



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

May 26, 2020

## Resolution Index

- #2020-025 Approval of Regular Board Meeting Minutes of April 27, 2020
- #2020-026 Approval of April Financial Statements
- Payouts for the General, Private, and Brewster Café Funds in the amount of \$290,255.58.
  - Donations in the amount of \$400.00



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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 7:01 pm on Tuesday, May 26, 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 – y\*

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 the April Board Meeting. Mr. Musnuff asked if there were any comments or changes to the minutes and none were given.



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**Resolution #2020-025:** Mr. Swedenborg made the motion to approve the minutes of the April 27, 2020 Regular Board Meeting. Mr. Rydquist seconded and the minutes were approved by a roll call vote (yes – 9, no-0).

## A. Fiscal Officer's Report

1. April Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds in the amount of \$290,255.58
  - b. Donations in the amount of \$400.00

Ms. Pandelli presented April Financial Statements. She noted that the PLF was 5.25% lower than what was received last year, due mostly to the Pandemic. The library is awaiting the Amended Certificate from the county to reflect the decrease in the state revenue. Once received a budget adjustment will be presented.

The investment account received \$2,141.94 in interest and dividend revenue and charged a quarterly advisor fee of \$2,384.20. The market value of the portfolio increased by \$192,584.04 for the month, leaving an ending balance of \$2,576,912.45.

The Brewster Café had net loss in April of \$2,167.77 due to personnel costs with the emergency closure of the library. The café will continue to show a loss as it remains closed. The Café staff starting in June will be utilized in other departments of the library and will not be charged to the Café.

Mr. Musnuff inquired which company was performing the audit and Ms. Pandelli stated that the auditor is Charles Harris & Associates who was selected through a public bid process. Ms. Pandelli commented that it was going well and that they were not coming into the library, but instead materials were provided to them electronically. It should be completed in 2-3 weeks. Ms. Pandelli advised the Board that they can expect to receive a fraud questionnaire that is to be completed as a routine procedure of the audit.

Mr. Swedenborg inquired if the library was losing out on receiving any expected funds due to the Pandemic. Ms. Pandelli noted that there was not, other than the PLF reduction.

Mr. Swedenborg additionally inquired of the reopening expenses. Ms. Pandelli advised that expenses will be moved into maintenance and supply expense lines, from either other expense



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lines or the contingency. Ms. Polott commented that there are some state and federal funds to be investigated related to reopening expenses, to offset the costs. Mr. Musnuff commented they may have to consider using private funds, down the road to cover expenses.

Ms. Link inquired if the PLF is down 5.25%, what was the difference to what we had budgeted? Ms. Pandelli advised that the formula changes yearly and that the county certifies and tells us what we can expect. They have advised a 20% decrease, and we use the figure they certify to put into the budget to match the certified amount from the county.

**Resolution #2020-026:** Mrs. Dorson made the motion to approve the April Financial Statements as presented. Mr. Swedenborg seconded and it was approved by roll call vote (yes – 9, 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. She noted that she has been working on the State report and the Library's numbers are up in foot traffic and circulation, and both print and digital.

Ms. Polott advised the Board that the PLF calculation is a rolling 3-year average and with increased stats, this will increase our percentage of the PLF at a time when the PLF is being reduced, will be extremely helpful.

The current activities included expanded Virtual Programs during the pandemic shutdown and have included;

- Digital numbers are up considerably for 2020.
- Innovative staff, converting traditional services to digital programs.
- Summer reading now named Summer Learning 2020 has been extended all summer, with an outdoor/art/science component that can be picked up curbside.
- Live programs scheduled for August 2020, now looking into virtual alternatives.
- Morgan Foundation discussions/alternatives ongoing, on how to continue with the grant.
- Certain programs will not work virtually.
- Kathy Reichs- Creator of the Bones series, to come virtually later this summer.
- Space month in September with Captain Scott Kelly originally scheduled, now looking at virtual possibility.
- Library Mascot -Dragon, the Library will partner with businesses to hide the Dragon throughout Hudson, with prizes awarded- June through August.



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- Purchasing more prizes and creating more challenges.

## Phased Reopening -Update:

- Cavanaugh Construction to fabricate and install Plexiglass shields.
- Purchased HVAC air purification system by Campbell.
- Temperature Sensor device is in the library and installed.
- Contracted with Zenith to run cabling to KIOSKS and to 2<sup>nd</sup> floor meeting rooms for data ports.
- Staff working remotely and, in the building, staggered shifts.
- Met with Emery Electric to discuss UV light options.
- Vetting commercial products to limit incoming patrons, once reopened.
- Rented Test POD, to quarantine material for 3-4 days to reduce cost of electrostatic sanitizing process.
- PPE purchasing continues and will be an ongoing challenge, due to availability.
- Purchased more book bins for quarantining materials.
- May 27<sup>th</sup> reopening of the Book drop to accept books, CDs, DVD's. This is for only Hudson materials, patrons asked to limit returns to 10 items at a time.
- June 1<sup>st</sup> materials will be available to Patrons via contactless curbside service for pickup.
- Currently only Hudson Library and Historical Society materials are available (24-48-hour turnaround).
- LIBCAL software was purchased to assist with requests and contact of patrons.
- Once the Public starts entering the building, we will likely limit visits to 1-hour increments.
- All departments will be represented by staff members daily, within the library.
- Limiting the number of items Patrons can check out, patrons are able to get a certain number of hot picks.

Mr. Swedenborg inquired of the process followed if an employee is found to have the Covid 19 virus. Ms. Polott advised that all employees must take their temperature daily before entering the library, as well as answering other symptom questions. She commented that if an employee is identified as COVID 19 Positive or a family member, that the library may temporarily shut down to allow for an extensive cleaning.

Ms. Polott advised that she meets weekly with other Library directors, noting that each library is reopening their doors differently, due to differing issues and building configurations. She noted that initially we are considering opening the lobby and /or rotunda but cautioned of concerns related to patrons touching items and returning to the shelves before cleaning. Ms. Polott urged



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that we want to take it slow to be safe.

Mrs. Lindley commented that she was recently in downtown Hudson and stores were open and people were vigilant about wearing masks. Both Mrs. Lindley and Ms. Link inquired if there is any concern of push back at all due to the library not being open to foot traffic. "The library has received limited push back from customers in regard to our phased approach". Most seem to be appreciative that we are taking the national health emergency so seriously. Libraries face very different challenges than retail establishments with their considerably smaller footprints and limited wares when it comes to re-opening that warrants a more studied approach, especially in regard to decontamination and enhanced safety procedures. Ms. Polott stated that there are other libraries that are not open and that the library continues to meet the needs of the patrons by providing digital materials and virtual programming, just without entering physically.

Ms. Polott stated that the Café will not be reopening due to the stringent regulations and costs associated to comply at this time, noting that the café was a very small portion of the library offerings.

Mr. Rydquist inquired of the enforcement of mask compliance upon the library public reopening. Ms. Polott responded that they are looking into the option and cost of hiring security to enforce patron temperature compliance as well as mask enforcement.

Mrs. Dorson inquired of the Library liability insurance. Ms. Polott advised the library attorneys are reviewing and will respond with a memo. The best route Ms. Polott noted, was to follow the public health guidance and that of the Governor's office. Mr. Musnuff also commented on some disclaimer's others are using and he will share with Ms. Polott

### Friends of the Hudson Library

Ms. Polott gave an update on the reopening of the Friends book sales in her Directors report noting that only digital sales activities were occurring during Phase Two of the reopening.

### Committee Reports

No other committee reports presented.

### Other Business:

Mr. Swedenborg brought up the topic of the approval of the millage to take to council, for the levy. Ms. Pandelli advised that it would need to be approved prior to taking the plan to the city.



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Ms. Polott has inquired and is awaiting a response. A Zoom meeting for the PAC committee will be scheduled on June 4<sup>th</sup>.

Next Board Zoom meeting planned for June 22, as long as still advisable to meet remotely.

### Adjournment

Meeting adjourned at 8:10 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees