



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 24, 2022

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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, January 24th, 2022, 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 – y
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 – y

VISITORS

Deborah Miles
Julie Erickson
Susan Terkel

Public Comment

Mr. Musnuff invited public comment as the first order of business on the agenda. Three observers and trustee applicants; Susan Terkel, Julie Erickson and Deborah Miles, introduced themselves and commented on the value of the library to the community.

Minutes

Mr. Musnuff presented the minutes of the December 4th and the December 20th, 2021, Board Meetings. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

Resolution #2022-001: Mrs. Marshall made the motion to approve the minutes of the December 4th, 2021 Special Board Meeting. Mrs. Lindley seconded, and they were approved by a unanimous voice vote.



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Resolution #2022-002: Dr. Sarver Coombs made the motion to approve the minutes of the December 20th, 2021 Board Meeting. Mrs. Marshall seconded, and they were approved by a unanimous voice vote.

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 \$9,220.20

Ms. Pandelli presented the December Financial Statements. She noted that total PLF collection was 16.8% more than 2020 and approximately 30% more than originally estimated. She highlighted a carryover of \$2.9 million to be added to the 2022 General Fund Budget due to conservative spending and higher than expected revenues. Ms. Pandelli stated that collection of the new levy will begin in 2022.

The library's investment portfolio earned just under \$16,300 in interest and dividends for December, leaving a book balance of just under \$2.6 million dollars. The value of the portfolio increased over \$92,000 leaving a market value balance of just over \$3.2 million at year end.

Donations received in December totaled \$9,220.20, including \$1,100 from the Giving Tuesday campaign, which was split between Adult Audiobook and Large Print resources. She stated the donations were received using the new Donorperfect software. A donation of \$5,000 was received from Bill and Betty Sepe to create an Endowment Fund in the family's name.

Ms. Pandelli reviewed the total 2021 donations received and the various categories of donations highlighting the amounts received for grants and permanent endowments.

Ms. Pandelli stated that she had reached out to the auditors in relation to the upcoming audit and anticipates it will be completed electronically as it was done on the most recent audit. She stated that the audit is expected to begin in early spring 2022.

Mrs. Welch stated that Legacy Financial Advisors plan to attend the February 2022 Finance Committee meeting and the April 2022 Board meeting.

Resolution #2022-003: Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the December Financial Statements as presented. Mrs. Dorson seconded, and they were approved by unanimous voice vote.



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Ms. Polott presented and reviewed the \$45,000 Private Fund Allocation recommendations. She stated that annually since 2006, the Board has approved the use of private funds to augment library collections and services in the amount of \$35,000. An additional \$10,000 for the Leslie Polott Programming fund has been added to this annual transfer. She stated that input was gathered from library department heads and was incorporated into the areas of allocation among collection materials and adult and children's programming. No questions on the Private Fund allocation were brought forth.

Resolution #2022-004: Mrs. Welch stated that Finance Committee recommended approval of the 2022 Private Fund Budget and made the motion to approve as presented. Dr. Sarver Coombs seconded, and it was approved by unanimous voice vote.

Director's Report

Ms. Polott presented the Director's report. In addition to her written report, she stated the library was working in collaboration with Hudson City Schools to facilitate textbook preview week between February 22-25th, 2022, to be held in the Flood family meeting room. A notice was received from the Ohio Dept. of Health regarding more COVID tests, the numbers and timing for the tests are unknown, but the community will be notified once the tests are received. She stated that the library is awaiting to hear back from the Burton D. Morgan Foundation on the Entrepreneurship grant application submitted in the fall. Current archive activities include reviewing paintings and artifacts that we want to submit as part of a preservation LSTA grant for 2022 and an Ohio Humanities grant to support upcoming Juneteenth programs. Ms. Polott stated that all library programs are developed by staff but emphasized Board contributions are appreciated.

Ms. Polott highlighted upcoming programs such as; author Thrity Umrigar in February, Margaret Atwood and Diane von Furstenburg in March; author Anne Hillerman in April and Annette Gordon- Reed Professor of History at Harvard for our Juneteenth program.

Friends of the Hudson Library

Ms. Polott stated that a vendor has been secured for additional shelving to allow for additional resources in the Friends room. Mr. Musnuff and Ms. Polott highlighted the merits of the Friends and their support of the library. Membership forms for the Friends have been sent out and Ms. Polott encouraged all to join the organization.

Committee Reports

Nominating Committee

Mr. Rydquist stated the deadline for trustee applications is Thursday, January 27th, 2022. A



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discussion on the Trustee election date will be determined later and could be postponed.

Other Business

A. Trustee Handbook Project update

Mr. Swedenborg advised that a review of the handbook used by Board members was in progress. The handbook review is on- going and he requested feedback from Board members. Once suggestions and edits are received and are combined, the document will be forwarded to Marie Turkovich to help format and finalize. He stated this handbook is a guideline and reference handbook not bylaws.

B. Annual Meeting and Board Elections Discussion

Mr. Musnuff stated the upcoming Annual Meeting is in February and a decision on whether to hold the Annual Meeting in-person or virtually, as was done in the prior year was warranted. He stated that there are staff concerns of safety within a small space with multiple trustee applicants and potential voter turnout, as this could draw larger crowds. Mr. Musnuff noted last year the Open Meetings Act was relaxed to allow for a virtual Annual Meeting., however at this time the Open Meetings Act is not currently relaxed. Mr. Musnuff stated that legal counsel was consulted to determine the legality to hold the Annual meeting virtually. It was determined that we are permitted to hold the Annual meeting virtually if there are no items on the agenda that require action of the membership. He stated that there currently are no action items scheduled for the Annual meeting. If the Board decides that a virtual Annual Meeting is in the best interest for all attendees, the Trustee elections would have to be postponed as the library bylaws prohibit anything other than in person voting at the Trustee election.

A discussion of the recent COVID case surges ensued. It was suggested to select a later date to hold the Trustee elections as well as look into potential offsite locations or outside venue to hold the Trustee elections. Mrs. Lindley suggested considering a change to the regulations to allow for voting with alternative options other than in- person only via paper ballots.

The current Trustee application deadline would stay the same as January 27th, 2022. The current Board incumbents' Mrs. Lindley, Mrs. Marshall and Mr. Swedenborg agreed to extend their terms until such time that an in-person election can be held.

The issue of the March regular Board Meeting and the scheduling of the Hudson City Schools Spring break was discussed in relation to the Board budget approval deadline of March 31, 2022.

Resolution #2022-005: Mrs. Swedenborg made a motion to move the March Regular Board Meeting to March 21st, 2022. Dr. Sarver Coombs seconded, and it was approved by a unanimous



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voice vote.

Resolution #2022-006: Mr. Swedenborg made Motion to hold the Annual Meeting on February 26th, 2022, virtually, via Zoom videoconference, at 2 pm and postpone the Trustee election until Saturday, April 9th, 2022, with the location to be determined. Mrs. Dorson seconded, and it was approved by a unanimous voice vote.

C. 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 for Board Employees.

Resolution #2022-007: Mrs. Dorson made the motion to adjourn into Executive Session to discuss performance evaluations and compensation of Board Employees at 8:04 pm. Mrs. Lindley seconded, and it was approved by a roll call vote.

Mrs. Beverly Dorson-yes
Mrs. Lindley-yes
Mr. Basil Musnuff-yes
Mr. John Rydquist-yes

Dr. Danielle Sarver Coombs-yes
Mr. Rob Swedenborg-yes
Mrs. Carleen Welch-yes

Ms. Polott was invited to stay for a portion of the Executive Session by Board President Basil Musnuff.

The Board meeting resumed from Executive session by a roll call vote at 8:39 pm.

D. Approval of salary increases of Board Employees

Resolution # 2022-008: Mr. Swedenborg made a motion in recognition of excellent performance in her role, to approve a salary of \$90,000 per year for the Fiscal Officer. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Resolution # 2022-009: Mr. Swedenborg made a motion to approve a salary of \$150,000 per year for the Executive Director in recognition of outstanding performance. Mr. Rydquist seconded, and the motion was approved by a unanimous voice.

Adjournment

Meeting adjourned at 8:45 pm.



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Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees