



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

March 21, 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 7:00 pm on Monday, March 21st, 2022, Via Zoom Video Conference and streamed on the Library's YouTube channel by President Basil Musnuff. Mr. Musnuff stated the meeting was being conducted in this manner due to the temporary relaxation of the Ohio Open Meetings Act.

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

\*present via Zoom Video Conference

y\*\* joined the Board Meeting after initial roll call at 7:03 pm

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

## Public Comment

Mr. Musnuff invited public comment requesting those viewing with questions or comments to use the chat function of the YouTube channel which will be monitored.

## Minutes

Mr. Musnuff presented the minutes of the January 24<sup>th</sup>, 2022, Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2022-010:** Mr. Swedenborg made the motion to approve the minutes of the January 24<sup>th</sup>, 2022, Board Meeting. Dr. Sarver Coombs seconded, and they were approved by a roll call vote (y - 8, n - 0).



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## Finance Committee

### A. Fiscal Officer's Report

#### 1. January Financial Statements

- a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
- b. Donations in the amount of \$2,862.50

Ms. Pandelli presented the January Financial Statements. She noted \$130,637 in PLF revenue was received. The investment portfolio earned \$308 in interest and dividends and was assessed a quarterly advisor fee of \$3,267.42. A transfer of \$85,000 from the fund into the checking account was made to cover anticipated expenditures during the first half of 2022. The book value of the fund was just over \$2.5 million at month end. The fund saw a decrease in market value for the month of \$150,948.28.

Donations received for the month totaled \$2,862.50, including \$2,500 from the Friends of the Hudson Library for adult programming as well as \$250 received from Ryan and Angela Furmick for children's resources.

**Resolution #2022-011:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the January Financial Statements as presented. Dr. Sarver Coombs seconded, and they were approved by roll call vote (y - 8, n - 0).

#### 2. February Financial Statements

- a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
- b. Donations in the amount of \$2,695.43.

Ms. Pandelli presented the February Financial Statements. She stated that just over \$146,000 was received in PLF revenue in February, which is about 15.2% more than what was received in February of 2021.

The investment portfolio earned just over \$1,450 in interest and dividends during the month and saw another decrease in market value of approximately \$50,000 leaving a month end market value of just under \$3 million.

Donations of \$2,600 was received in February that included another \$2,500 from the Friends of the Hudson Library as well as \$100 from Catherine Hoy for the Eldredge Endowment Fund.



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Mrs. Marshall inquired of the expected timing of the funds from the Operating Levy. Ms. Pandelli stated that two levy advances were received in March totaling approximately \$1 million, that will be reflected on the March Financial Statements.

**Resolution #2022-012:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the February Financial Statements as presented. Mrs. Marshall seconded, and they were approved by roll call vote (y - 8, n - 0).

Ms. Polott and Ms. Pandelli presented the 2022 Final Budgets. Ms. Polott stated that she works closely with department heads and reviews their initiatives for the upcoming year in developing the General Fund Budget. She highlighted areas of increase from 2021. She reviewed increases in salary and benefits attributed to anticipated adjustments in the minimum wage and other market salary adjustments as well as anticipated new positions in 2022. The supply lines were increased, as the cost of processing supplies and office supplies have increased. The capital improvement and furniture and equipment budget lines were increased to allow for the purchase of new patio furniture as well as teen room furniture. Material and programming budgets were expanded in order to refresh our material collections and digital offerings, as well as provide a diverse array of program offerings.

No questions were brought forth on the General Fund Budget.

Next Ms. Polott reviewed the Capital Improvement and Maintenance Fund Budget. She stated that since 2006, the General Fund has transferred \$90,000 annually to this fund to reserve for larger projects. This year \$150,000 was allocated to be spent and includes the cost of security camera upgrades to digital as well as other capital Improvements anticipated such as possible sectional roof repairs.

No questions were brought forth on the Capital Improvement and Maintenance Fund Budget.

Next Ms. Pandelli presented the Brewster Café Budget stating that we anticipate reopening the Café during summer reading, with limited hours and offerings. She stated that offerings could be primarily self-serve. The budget included the anticipated costs to get the Café reopened and inventory purchased.

Mr. Musnuff inquired of any new health codes requirements due to the pandemic that need to be addressed prior to the Café reopening. Ms. Polott responded that an inquiry to the Summit County Health Department will be made, stating that many requirements had been relaxed. She



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stated that the prepackaging of products should assist with many of the pandemic health concerns.

Dr. Coombs inquired whether the Café reopening is expected to improve library usage. Ms. Polott stated that it is hard to determine, as many magazines and newspapers that patrons previously came in to browse and read are no longer in hard copy form as well as the popularity of the drive through service window.

Next Ms. Pandelli reviewed the Budget for the Private Funds stating that revenues are based on donations and carryovers of unspent donations from prior years, that it is a placeholder. The Board expenses include the annually approved transfer of \$45,000 to the General Fund for materials and programming. She highlighted expenses items such as the donation software and legal fees.

Mr. Musnuff inquired of all four presented budgets, other than items already discussed, if there were any other major deviations from past budgets. Ms. Pandelli responded that there was nothing out of the ordinary in budget line expenses.

**Resolution #2022-013:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the 2022 Final Appropriations for the General Fund, Private Funds, Capital Improvement & Maintenance Fund and Brewster Café Fund as presented. Mrs. Dorson seconded, and they were approved by roll call vote (y - 8, n - 0).

Ms. Pandelli next reviewed the annual transfer of \$90,000 from the General Fund to the Capital Improvement and Maintenance Fund. She stated these funds are set aside for larger capital expenditures and over time the balance increases to allow for larger expenditures as they become necessary.

**Resolution #2022-014:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the General Fund Transfer of \$90,000 to the Capital Improvement and Maintenance Fund as presented. Dr. Sarver Coombs seconded, and it was approved by roll call vote (y - 8, n - 0).

A discussion of the proposed Capital expenditure of \$35,000 ensued and the quote from American Security that was distributed was reviewed. This quote is for an upgrade of the security cameras from analog to digital. Mrs. Marshall inquired of the timeline for completion of the camera upgrade and Ms. Polott stated that for most items the vendor estimate was 60-90 days however some items availability is unclear at this time.



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**Resolution #2022-015:** Mrs. Welch stated that Finance Committee recommended approval of the capital expenditure from the Capital Improvement and Maintenance Fund for the Security Camera Upgrade in the amount of \$35,209 as presented. Mr. Rydquist seconded, and it was approved by roll call vote (y - 8, n - 0).

## Director's Report

Ms. Polott presented the Director's report. In addition to her written report, she discussed the Interlibrary Loan (ILL) delivery service that serves 251 libraries in Ohio. She stated a new company named STAT was selected last year and since that time there have been numerous issues with this new vendor. The State Library of Ohio has decided to break the contract with STAT and are moving back to Priority Dispatch, our prior delivery service provider. Mrs. Marshall inquired of any additional costs related to this change and Ms. Polott responded that she has not been notified of additional costs.

Ms. Polott highlighted that the library was being showcased in The Burton D. Morgan Foundation Newsletter as a Star Grantee success story. She discussed the challenges libraries are facing nationwide and the upcoming Azar Nafisi virtual program in September on the Freedom to Read. Ms. Polott stated The Hudson Coalition for Intellectual Freedom was created in 1996, to support intellectual freedom, by sharing information, and bringing in speakers that promote civil discussions of opposing viewpoints. Dr. Sarver Coombs offered her support and suggested resources that could assist with library challenges. Mrs. Marshall inquired how the Hudson community could support the Coalition for Intellectual Freedom. Ms. Polott suggested spreading awareness and the importance of collaboration as well as reaching out to our state legislators.

## Friends of the Hudson Library

Ms. Polott stated that the Friends donated another \$3,000 to the library that will be used towards adult programming. Mrs. Dorson highlighted the work of (2) volunteers that are striving to streamline the Amazon online sales process, which has been very successful. Mrs. Dorson will provide Friends membership forms to be available at the April 9<sup>th</sup> Trustee election.

## Committee Reports

### Nominating Committee

Mr. Rydquist summarized recent activities of the Trustee applicants for the open Board seats. He stated that there are 7 applicants for the 3 open Board seats. Applicants were contacted and voting procedures for April 9<sup>th</sup>, 2022, were reviewed.

Mr. Rydquist discussed the planned election processes that will be held in the Flood Family



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Meeting room with overflow space in the Teen room. Staff will be checking patron voting eligibility and counting of the votes, oversight by the attorney. Applicants will have the opportunity to speak briefly to the membership prior to the election. Voting will begin after the applicants complete their presentations. Mr. Musnuff stated that if there is a large line of eligible members awaiting to enter the election, they will adjust the commencement of the voting as necessary.

## Other Business

Mr. Swedenborg discussed the Trustee Handbook revisions as well as the revisions to Evaluation Policy of the Executive Director & Fiscal Officer. Mr. Swedenborg thanked all for their input on revisions that were summarized and circulated for review. He stated the Evaluation Policy of the Executive Director and the Fiscal Officer, differs from the handbook as it is a policy whereas the handbook is a set of guidelines.

Mrs. Welch inquired about the timeline in the proposed revised Evaluation of the Executive Director & Fiscal Officer policy and a discussion ensued. Mr. Swedenborg noted that timelines are suggestions of steps to be completed and not set in stone. Further edits of the timeline, and wording clarifications were discussed and inserted on page 1, with no changes to page 2.

**Resolution #2022-016:** Mr. Swedenborg recommended approval of the Evaluation Policy of the Executive Director & Fiscal Officer with the revisions noted in the Board Meeting. Dr. Sarver Coombs seconded, and it was approved by roll call vote (y - 8, n - 0).

Mr. Swedenborg then discussed the Trustee Handbook updates.

**Resolution #2022-017:** Mr. Swedenborg recommended approval of the revised Trustee Handbook Guidelines. Mr. Rydquist seconded, and it was approved by roll call vote (y - 8, n - 0).

## Adjournment

Meeting adjourned at 8:30 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees