



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

July 13, 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 7:01 pm on Monday, July 13, 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 – n*, #
Mrs. Carleen Welch – n*

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

** present via Zoom video conference*

not present at time of roll call, but present for all resolutions

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 comments were noted during the meeting.

Minutes

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



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Resolution #2020-032: Mr. Swedenborg made the motion to approve the minutes of the June 22, 2020 Regular Board Meeting. Mr. Rydquist seconded, and the minutes were approved by a roll call vote (yes – 8, no -0).

Finance Committee

A. Fiscal Officer's Report

1. June Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$990.00

Mr. Swedenborg represented the Finance Committee in Mrs. Welch's' absence.

Ms. Pandelli presented June Financial Statements. She noted that for the month the PLF of \$96,626.36 was received that was 7.6% lower than the prior year. She informed the Board that she is still waiting for an Amended Certificate of Estimated Resources from the county.

The settlement for the 1st half of 2019 property taxes was received totaling \$442,052.09. The 2nd half tax advances should start to be received in later summer.

The investment account received \$9,307.62 in interest and dividend revenue and the value increased \$55,894.26 for the month.

The Café had a net income of \$514.56 in June, leaving a balance of -\$17.60. This income is due to the ACME Cashback revenue received totaling \$640.

Ms. Pandelli highlighted donations, noting that \$300 had been received in memory of Molly Boden as well as \$500 from the Forhan Family Foundation.

Mr. Musnuff inquired how the monthly interest and dividends were reinvested into the funds. Ms. Pandelli responded that the funds are transferred to a money market account, the income is then split among the unrestricted and endowment funds.

Resolution #2020-033: Mr. Swedenborg made the motion to approve the June Financial Statements as presented. Ms. Link seconded, and it was approved by roll call vote (yes –8, no – 0).

Mr. Swedenborg informed the Board that the Finance Committee was in consensus to recommend setting up a memorial fund in the amount of \$15,000 in honor of Paul and Molly



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Bodden. This would be in recognition of their longstanding support of the library over the years. Ms. Pandelli stated the funds would come out of the unrestricted Private Funds and only earnings would be spent.

Resolutions #2020-034: Mr. Swedenborg made the motion to establish the Paul & Molly Bodden Memorial Fund in the amount of \$15,000 from the Private funds. Mrs. Dorson seconded, and it was approved by a roll call vote (yes - 8, no -0).

Ms. Polott reviewed the 2021 Pro Forma budgets for the General Fund and Ms. Pandelli reviewed the Capital Improvement and Maintenance Fund and Café Fund Pro Forma budgets

Ms. Polott stated that these budgets are just a snapshot in time of the revenue and expenses expected in the coming year. Ms. Polott stated that the library is facing reductions in revenue and therefore she met with Department heads to determine where reductions could be taken and those areas that could not be reduced.

Ms. Polott drew the Board's attention to the Salaries, Supplies and Maintenance and Equipment lines of the Pro Forma budget. She highlighted the reduction in Salaries due to a hiring freeze and large increase in Maintenance supplies due to costs of procuring PPE supplies, plexiglass purchase and installation and cleaning supplies. She further discussed reductions in Capital Improvement as well as Furniture and Equipment, noting that over the past several years the library had invested heavily in these areas with LED lights and parking lot Improvements, allowing for a temporary reduction at this time. Lastly, she noted the significant Contingency left of \$760,576 after these line reductions were made.

Mrs. Marshall expressed concern over whether the budget cuts were too deep in the digital areas of the budget. Ms. Polott responded that the library is only held to these Pro Forma Budgets until March of 2021. At that time as usage trends and better financial data become available, we can adjust various budget lines accordingly.

Next Ms. Pandelli presented the Capital Improvement and Maintenance Fund (CIMF) and Café Pro Forma budgets for 2021.

Ms. Pandelli discussed the reduction in revenue in the CIMF was due to the drop-in interest rates on the certificates of deposits. The budget included \$150,000 in the Capital Improvement line to allow for possible LED lighting upgrades and roof repairs, noting that these projects have been delayed due to the current financial climate.



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Mr. Swedenborg inquired whether postponing facility projects such as the roof would create any issues. Ms. Pandelli responded that there was no concern, based on a recent review by roofing contractors, as they concluded the current roof is in good condition. Ms. Polott concurred that she was comfortable waiting on the roof repairs in light of the review by outside contractors.

Ms. Pandelli next discussed the Brewster Café Pro Forma budget, stating that the Café may not open until later in the year, if at all during 2020. She stated the budget items were slightly reduced, but served as place holders, to allow for expenses to re-open.

Resolutions #2020-035: Mr. Swedenborg made the motion to approve the 2021 Pro Forma budgets for the General, Capital Improvement & Maintenance and Brewster Café Funds. Mrs. Marshall seconded, and they were approved by a roll call vote (yes -8, no -0).

Ms. Pandelli stated that the yearly \$90,000 transfer to the Capital Improvement and Maintenance Fund, has yet to be approved, due to the pandemic. An approval by the Board is required to make the transfer of funds. She noted that this annual fund transfer serves to build up the fund for future large capital improvement projects.

Ms. Marshall inquired of the ability to transfer funds back to the General Fund if the need would arise at some point. Ms. Pandelli responded that this could be done, per an approval vote of the Board.

Resolutions #2020-036: Mr. Swedenborg made the motion to approve the transfer of \$90,000 from the General fund to the Capital Improvement & Maintenance Fund. Mr. Rydquist seconded, and it was approved by a roll call vote (yes -8, no -0).

Director's Report

Ms. Polott presented the Director's report discussing recent digital highlights. Ms. Polott updated the Board on the Battelle Study, currently in round 2 testing various types of paper then to round 3 testing plastic items, results are expected in 2-4 weeks.

Ms. Polott advised the drive -through window is active and curbside has slowed down a bit. She noted that only 60 people are permitted in the building at a time and people are intrigued by the temperature device. Inquiries have been received on the re-opening of the Archives area. Ms. Polott stated that the library is awaiting the Battelle Study results as well as seeking procedures that are safe to sanitize microfiche.

Ms. Link inquired of discussions on the triggers that would necessitate a library closure. Ms.



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Polott responded there have been many discussions on this issue and stated that if the county would move into the Level 4- Purple zone in the Public Health Advisory Alert System, that the library would roll back services. Additionally, if staff would become ill precluding the ability to properly staff the library this would necessitate a closure and deep cleaning.

Friends of the Hudson Library

Ms. Polott gave an update on the reopening of the Friends book sales in her Directors report. The Friends sales are still currently only on-line. Ms. Polott stated that she has been working with Friend's President Lynn Remly to strategize on how to safely proceed. Plexiglass, which will need to be installed is unfortunately on backorder. Once installed access will be limited due to space challenges in that room.

Mr. Musnuff commented on the success of the Friends in adapting to the current closure and the success of the online sales.

Committee Reports

Philanthropy Committee

Mrs. Marshal informed the Board that the Philanthropy Committee is meeting again and regrouping after the library closure. The next meetings will be focusing on how to assist fundraising in the current climate. Ms. Marshall stated that now is not the time to host fundraising events due to the upcoming levy.

Other Business:

Mr. Musnuff informed the board that legal council did review the 2-year term previously approved with the 2.9 millage, at the June 22nd Board meeting. Legal counsel concluded that this shorter term was permissible and there would not be an issue proceeding with the levy process.

Mr. Musnuff raised the concern regarding the Library's ability to hold the Annual Meeting in February in the event that the prohibitions against large assemblies of people are still in effect because of the COVID-19 crisis. Our Regulations require the Library hold an Annual Meeting in February at the Library facility or other public space in Hudson. Not anticipating a situation like the one created by the current pandemic, the Regulations contain no provision for holding the Annual Meeting by any remote method or any other method. This raises issues of how the Library can hold the Annual Meeting, and the annual election of Trustees, if the Membership cannot assemble. To address these issues, Mr. Musnuff announced the creation of an ad hoc committee to look at the issues and determine steps that could be taken to hold the Annual Meeting under these conditions. Mrs. Thompson has agreed to Chair this committee. Mrs.



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Thompson requested any Board members interested in being a part of this committee to contact her by email or phone.

Adjournment

Meeting adjourned at 8:01 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees