part to the delayed tax filing deadline caused by the COVID-19 pandemic. Ms. Pandelli further stated that the total state PLF is down almost 1% from August of 2019. A second advance for the second half property taxes in the amount of \$374,250.48 was received.

Ms. Pandelli stated that the library's investment account received \$1,721.10 in interest and dividend earnings in August. The Market value increased \$99,001.10 in August, leaving a balance of \$2,889,160.47 at month end.



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Ms. Pandelli advised the Board that in October there will be a meeting of the Summit County libraries to discuss the allocation of the 2021 PLF, which will be brought before the Finance Committee and Board for approval.

**Resolution #2020-042:** Mrs. Welch made the motion to approve the August Financial Statements as presented. Mr. Swedenborg seconded, and it was approved by roll call vote (y-9, n-0).

## Director's Report

Ms. Polott presented the Director's report and discussed ongoing community engagement, services, recent facilities highlights and virtual programming events.

Ms. Polott commented that the drive- up window continues to be one of the most popular ways for patrons to obtain their materials. She stated foot traffic within the library is steady. She highlighted recent expanded evening hours on Tuesdays and Thursdays until 8 pm and the opening of the second floor on Saturdays starting Oct. 3<sup>rd</sup>, from 10 am to 3 pm for browsing.

Mr. Swedenborg inquired how circulation stats were as compared to the prior year. Ms. Polott responded that in September circulation was up slightly over last year, due in part to the additional purchase of digital products and the successful marketing of them.

Ms. Polott commented that recent library community engagement included collaborations with the City of Hudson, The Burton D. Morgan Foundation and the Hudson Chamber of Commerce-Global Entrepreneurship week. She stated that there are 2 upcoming virtual "Pitch Nights" planned in October, one for adults and one for juveniles.

Ms. Polott highlighted with Mrs. Dorson, the recent collaboration event with the Hudson and Akron League of Women voters. Mrs. Dorson expanded on the event that occurred on September 22<sup>nd</sup>, in front of the library. She stated that over 100 registrations across the county were processed as well as addressing voter questions and handing out voter information. Mrs. Dorson advised that a voter guide will be available soon, libraries will have copies for patrons.

Ms. Polott discussed the Grant update section of her report. She stated the grant for the Dr. Moses Thompson medical saddlebags conservation was completed and the saddlebags will be exhibited on a specially created mount that mimics a horse's backside. This display will be placed on the second floor of the library.

Ms. Polott informed the Board of recent facility issues. She stated the gardeners have completed their fall clean-up and winterized the Reading Garden water element. The library has also



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temporarily halted all additional curbside enhancements on Clinton Street as unnecessary expenditures.

Mrs. Lindley inquired of continued plans and budgets related to the security guards at the library entrance. Ms. Polott responded that the cost of their services was affordable and readily included in the budget. It also helped ensure customer and staff safety.

Ms. Polott lastly highlighted upcoming virtual events of interest in 2021; Bill Nye-The Science Guy and Mr. John Meacham, both in early 2021.

## Friends of the Hudson Library

No report

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## Committee Reports

### Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee did not meet in September. There was nothing to report and that an October meeting will be scheduled.

### Levy Update

Mr. Musnuff updated the Board on some recent issues on the levy resolution, #2020-030, passed in June. Mr. Musnuff informed the Board that legal counsel was consulted and we were advised that a 2-year renewal levy was legal. Ms. Pandelli also consulted the Summit County Fiscal office about the proposed 2-year renewal levy, and no objections were noted.

After passage by the Library Board, the appropriate paperwork was submitted to Hudson City Council for the required readings and approval. Mr. Musnuff stated that then the City of Hudson submitted the levy paperwork to the county for certification, at which point several supposed errors were identified by the county.

The errors identified were:

1. The resolution submitted by the City of Hudson reflected a 5-year term, not the 2-year term requested by the library.
2. Technical deficiencies were identified in the resolution passed by the City of Hudson.
3. Ms. Pandelli contacted the Summit County Fiscal office regarding the error in term and was at that point advised for the first time that a renewal levy must be the exact terms as the prior levy, including the temporal duration of the levy.



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Mr. Musnuff discussed the options available to resolve these errors. He stated that he and administration, along with legal counsel, are working to determine if the county is correct that the renewal levy must be the exact temporal duration of the prior levy. He stated that legal counsel has since consulted with the Ohio Department of Taxation who has advised that a levy can, in fact, be renewed for a 2-year term, even if it differs from the original term. Mr. Musnuff advised that legal counsel is working to get the Summit County Fiscal office to accept the response from the Ohio Department of Taxation. Mr. Musnuff, Ms. Pandelli and Ms. Polott have a conference call planned later this week with legal counsel. The currently scheduled Special Board meeting scheduled for September. 30<sup>th</sup>, is to discuss a new levy resolution should the county not accept the two-year term, and that Special Meeting could be cancelled or rescheduled depending on the outcome.

## Other Business:

Mr. Swedenborg stated that he is still accepting PAC check donations, if any members would still like to donate.

Mr. Rydquist inquired of the status of the recent email request of Board members to review their correspondence and the public records request recently made to the library. Mr. Musnuff responded that the public records request was related to a Hudson City Council member and Hudson business owner (Kate Schlademan) recusing herself from a City Council vote on the library levy, due to her relationship with the library as well as per recommendation from the city attorneys.

## Adjournment

Meeting adjourned at 7:48 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees