



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

November 26, 2018

Resolution Index

- #2018-049 Approval of the October 22, 2018 Regular Board Meeting Minutes
- #2018-050 Approval of October Financial Statements
 1. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$345,345.31
 2. Donations in the amount of \$7,275.89
- #2018-051 Approval of the revision of the Fiscal Officer Job Description



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Minutes

The regularly-scheduled meeting of the Board of Trustees of The Hudson Library and Historical Society was called to order at 7:03 pm on Monday, November 26, 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
Dr. Denise Gibson - y
Ms. Lesley Hoover - n
Ms. Melissa Monaco - y
Mr. Basil Musnuff - y

Mr. John Rydquist - y
Mrs. Anne Suntken - y
Mrs. Becky Thompson - y
Mrs. Carleen Welch - y

OFFICIALS AND OTHERS PRESENT AT ROLL CALL

Ms. Leslie Polott, Executive Director - n
Ms. Molly Pandelli, Fiscal Officer - y
Ms. Laura Greer, Deputy Fiscal Officer/Board Secretary - y

Ms. Marylyn Galganski, Head of IT - n
Mrs. Ellen Smith, Assistant Director - y

VISITORS

Ms. Lori Porter, LWH

Minutes

Resolution #2018-049: Mrs. Suntken made the motion to approve the minutes of the October 22, 2018 Regular Board Meeting. Dr. Gibson seconded, and they were approved by unanimous voice vote.

Finance Committee

A. Fiscal Officer's Report

1. October Financial Statements
 - a. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$345,345.31
 - b. Donations in the amount of \$7,275.89



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Ms. Pandelli stated that the Library received almost \$98,000 in PLF revenue in October, which was higher than projected. The Babcock investment decreased \$24,000. A conversation ensued as to when the Board should be concerned about the portfolio given the market's recent decline. Ms. Pandelli stated that she has reached out to Brian Bishop on several occasions to inquire about consulting services but has not heard back from him. Mr. Musnuff will attempt to reach out to him, but if there is no response by the end of the year the Board will look into other options.

Resolution #2018-050: Mrs. Welch made the motion to approve the October Financial Statements. Mrs. Suntken seconded, and it was approved by unanimous voice vote.

Ms. Pandelli received the final audit report. Once Ms. Polott signs to waive the post-audit conference, Ms. Pandelli will circulate the final report to the Board. Ms. Welch mentioned that Ms. Pandelli and Ms. Greer are preparing for the accounting software conversion.

Revision of Fiscal Officer Job Description

Mr. Musnuff explained that the Fiscal Officer position has changed significantly over the past few years and needed to be updated. Ms. Pandelli reviewed the changes, stating that the involvement with the investment accounts as well as liaison to the Philanthropy Committee was added. Mr. Rydquist suggested one typographical change.

Resolution #2018-051: Ms. Monaco made the motion to approve the revision of the Fiscal Officer Job Description. Mrs. Thompson seconded, and it was approved by unanimous voice vote.

Director's Report

Mrs. Smith spoke in Ms. Polott's absence. The Hudson Library received a 5-star rating once again this year, moving to fourth in the nation in our budget category. The Library hosted Lynne Cheney, and the program was well attended. Upcoming events include author Sheila Tate, who was press secretary for the late Nancy Reagan, the Hudson Middle School Orchestra holiday concert, and Chardon Polka Band. Full-time reference librarian Amanda Flower has resigned to write full-time. The Creativity Lab is on track to open at the beginning of the year once staff has been trained on the software and equipment. One of the parts from iVideo has been delayed until mid-December. The Food for Fines program will start in December. As of January 1, the Library will be going fine free for Hudson items excluding tech devices and hot picks. There will still be due dates with five automatic renewals unless there is a hold on the item.

Committee Reports

Nominating Committee:

Mrs. Thompson has taken over chairing the committee. She is preparing a press release for the Hub. Ms. Monaco stated that we were too general in the application and should be more specific in what we're soliciting on the cover letter an application. Mrs. Suntken suggested mentioning the different



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committees and desired skill sets in the press release. Mr. Musnuff suggested Board members pursue individuals they have in mind that would be great candidates.

Philanthropy Committee:

Ms. Monaco discussed recruiting more members for the committee in light of Ms. Hoover and Dr. Gibson being up for re-election. She is currently working on the year-end giving letter and is discussing adding something to the bottom of program evaluation forms that would allow patrons to opt in for an email list for donating.

Other Business

The Feasibility Study Committee met on November 8 and brainstormed people who Peter from Library Strategies will interview regarding community interest and the feasibility of raising funds for an annex. Interviews will start after the new year.

Mr. Batia reminded Board members that the final listening session on Phase2 Downtown is the following day.

Adjournment

Meeting adjourned at 7:55 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Laura Greer, Secretary
Board of Trustees