



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

December 20, 2021

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  - Donations in the amount of \$7,296.61
- #2021-048 Approval of 2021 Budget Adjustments
- #2021-049 Approval of Fund Transfer from Private Funds to Brewster Café Fund
- #2021-050 Approval of Updated Salary Schedule
- #2021-051 Approval of February 26, 2022 as the date for the Annual Meeting of the membership



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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, December 20<sup>th</sup>, 2021 in the Flood Family Meeting Room of the Hudson Library and Historical Society by President Basil Musnuff.

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 – n  
Dr. Danielle Sarver Coombs - y  
Mr. Rob Swedenborg – 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. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – n

## VISITORS

None

*\*present via Zoom video conference*

## Public Comment

Mr. Musnuff invited public comment as the first order of business on the agenda, none were brought forth. Mr. Musnuff stated that he did receive an inquiry from Barbara Bos from the Hudson League of Women voters regarding the Boards' ability to meet via Zoom videoconference because of the surge of cases involving the Omicron variant of COVID-19. He responded stating that the Ohio Open Meetings Act currently requires that the Board meet in-person.

## Minutes

Mr. Musnuff presented the minutes of the November 29<sup>th</sup>, 2021 Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2021-046:** Mr. Swedenborg made the motion to approve the minutes of the November 29<sup>th</sup>, 2021 Board Meeting. Mrs. Lindley seconded, and they were approved by a unanimous voice vote.



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## Finance Committee

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

1. November Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$7,296.61

Ms. Pandelli presented the November Financial Statements. She noted that PLF revenue received was just over \$119,000 for the month, and that the library has received 17.3% more than last year while statewide collection is up approximately 13.8%. The investment portfolio earned \$1,475 in interest and dividends, leaving a book balance of just over \$2.5 million. The market value of the portfolio did see a decrease of almost \$67,000, leaving a balance of \$3,132,090.52 at month end. Ms. Pandelli stated the library received approximately \$7,300 in donations for the month, including \$2,000 from the Friends for adult programming and a LSTA grant in the amount of \$4,928 for the preservation of Summit County maps.

**Resolution #2021-47:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the November Financial Statements as presented. Mrs. Marshall seconded, and they were approved by unanimous voice vote.

## 2021 Budget Adjustment

Ms. Pandelli reviewed the General Fund revenue and expense budget adjustments. She stated that the salary and insurance benefits adjustments were related to staff openings as well changes in staff selection of insurance plan coverages. Ms. Pandelli reviewed the Private Funds budget line adjustments totaling \$2,000. The adjustments are due to shift in the Morgan grant spending and a \$2,000 increase to account for the Friends' donation to the library levy's Political Action Committee for which the library acts as a pass-through.

Mr. Musnuff inquired if the Budget adjustments are of any concern during an audit. Ms. Pandelli responded that Budget adjustments are standard and should not be of concern.

**Resolution #2021-048:** Mrs. Welch stated that Finance Committee recommended approval of the 2021 Budget adjustments and made the motion to approve as presented. Ms. Link seconded, and they were approved by unanimous voice vote.

## Fund Budget Transfer

Ms. Pandelli stated that the Brewster Café is currently closed, and most costs have ceased except for the dishwasher rental fee. There has been consideration to remove but it was decided to



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keep it as a new one may be more expensive. The Café does generate sales from the Malley's chocolate bars and the donations from the discarded DVD and book sales. Currently the Café does have a loss for the year and a fund cannot be closed at year end with a negative balance. She noted that in the past the Private Funds have supported the Café and that it is anticipated to be less than \$100 to cover loss.

**Resolution #2021-049:** Mrs. Welch stated that Finance Committee recommended approval of a resolution to transfer from Private Funds to the Brewster Café Fund an amount equal to the balance of Café expenditures less Café receipts and donations for 2021 and made a motion to approve. Dr. Sarver Coombs seconded, and they were approved by unanimous voice vote.

## Salary Schedule Adjustment

Ms. Pandelli stated that starting January 1, 2022, the Ohio minimum wage will increase to \$9.30 per hour. The proposed salary schedule increases the Page wage rate from \$9.20 to \$9.50 per hour. Ms. Pandelli further stated that in the spring a full review of the salary schedule will likely require further adjustments to the Salary Schedule.

**Resolution #2021-050:** Mrs. Welch stated that Finance Committee recommended approval of the Salary Schedule adjustment and made the motion to approve as presented. Mrs. Dorson seconded, and they were approved by unanimous voice vote

## Director's Report

Ms. Polott presented the Director's report. In addition to her written report, she stated the end of the year wrap up has begun. She stated that there have been some supply chain issues that are affecting all libraries, noting that the Technical Services department has encountered quality issues on processing items such as material labels and CD cases. She stated that COVID tests distributed since September 2021 total 6,400. The tests are received at unknown intervals and are gone quickly, usually in less than 24 hours, when received. The drive-up window is the primary way that patrons are getting their materials since 2020 with an average of 2,000-2,300 patrons entering the library weekly. Circulation 2021 statistics will be stronger than 2020 but are slightly less than 2019.

Ms. Polott highlighted staffing challenges that continue for various reasons. She stated that the IT department and Youth Services are currently understaffed but noted with the lower attendance in the library and staff technology knowledge, it has not become an issue when providing services. Ms. Polott updated recent discussions with publishers regarding live author events, stating that they continue to require strict spacing requirements and do not want book



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signings. Author events for the first quarter of 2022 will be virtual with a few live programs, such as yoga and Tai Chi.

Mr. Musnuff inquired about the reference desk dripping issue noted in the Directors report. Ms. Polott responded that no discernable damage was found by the HVAC contractor.

Mr. Musnuff congratulated the Library, Ms. Polott, Ms. Pandelli and staff for achieving the 5- Star status again for the 9<sup>th</sup> consecutive year from the Library Journal Index of Public Library Service, noting that the Library is 4<sup>th</sup> in the nation in our category. Dr. Sarver Coombs also congratulated and suggested highlighting this specific (4<sup>th</sup> in the nation) achievement to the community by drafting a letter/press release. Several other suggestions to highlight the Library's accomplishment were presented. Ms. Polott responded that the library will look into the plausibility of the suggestions.

## Friends of the Hudson Library

Nothing reported.

## Other Business:

### **A. Annual Meeting of membership date**

Mr. Musnuff stated that the upcoming Annual meeting in 2022 will be resumed in person. He stated that Board Trustee applications are currently being accepted and the date of the Annual meeting that was suggested was Saturday, February 26<sup>th</sup>, 2022, as the library is currently closed on Sundays.

**Resolution #2021-051:** Mr. Swedenborg recommended approval of the date of February 26<sup>th</sup>, 2022 for the Annual Meeting of the membership and made the motion to approve. Mrs. Lindley seconded, and they were approved by unanimous voice vote

## Adjournment

Meeting adjourned at 7:46 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees