



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 22, 2018

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- #2018-001 Approval of the December 18, 2017 Regular Meeting Minutes
- #2018-002 Approval to delay changing the Library's Mission Statement
- #2018-003 Approval to change the definition of a member in the Regulations
- #2018-004 Approval of December Financial Statements
  1. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$315,040.12
  2. Donations in the amount of \$6,144.88
- #2018-005 Approval to spend up to \$47,500 to paint throughout the Library from the Capital Improvement expense line from the Capital Improvement Fund
- #2018-006 Approval of Fund Transfer of \$90,000 from General Fund to Capital Improvement Fund
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- #2018-008 Approval to spend \$200 from Private Funds for poetry collection in memory of Tom Fleming.
- #2018-009 Approval of a 4% increase for the Fiscal Officer, setting the salary at \$74,400 per year.
- #2018-010 Approval of a 4% increase for the Executive Director, setting the salary at \$123,300 per year.



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January 22, 2018

## Minutes

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 22, 2018 in the Laurel Lake Room of the Hudson Library and Historical Society by President Basil Musnuff.

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

### TRUSTEES PRESENT AT ROLL CALL

Mr. Kabir Bhatia - y

Mrs. Elizabeth Franklin - y

Dr. Denise Gibson - y

Ms. Lesley Hoover - y

Ms. Melissa Monaco - y

Mr. Basil Musnuff - y

Mrs. Anne Suntken - y

Mrs. Carleen Welch - n

### OFFICIALS AND OTHERS PRESENT AT ROLL CALL

Ms. Leslie Polott, Executive Director - y

Ms. Molly Pandelli, Fiscal Officer - y

Mrs. Laura Braho, Deputy Fiscal Officer/Board Secretary - y

Ms. Marylyn Galganski, Head of IT - y

Mrs. Ellen Smith, Assistant Director - y

### VISITORS

Ms. Pat Simons, LWV

Chris Thompson

Becky Thompson

Ms. Lori Porter, LWV

Jodie Delamatre

John Rydquist

### Comments from the Public

Ms. Simons commented that the League of Women Voters of Hudson formed an ad hoc committee to review the Library's regulations and best practices. She reported that the Library has an exemplary level of transparency with the Sunshine Law and Regulations. She did note that the current regulations lack a policy on emergency meetings and executive sessions. The league submitted a list of suggested changes to the Regulations and Policies for the Board to review. She asked and was assured that a red-lined version of the proposed changes to the Regulations that have already been approved by the Board to be considered by membership will be available on the Library's website until the Annual Meeting when they are voted upon.



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## Minutes

**Resolution #2018-001:** Dr. Gibson made the motion to approve the minutes of the December 18, 2017 regular meeting of the Board, given the change of "...the Committee discussed a wish list for patrons who wish to donate a specific item or fund" under Endowment Committee. Mrs. Suntken seconded, and they were approved by unanimous voice vote.

## Regulations Review:

The Board discussed the proposed Regulations revision by LWVH of the mission statement being changed from "known for its commitment" to "is committed to intellectual freedom". The Board suggested the discussion merits further consideration at a later time.

**Resolution #2018-002:** Mrs. Franklin made a motion to defer the decision to change the mission statement until further discussion can be made. Ms. Hoover seconded, and it was approved my unanimous voice vote.

**Resolution #2018-003:** Mrs. Franklin made a motion to change under "Definitions" on page 1 to read "A "Member" is any ~~duly elected or appointed~~ Hudson resident...". Ms. Monaco seconded, and it was approved by unanimous voice vote.

## Finance Committee

### A. Fiscal Officer's Report

#### 1. December Financial Statements

- a. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$315,040.12
- b. Donations in the amount of \$6,144.88

Ms. Pandelli noted a \$125 donation from Lynn Bodden in memory of Marjie Origlio. There was a donation from Morgan Stanley without any donor information included that will be designated to Historical Preservation. The Friends donated a total of \$2,650 for café supplies and robotics equipment.

**Resolution #2018-004:** Mrs. Suntken made the motion to approve the December Financial Statements. Ms. Monaco seconded, and it was approved by unanimous voice vote.



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Ms. Pandelli noted that she does not have access to the Blackbaud database yet, but she will review it once it is made available. She also said she reviewed the Library's current contract with Bishop Financial Advisors. The Finance Committee believes the present level of advising is not sufficient. She will reach out to Bishop Financial Advisors to inquire if he is interested in providing a higher level of advising. Ms. Pandelli presented a proposal from Thomarios Painting for painting throughout the Library. The painting will coincide with the new carpet and furniture upholstery throughout the first and second floor.

**Resolution #2018-005:** Mrs. Suntken made the motion to spend up to \$47,500 to paint throughout the Library from the Capital Improvement expense line from the Capital Improvement Fund. Dr. Gibson seconded, and it was approved by unanimous voice vote.

**Resolution #2018-006:** Ms. Monaco made the motion to transfer \$90,000 from the General Fund to the Capital Improvement Fund. Mrs. Suntken seconded, and it was approved by unanimous voice vote.

**Resolution #2018-007:** Ms. Hoover made the motion to spend \$35,000 from Private Funds for Programming and Collection Development. Ms. Monaco seconded, and it was approved by unanimous voice vote.

## Director's Report

Ms. Polott requested the Board consider allocating Private Funds to purchase a poetry collection in memory of Tom Fleming, a long-term Board member.

**Resolution #2018-008:** Mrs. Franklin made the motion to spend \$200 from Private Funds to purchase a poetry collection in memory of Tom Fleming. Ms. Monaco seconded, and it was approved by unanimous voice vote.

Ms. Polott stated that the Library is hoping to re-open mid-week following the flooding of the Children's Room. Ms. Polott hopes the Children's Room will re-open in three months. Ms. Monaco commended the Library staff for taking swift action in addressing the issues. Ms. Polott stated that 4,000 items have already been deaccessioned, but that number could climb to nearly 7,000. The Library will be sure to remedy the issue with the sprinkler system and also the Fire Department not receiving the alarm. The Library will be sure to keep the public informed of closings via social media, as well as how the community can help.

## Friends of the Hudson Library

Ms. Polott said she hopes the Friends will donate toward the construction of the Creativity Lab.



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## Committee Reports

### A. Endowment Committee

The committee met on January 8 to identify potential donor management software. Two demonstrations will be scheduled on February 12. The Library currently uses Paypal for online donations, but it is lacking in its ability designate the donation and create useful reporting. They also received five responses to the RFP for the feasibility study which will be discussed at the March meeting.

### B. Nominating Committee

Mrs. Suntken stated that we have three seats open and currently only have two applicants. She asked the Board to invite people to apply. Applications are due January 26<sup>th</sup> and interviews will be held in early February.

## Executive Session

A roll call vote was taken to enter into Executive Session to discuss performance evaluations and compensation of the Executive Director and Fiscal Officer.

Mr. Bhatia – yes

Mrs. Franklin – yes

Dr. Gibson – yes

Ms. Hoover – yes

Ms. Monaco – yes

Mr. Musnuff – yes

Mrs. Suntken – yes

The Board entered into Executive Session at 8:23 pm. Executive Session adjourned at 8:38 pm.

**Resolution #2018-009:** Mrs. Franklin moved to approve a 4% increase for the Fiscal Officer, setting the salary at \$74,400 per year. Dr. Gibson seconded, and it was approved by unanimous voice vote.

**Resolution #2018-010:** Ms. Monaco moved to approve a 4% increase for the Executive Director, setting the salary at \$123,300 per year. Mrs. Suntken seconded, and it was approved by unanimous voice vote.



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Adjournment

Meeting adjourned at 8:41 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Greer, Board Secretary  
Board of Trustees