



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 28, 2019

Resolution Index

- #2019-001 Approval of the December 17, 2018 Regular Board Meeting Minutes
- #2019-002 Approval of December Financial Statements
 - Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$325,058.29
 - Donations in the amount of \$6,923.00
- #2019-003 Approval of Credit Card Policy
- #2019-004 Approval of Salary Schedule
- #2019-005 Approval of Private Funds Appropriations
- #2019-006 Approval to adjourn into Executive Session to discuss Performance Evaluations of Board Employees
- #2019-007 Approval to reconvene from Executive Session
- #2019-008 Approval of salary of the Fiscal Officer
- #2019-009 Approval of salary of the Executive Director



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 28, 2019

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 28, 2019 in the Laurel Lake Room of the Hudson Library and Historical Society by President Basil Musnuff.

President Basil Musnuff directed the Fiscal Officer of the Board to call the Roll.

TRUSTEES PRESENT AT ROLL CALL

Mr. Kabir Bhatia - n
Dr. Denise Gibson – y
Ms. Lesley Hoover – y
Ms. Melissa Monaco – n
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 – y
Ms. Molly Pandelli, Fiscal Officer – y

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

VISITORS

Ms. June Futia, member of the public
Mr. Leo Futia, member of the public
Ms. Lori Porter, LWHV

Ms. Leah Rafferty, member of the public
Mr. Matt Rafferty, member of the public
Mr. Rob Swedenborg, member of the public

Minutes

Resolution #2019-001: Mrs. Suntken made the motion to approve the minutes of the December 17, 2018 Regular Board Meeting. Ms. Hoover seconded, and they were 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 \$325,058.29
 - b. Donations in the amount of \$6,923.00



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Ms. Pandelli stated that the Library received over \$104,000 in PLF revenue in December, giving the library a total of over \$1,175,000 for the year. That total is 8.65% more than what was received in 2017. The value of the investment portfolio decreased over \$240,000 for the year due to decreases in the market and cash withdrawals. Ms. Pandelli highlighted a number of donations received, including \$1,200 from an unknown donor to be used for preservation in the Archives, a \$918 donation from Bill & Debbie Currin that will be used for the non-fiction collection and a \$750 grant from the Hudson Garden club to sponsor author Victoria Johnson.

Resolution #2019-002: Mrs. Welch made the motion to approve the December Financial Statements. Mrs. Thompson seconded, and it was approved by unanimous voice vote.

B. Consider approval of Credit Card Policy

Ms. Pandelli presented an updated Credit Card Policy that fulfills the requirements outlined in recent changes in legislation.

Resolution #2019-003: Mrs. Welch made the motion to approve the Credit Card Policy. Mr. Rydquist seconded, and it was approved by unanimous voice vote.

C. Consider approval of Salary Schedule

Ms. Pandelli stated that the minimum wage has increased to \$8.55 per hour, starting January 1st, 2019. A change in the salary scale is recommended to keep salaries in line with the minimum wage increase. It is proposed that the minimum starting wage per hour for Grade 200 be increased from \$9.00 to \$9.50 and the maximum be increased from \$13.50 to \$14.25. Ms. Pandelli noted that the salary schedule should be sustainable for the next two to four years barring any unforeseen circumstances.

Resolution #2019-004: Mrs. Welch made the motion to approve the Salary Schedule. Dr. Gibson seconded, and it was approved by unanimous voice vote.

D. Consider approval of Private Funds Appropriations

Every year the Board approves that \$35,000 be spent from the Private Funds on collections and programming. Ms. Polott proposed that \$15,000 be spent on programming, \$11,000 on print materials, \$8,000 on digital materials and \$1,000 on stem kits.

Resolution #2019-005: Dr. Gibson made the motion to approve the Private Funds Appropriations. Mr. Rydquist seconded, and it was approved by unanimous voice vote.

Director's Report

Ms. Polott presented the Director's Report. She noted that Dr. Matthew Akers will interview Jeff Flake for the program on February 14th. The Summer Reading program theme this year is science and staff is working with NASA for a variety of space programs. Despite the closures, circulation for 2018 was



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

almost 1.2 million (more than 118,000 over 2017), with print and digital numbers both increasing, as well as the library's foot traffic and program attendance. We will track to see how auto-renewal has helped circulation. The first wave of training for the creativity lab is complete and staff is now working on protocols for public use of the room. Lastly, in July, the library will be hosting Keith Law from ESPN.

Friends of the Hudson Library

Ms. Polott stated that the Friends' sales continue to grow and they will be sponsoring the upcoming Apollo's Fire concert in April.

Committee Reports

Nominating Committee:

Mrs. Thompson stated that there are six applicants for three openings. Interviews will start the first week of February and the profiles will be sent to the Hudson Hub.

Philanthropy Committee:

The Philanthropy Committee did not meet.

Other Business

A. Executive Session to discuss Performance Evaluations of Board Employees

Resolution #2019-006: Mrs. Suntken made a motion to adjourn into Executive Session to discuss Performance Evaluations of Board Employees at 7:44 pm. Mr. Rydquist seconded and the motion was approved by roll call vote.

Dr. Denise Gibson – yes

Ms. Lesley Hoover – yes

Mr. Basil Musnuff – yes

Mr. John Rydquist – yes

Mrs. Anne Suntken – yes

Mrs. Becky Thompson – yes

Mrs. Carleen Welch – yes

Resolution #2019-007: Mrs. Welch made a motion to reconvene at 8:32 pm. Mr. Rydquist seconded and the motion was approved by unanimous voice vote.

B. Approval of salary increases of Board Employees

Resolution #2019-008: Mrs. Suntken made a motion to increase the Fiscal Officer's salary to \$77,000 per year. Mrs. Thompson seconded and the motion was approved by unanimous voice vote.

Resolution #2019-009: Dr. Gibson made a motion to increase the Executive Director's salary to \$128,232 per year. Mrs. Welch seconded and the motion was approved by unanimous voice vote.



HUDSON LIBRARY
& HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Adjournment

Meeting adjourned at 8:34 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Molly Pandelli, Fiscal Officer
Board of Trustees