



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

April 27, 2020

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- #2020-020 Approval of Regular Board Meeting Minutes of January 27, 2020
- #2020-021 Approval of Organizational Board Meeting Minutes of February 23, 2020
- #2020-022 Approval of Regular Board Meeting Minutes of March 23, 2020
- #2020-023 Approval of March Financial Statements
 - Payouts for the General, Private, and Brewster Café Funds in the amount of \$249,632.99.
 - Donations in the amount of \$37,500.00
- #2020-024 Approval to move the May Regular Board Meeting to Tuesday, May 26th, 2020



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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, April 27, 2020 via the library's YouTube and Zoom Video Conference by President Basil Musnuff. These formats were utilized because socially distancing requirements due to the COVID-19 pandemic precluded gatherings of people at this time.

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 – y*

Mrs. Michelle Marshall – n

Mr. Basil Musnuff – y*

Mr. John Rydquist – y*

Mr. Rob Swedenborg – 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 – n

Ms. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y*

VISITORS

None noted in comments of Youtube

**present via Zoom video conference*

Public Comment

Mr. Musnuff stated that this meeting is being held via Zoom video conference as well as streamed on the Library's Youtube channel due to the relaxed rules pertaining to the Sunshine laws . He requested those viewing the meeting via the Youtube stream, to please put their name in the comments section as well as any comments or questions they would like addressed. No public comments were brought to the Board via the YouTube channel at this meeting.

Minutes

Mr. Musnuff presented the minutes of January, February and March Board Meetings. One roll call vote was taken after motions were received to approve the three preceding months meeting minutes.



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Resolution #2020-020: Mr. Rydquist made the motion to approve the minutes of the January 27, 2020 Regular Board Meeting. Mrs. Thompson seconded and the minutes were approved by roll call vote (yes – 8, no-0).

Resolution #2020-021: Mr. Rob Swedenborg made the motion to approve the minutes of the February 23, 2020 Organizational Meeting. Mrs. Dorson seconded and the minutes were approved by roll call vote (yes – 8, no– 0).

Resolution #2020-022: Mrs. Lindley made the motion to approve the minutes of March 23, 2020 Regular Board Meeting. Mrs. Thompson seconded, and the minutes were approved by roll call vote (yes – 8, no-0).

A. Fiscal Officer's Report

1. March Financial Statements
 - a. Payouts for the following:
 1. General Fund in the amount of \$243,575.10;
 2. Private Funds in the amount of \$3,200.70; and
 3. Brewster Café Fund in the amount of \$2,857.19
 - b. Donations in the amount of \$37,500.00

Ms. Pandelli presented the March Financial Statements. She noted that although the PLF was 7.8% higher this month, significant decreases are expected in the coming months. The county will issue a new certification and budget adjustments can be expected in early summer. The library received two advances in levy proceeds totaling \$795,866.06, with the balance from the 1st half expected in early May. The investment portfolio received \$9,256.26 in dividends and interest in March, while the market value fell over \$340,000 for the month. Ms. Pandelli noted that the library's advisors from Legacy are available to present to the Board at our request.

The Brewster Café had net loss in March of \$855.49 due the closure of the library. The café will continue to show a loss as it remains closed. Ms. Polott commented that due to the Summit County Department of Health's stringent regulations on Food establishments related to COVID-19, she noted that initially the Café will not reopen, but will revisit at a later time. Ms. Pandelli noted that the café employees will be utilized elsewhere in the library.



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Ms. Pandelli stated that the 10-year budget forecast reflects a 30% decrease in the PLF revenue. Mr. Swedenborg inquired of the decrease in expense budgets. Ms. Pandelli advised reducing expenditures to be conservative as a result of the expected PLF reduction. She discussed the small business loans that are currently available, but advised these loans do carry interest fees and currently the Library has an adequate cash balance. She will continue to research the resources available.

Ms. Pandelli explained to the Board that the Star Ohio account is similar to a money market account, which meets the strict investment regulations for public fund dollars due to the liquidity of the funds.

Resolution #2020-023: Mr. Rob Swedenborg made the motion to approve the March Financial Statements. Mrs. Welch seconded and it was approved by roll call vote (yes – 8, no – 0).

Director's Report

Ms. Polott presented the Director's report, updating the Board on current library activities during the shutdown as well as the multiphase reopening plan.

The current activities during the pandemic shutdown have included;

- Conversion of live activities to the virtual streaming format.
- Renaming Summer Reading to Summer Learning with the majority of programs being virtual.
- Virtual Storytimes
- Youth Services working to incorporate an outdoor component with virtual format.
- Rescheduling the bulk of current programs to 2021.
- Collaboration with Violinist to provide virtual program.
- Working to schedule a 2021 series with the Cleveland Orchestra.
- Discussions with Akron Symphony on Virtual concert option.
- Researching Notary service virtual/online options for patrons.
- Digital product enhancements.
- Google Business programming options under review.

Mr. Musnuff inquired about the LessonFace product noted in the Directors report. Ms. Polott explained that this new product is to provide group lessons via live stream, with the first offering to be adult guitar lessons. She pointed out that Hudson Library is the first library to be utilizing this product.



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Ms. Polott transitioned the discussion of the Directors Report to the Phased Library Reopening Plan/Scenarios. She stated that there will be three phases of reopening and discussed the key aspects and concerns of each phase, noting that the dates and offerings have not been solidified and are a work in progress. Ms. Polott has been meeting regularly with other Summit County Directors to share strategies and noted that most are planning a multiphase process. The triggers for each phase will come from the Governor's office and Summit County Department of Health. The phases are as follows:

Phase 1: Physical plant enhancements:

- Reconfigure the HVAC system to bring in more natural air and filtration system enhancements.
- Removing toys, puppets, games.
- Rearranging furniture/equipment- promoting single seating arrangements.
- Staff workspace rearrangement- utilizing study rooms as workspace therefore not scheduling meeting room use for patrons.
- Shared phones concerns-purchasing headsets.
- Plexiglas barrier installation.
- Computer keyboard removal and sanitation after use.
- Purchase of Personal Protective Equipment such as masks, gloves, hand sanitizer as well as additional carts for book return quarantine.
- Installing temperature device to monitor staff and patrons before entering Library.
- Developing and testing sanitizing protocol and quarantine processes of materials for Phase 2 service offerings.

Ms. Polott pointed out the goal is to ensure that once we open, we stay open. We must have sufficient supplies to ensure this. Ms. Welch inquired of the tracking of these expenses directly related to sanitizing for COVID-19. Ms. Polott and Ms. Pandelli both advised the expenses can be tracked.

Phase 2: Limited Public Services:

- Offering of curbside service, with limited hours initially.
- Interlibrary loan will not resume at this stage, using our own collection initially.
- Limiting the number of items patrons can check out.
- Developing protocols for social distancing within the library.
- Identifying key library services that can be converted to virtual.



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- Consider homebound service options.
- Monitor the health situation and watch for spikes in cases.

Phase 3: Reopening of Facility, with social distancing:

- Reduced hours initially and increase slowly.
- Patrons and Staff required to wear masks.
- Continued expansion of virtual programs/services.
- Library access may be limited to first floor initially.
- Enforcing social distancing recommendations.
- Three layers of continuous cleaning from staff, cleaners and outside service provider.
- Computer lab will not be used by patrons, only staff for virtual programming.

Ms. Polott pointed out the concerns on enforcing social distancing and mask guidelines with patrons and how they may respond if asked to comply. The library has always strived to cooperate with difficult patrons in the past. Mr. Musnuff supported the enforcement of suggested protocols to ensure safety of staff and other patrons.

Several suggestions from the Board were noted, such as reaching out to schools for services they are utilizing for sanitizing as well as ambulatory services, and commercial products offered by Jani-King. Ms. Polott welcomed the suggestions and advised she would reach out to these organizations.

Friends of the Hudson Library

Ms. Polott gave an update on the reopening of the Friends book sale. She noted that due to the limited space and social distancing concerns, they would likely be limited to online sales and that they are not accepting any donated books at this time. She will work with the Friends on strategies to reopen and comply with recommendation from the CDC and the Department of Health.

Committee Reports

Ms. Polott advised the Board that the May 1st Wine tasting event was cancelled and suggested rescheduling to August or September. No other committee reports presented.

Other Business:

The Board agreed that May Committee meetings will be cancelled. The Finance Committee meetings should resume in June.



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Ms. Pandelli noted that the May Board Meeting date is scheduled on Memorial Day. Mr. Swedenborg suggested to move the Board meeting to Tuesday May 26th.

Resolution #2020-024: Mr. Swedenborg made the motion to move the May Regular Board Meeting to Tuesday May 26th. Mrs. Dorson seconded, and it was approved by a roll call vote (yes – 8, no – 0).

Adjournment

Meeting adjourned at 8:26 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees