



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

Resolution Index

- #2023-001 Approval of the Board Meeting Minutes of December 19th, 2022
- #2023-002 Approval of December 2022 Financial Statements
 - Payouts for the General, Private, Capital Improvement and Brewster Café Funds
 - Donations in the amount of \$31,804.59
- #2023-003 Approval of 2023 Private Funds Expenditure Budget
- #2023-004 Approval of updated salary schedule
- #2023-005 Approval to adjourn into Executive Session to discuss Performance Evaluations and Compensation of Board Employees
- #2023-006 Approval of Salary of Fiscal Officer
- #2023-007 Approval of Salary of Executive Director



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

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 23rd, 2023, in the Flood Family Meeting room by President Basil Musnuff.

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

TRUSTEES PRESENT AT ROLL CALL

Mr. Tim Clarke – y

Mrs. Beverly Dorson – y

Ms. Heather Link – y

Mr. Basil Musnuff – y

Mr. John Rydquist – y

Dr. Danielle Sarver Coombs – y

Mr. Rob Swedenborg – y

Mrs. Heidi Walters – n

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

Samuel Barnett-Hudson Resident

Hillary Sullivan-Hudson League of Women Voters

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

Public Comment

Mr. Musnuff invited public comment as the first order of business. No comments were brought forth.

Minutes

Mr. Musnuff presented the minutes of Regular Board Meeting on December 19th, 2022. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

Resolution #2023-001: Mr. Swedenborg made the motion to approve the minutes of the December 19th, 2022 Regular Board Meeting. Mr. Rydquist seconded, and they were approved by unanimous voice vote.

Finance Committee



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

Ms. Welch stated the Finance Committee met to review the December Financial Statements, she next turned the financial statement review over to Ms. Pandelli.

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 \$31,804.59

Ms. Pandelli presented the December Financial Statements. The library received just over \$141,000 in PLF revenue, which is almost 13.3 % more than last year. For the year, total PLF revenue was \$1,647,000 which is approximately 12% more than what we received in 2021 and 4% more than previously estimated. Statewide, the PLF was up 8.2% for 2022.

The General Fund carryover balance increased over \$900,000 giving us a balance of almost \$3.9 million. Some reasons for the increase are attributed to higher revenue than anticipated in the PLF, an increase from the operating levy and a slight change in our investment fund strategy for the General Fund. Additionally, a budgeted salary adjustment for 2022 did not occur. The Private Fund investment account earned \$15,586.00 in interest and dividends and just over \$9,213.00 in realized gains. There was a market decrease of just over \$120,000 for the month, leaving an ending balance of just over \$2.5 million.

Ms. Pandelli stated that in December donations totaled just over \$31,000, including \$7,000 from the Friends of the Library, \$20,000 for the Alonzo Church endowment of the Creativity Lab, and \$2,500 from Peter and Heidi Augustin, to highlight a few. She highlighted a summary of 2022 donations totaling almost \$170,000, showing a breakdown of donation categories including; grants, Café donations, Friends of the Library and endowments.

Resolution #2023-002: Mrs. Welch made the motion to approve the December Financial Statements as presented. Dr. Sarver Coombs seconded, and they were approved by a unanimous voice vote.

B. Private Funds Appropriations

Mrs. Welch updated the Board on the history of annual long-standing transfer of Investment fund earnings of \$35,000 to the Library to supplement the collection and programming. The \$35,000 has been increased by \$10,000 annually for the Leslie Polott Programming Series.

Ms. Polott presented the \$45,000 proposed Private Fund Allocation categories. She stated there was an increase in programming and STEM material categories. A discussion of our various



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

collections ensued among the Board Members.

Resolution #2023-003: Mrs. Welch stated that Finance Committee recommended approval of the 2023 Private Fund Expenditure Budget and made the motion to approve as presented. Ms. Link seconded, and it was approved by a unanimous voice vote.

C. Updated salary schedule

Ms. Pandelli presented the updated salary schedule. A review of salaries and personnel costs and budgets highlighted that our salaries were lower in comparable positions and that a market adjustment was warranted to keep pace with and to stay competitive in order to attract and retain quality staff and reduce turnover. Ms. Pandelli stated that the positions with the largest discrepancies were the Circulation and library assistants.

Ms. Pandelli stated to avoid compression of salaries an equal percentage increase in wages will be made to all employees in the same pay category. A discussion of factors affecting wages, inflation and the economy overall occurred with Board members voicing support of increasing employee salaries to retain quality staff.

Mrs. Welch stated that the Finance Committee recommended approval of the updated salary schedule.

Resolution #2023-004: Mr. Swedenborg made a motion to approve the updated salary schedule. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Director's Report

Ms. Polott presented the Director's report and highlighted the recent reopening of the Born to Play Children's area. She circulated the library publication of **Great Books for Kids 2022** and discussed the staff involvement and selections. She stated that a local author fair was held and successful, with many of the authors being self-published. Ms. Polott highlighted the upcoming program - Read to your Bunny event, featuring live bunnies to be held in the Children's department. In March the library is presenting Tudor month to include a collaboration with the Cleveland Museum of Art. More live programs are planned during 2023 including pastel art and cooking events among many others, she stated that the library welcomes program suggestions.

Friends of the Hudson Library

Nothing reported



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

Committee Reports

Nominating Committee

Mr. Rydquist stated that he had received four applications to date. He stated applicants were invited to attend the Board meeting to observe, noting Mr. Barnett was in attendance. The deadline for trustee applications is Wednesday January 25, 2023. The Trustee applicant interview session dates were discussed and two dates in early February were reserved and will be finalized once the applicants are contacted. Mr. Rydquist stated the Board does not recommend applicants but utilizes the candidate interview sessions as an opportunity for questions and answers with the applicants, to learn about the Board and the library.

Philanthropy Committee

Ms. Link gave an update on the discussions of the committee that met immediately before the Board Meeting. She stated that potential sponsors were discussed and stated that Wine Girl is no longer available for the May 2023 event, but they will reach out to obtain her availability later in the year. Ms. Link will compile Board member sponsor/attendee lists and summarize.

Annual Meeting and Board Elections

Mr. Musnuff discussed the upcoming Annual Meeting that will be held in person in 2023 stating that the attorney was notified of the date to be in attendance to oversee the ballot count. Ms. Polott stated that alternative offsite locations are an option if election turnout is anticipated to be large.

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

Resolution #2023-005: Ms. Link made the motion to adjourn into Executive Session to discuss performance evaluations and compensation of Board Employees, with Ms. Polott invited to stay at 8:04 pm. Mrs. Dorson seconded, and it was approved by roll a call vote.

Mr. Tim Clarke-yes
Mrs. Beverly Dorson-yes
Ms. Heather Link-yes
Mr. Basil Musnuff-yes

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



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 23, 2023

The Board voted unanimously in a poll vote to exit Executive Session and enter public session at 8:37 pm.

B: Approval of salary increases of Board Employees

Resolution #2023-006: Dr. Sarver Coombs made a motion to approve an increase to the Fiscal Officer's salary to \$103,500 per year. Ms. Link seconded, and it was approved by a unanimous voice vote.

Resolution #2023-007: Mr. Swedenborg made a motion to the set salary for the Executive Director at \$167,000 per year. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Adjournment

Meeting adjourned at 8:40 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Secretary
Board of Trustees