



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 25, 2021

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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 7:00 pm on Monday, January 25th, 2021 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 and in accordance with the relaxations of the Ohio Open Meetings law in place due to the pandemic.

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 – n**
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. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y*
Ms. Molly Pandelli, Fiscal Officer – y*

VISITORS

**present via Zoom video conference*

***present via Zoom video conference after Roll Call, for all motions*

Mr. Musnuff noted for the record that there was a quorum present for the Board Meeting.

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 during the pandemic. He requested those viewing the meeting via the YouTube stream to please put their name in the comments section, and that all public comments be placed there for presentation to the Board. The comments will be monitored and addressed later in the meeting.

Minutes



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Mr. Musnuff presented the minutes of the December 21st, 2020 Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were given.

Resolution #2021-001: Mr. Swedenborg made the motion to approve the minutes of the December 21st, 2020 Board Meeting. Mrs. Marshall seconded, and the minutes were approved by a roll call vote (y - 9, n - 0).

Finance Committee

A. Fiscal Officer's Report

1. December Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$1,352.60

Ms. Pandelli presented the December Financial Statements. The total PLF revenue received was \$111,163.65 bringing total annual revenue to \$1,257,977.89 which is approximately 7% more than the certified estimate released in September. The last of the property taxes have been collected totaling \$2,647,340.45 for the year.

Due to conservative spending and having the endowment funds to supplement spending, the 2021 carryover of over \$2.3 million will be sufficient for merit increases at the same level, continue capital projects that were postponed in 2020 and offer the same level of programs and service to our patrons.

The investment account earned \$13,523.82 in interest and dividends in December and \$5,952.88 in realized gains, and \$103,400 in unrealized gains. The market value of the portfolio at year end is \$3,077,031.94, with a book value of \$2,746,124.31.

The \$112,000 in donations and grants received was comprised of over \$91,000 in grant revenue, \$13,000 in Friends' donations and over \$3,200 in memorial donations. More than \$280,000 was spent on materials & programming from the private funds to supplement the general funds budget. The private funds investments grew over \$500,000 in 2020.

Ms. Pandelli highlighted a new 4-year comparison report that will now be presented quarterly to show shifts in revenue & spending over time.

No questions were brought forth on the financial reports.

Resolution #2021-002: Mrs. Welch stated that Finance Committee recommended approval and



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made the motion to approve the December Financial Statements as presented. Mr. Swedenborg seconded, and it was approved by roll call vote (y - 9, n - 0).

Mrs. Welch updated the Board on the annual long-standing transfer of Investment fund earnings of \$35,000 to the Library to supplement programs. Ms. Pandelli presented the proposed allocation of the funds and no questions on the budget allocation were brought forth.

Resolution #2021-003: Mrs. Welch stated that Finance Committee recommended approval of the Private Fund Expense Budget and made the motion to approve as presented. Mr. Rydquist seconded, and it was approved by roll call vote (y - 9, n - 0).

Mrs. Welch and Mr. Musnuff reminded the Board of Legacy Investment Advisor's visit at the February committee meeting and welcomed participation of Board members. The advisors attend a Regular Board meeting once per year to present to the full Board.

Director's Report

Ms. Polott presented the Director's report and commented on the work staff continued to make to seek out new program development. Ms. Polott stated the library has an anchor author event each month and highlighted upcoming events with John Meacham in February, Joe Scarborough from Morning Joe in March, and Erin Brockovich in April.

Ms. Polott stated programming stats are very strong and continue to grow, noting she has received positive feedback on virtual events. The library is in discussions with Laurel Lake Retirement to start streaming some of our virtual programs so those without computer access can still view.

Traveling collections have resumed to Laurel Lake, Danbury and the Elms, and we continue to provide traveling collections and filmed storytimes to several preschools.

Mr. Musnuff inquired as to the process of statistic calculation about recorded program viewing, after the event date. Ms. Polott responded that it is the initial viewing of program, on the event date that gets included and not later viewings.

Ms. Polott informed the Board of the work on the transition from AT&T to Spectrum that is being coordinated by Clevnet. This may create issues /glitches with the voice over IP system during the migration and the library will inform public of any issues, that we are made aware of ahead of time.



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The Summit County Directors meetings will resume that had been suspended over holidays. These are beneficial to allow work on issues of mutual concerns with other libraries.

Ms. Polott and the IT team are working together to schedule filming work on the 2021 Annual meeting in February. She stated portions of the meeting will be recorded and other portions will be live streamed.

Ms. Polott highlighted an upcoming Virtual *Fart Quest* Dungeons and Dragons event noted in the Directors report, noting it is a popular series with young readers, with fantasy and humor.

Mrs. Dorson inquired of funds received from the Board of Election. Ms. Polott responded this is payment for extra time needed before and after library hours to accommodate election set up & break down. We allocate those funds to adult programming donations.

Mr. Musnuff informed the Board that he had drafted a press release regarding the 2021 Annual Meeting, being done virtually and that it will be released shortly. The meeting is February 21st at 2 pm and will be attended by the Board via zoom as well as streamed on the library YouTube channel.

Friends of the Hudson Library

Nothing reported.

Committee Reports

Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee met before the Board meeting this evening. Staff have been working on securing potential speakers, such as the author of *Eat Slow, Run Fast*, as well as Victoria James (wine event) and even television personalities, and are awaiting responses from the speakers. In addition, they were looking into a potential Great Lakes Brewery event. Mrs. Marshall asked the Board to please forward any further fundraising suggestions to the committee.

Lastly Mrs. Marshall stated that a donation software is being reviewed to streamline online donations and Ms. Pandelli will make a recommendation at the next committee meeting.

Levy Update

Mr. Musnuff commented on the work of Mr. Swedenborg of the Library Levy Public Relation Committee, working diligently on signage and letters. The Library Levy issue number will not be known until March 2021 with the election in May. The challenge is placement of Levy yard signs.



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A request was made to the Board to assist and share ideas for strategic yard sign placement at prominent locations with resident's permission for placement.

Mr. Swedenborg additionally stated that early voting is in April, emphasizing the short window of time after the Levy issue number is known, to get the information out to the community and emphasized the placement of the yard signs by the end of March. Mr. Swedenborg asked Board members to commit to putting out yard signs as well as securing letters to the editor.

Ms. Polott commented that there was an upcoming meeting with department heads to discuss the Levy campaign. She stated that staff will compile a master list of names and addresses for signage location and requested that Board members share any locations and names to be included on the master list.

Mrs. Lindley inquired when the library would reopen to the public again, noting the upcoming election. Mr. Rydquist also inquired if current pandemic information was improving to support any reopening. Ms. Polott responded that cases were not improving yet, but that a meeting with department heads to discuss reopening options was scheduled. She stated that all libraries are in a similar situation with staffing and protocols and emphasized that staff coverage is the challenge with illness, and quarantining procedures in place.

Other Business:

A. Executive Session to discuss Performance Evaluations and Compensation of Board Employees

Mr. Musnuff requested a motion to enter Executive Session to discuss the Performance Evaluations and Compensation Adjustments for Board Employees.

Resolution #2021-004: Mr. Swedenborg made the motion to adjourn into Executive Session to discuss performance evaluations and compensation of Board Employees at 7:42 pm. Mrs. Dorson seconded, and it was approved by roll a call vote (y - 9, n - 0).

Mrs. Beverly Dorson-yes
Melissa Lindley-yes
Mrs. Heather Link-yes
Mrs. Michelle Marshall-yes
Mr. Basil Musnuff-yes

Mr. John Rydquist-yes
Mr. Rob Swedenborg-yes
Mrs. Becky Thompson-yes
Mrs. Carleen Welch-yes



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The Board meeting resumed from Executive session at 8:33 pm.

B: Approval of salary increases of Board Employees

Resolution #2021-005: Mr. Swedenborg made a motion to approve an increase for the Fiscal Officer of 3.5%, making the salary \$83,680.00 per year. Mrs. Welch seconded, and it was approved by a roll call vote (y -9, n -0).

Resolution #2021-006: Mrs. Thompson made a motion to approve an increase for the Executive Director of 3.5% making the salary \$139,356.50 per year. Mr. Swedenborg seconded, and the motion was approved by a roll call vote (y -9, n -0).

Mr. Musnuff lastly inquired if there had been any comments noted from the public during the meeting, none were noted.

Adjournment

Meeting adjourned at 8:39 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees