



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

August 24, 2020

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 - Donations in the amount of \$3,777.44
- #2020-039 Approval of the Creation of the Coronavirus Relief Fund



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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 7:11 pm on Monday, August 24, 2020 via Zoom Video Conference by President Basil Musnuff. Mr. Musnuff commented that these formats were utilized because of social distancing requirements due to the COVID-19 pandemic, precluding 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

**present via Zoom video conference*
*Barbara Bos- Hudson League of Women Voters**

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 stated that he typically requests those viewing the meeting via the YouTube stream to please put their name in the comments section. Due to technical difficulties with streaming the meeting on the Library's YouTube Channel, the meeting will be recorded and posted to the library YouTube channel, at a later time. He requested any comments or inquiries be emailed to him directly to be read at the next Board meeting.

Minutes

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



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Resolution #2020-037: Mr. Swedenborg made the motion to approve the minutes of the July 13, 2020 Regular Board Meeting. Mrs. Marshall seconded, and the minutes were approved by a roll call vote (yes – 9, no -0).

Finance Committee

A. Fiscal Officer's Report

1. July Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$3,777.44

Ms. Pandelli presented the July Financial Statements. She noted that for the month the PLF of \$118,426.58 was received that was 3% more than the prior year. Ms. Pandelli stated an amended certificate of estimated resources from the county was received, showing a decrease of 35% from prior estimates. She noted that the Library will, however, be more conservative when making budget adjustments, reflecting closer to a 15%-20% decrease.

The second advance for the 2nd half property taxes in the amount of \$461,644.77 was received, leaving just under \$1 million dollars expected to be received for the remainder of the year.

The investment account received \$1,824.77 in interest and dividend revenue. A transfer of \$50,000 into the checking account was made to cover anticipated expenses, another transfer before the end of the year to cover program expenses can be expected. The market value of the portfolio was \$2,739,137.36, an increase of \$103,721.08 for the month.

The Café had a net loss of \$112.23 due to the dishwasher rental fee, leaving a balance of -\$129.85.

Ms. Link inquired of the additional amount to be transferred before the end of the year. Ms. Pandelli responded that she expected to transfer \$50k-60k and it is expected to be made in October.

Resolution #2020-038: Mrs. Welch made the motion to approve the July Financial Statements as presented. Mr. Swedenborg seconded, and it was approved by roll call vote (yes –9, no – 0).

Mr. Musnuff next requested Ms. Pandelli to discuss the audit results.

Ms. Pandelli discussed the 2018 and 2019 audit results that were sent out to the Board. Ms.



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Pandelli noted for the 2018 financial reports, there was one (1) finding- a formatting error. New FASB standards were to be adopted for the 2018 report but were not reflected in the initially filed financials. The new standards were reflected in the 2019 financials and there were no findings. Ms. Pandelli explained that the updated standards are more in line with new information that is reported on the Form 990. Ms. Pandelli commented that all policies were tested and there were no findings.

Mrs. Marshall inquired regarding the management letter and Ms. Pandelli advised that she will forward to the Board. Mrs. Marshall additionally inquired about the Auditors, Charles E. Harris & Associates and their working relationship with the library. Ms. Pandelli responded that she was pleased with the auditors and that the audit was able to be completed 100% virtually.

Ms. Pandelli inquired if the Board or the Finance Committee would like a post- audit conference with the auditors or opt to waive that option. Mrs. Welch commented that the Finance Committee, due to the clean audit, did not feel it was necessary but left the final decision to meet at the discretion of the Board.

Mrs. Marshall and Ms. Link commented that as a fiduciary duty of the Board, a meeting with the auditors, in person or virtually to allow for transparency as well as an opportunity to ask questions was a good recommendation. They noted that they have full confidence in the Fiscal Officer and staff. A discussion ensued among Board members on whether a meeting with auditors was warranted. Mr. Musnuff requested the post-audit conference be added to the next Board meeting agenda.

Mr. Musnuff directed the meeting to the next agenda item under Finance Committee related to the Coronavirus Relief Fund.

Ms. Pandelli stated that funds through the CARES Act were made available through the Office of Budget and Management and the State of Ohio, that granted each library in Ohio \$25,000 per Branch. The library applied for and was approved for the grant. Ms. Pandelli stated a requirement of the grant was to create a separate special revenue fund to track income and expenses. She stated that the Board must approve the creation of all new funds. Ms. Pandelli further stated that these funds can be used retroactively from March 1st through December 31, 2020 for expenses related to the COVID-19 Pandemic that were not originally budgeted. This new special revenue fund would be fund #202 and would have a zero balance by the end of the year.

Mrs. Dorson inquired if the funds could be utilized for staff expenses. Ms. Pandelli advised it



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could not be used for staff services, but security expenses could be considered as they are contracted through an outside company.

Resolutions #2020-039: Mrs. Thompson made the motion to establish the Coronavirus Relief Fund #202. Mr. Rydquist seconded, and it was approved by a roll call vote (yes - 9, no -0).

Director's Report

Ms. Polott presented the Director's report discussing community engagement, recent facilities highlights and programming.

Ms. Polott updated the Board on recent discussions with Laurel Lake Retirement Community and Danbury Senior Living to implement in house streaming channels. An update is expected on these discussions by September or October.

Ms. Polott commented the drive- up window activity has been high and that the arm of the window needed repair. Diebold was contacted to come out and resolve this "sticking" issue at the window. Additionally, Cavanaugh was contacted to look at some bowing plexiglass at the reference area, temporarily located in the Café. Corrigan Moving systems are expected on August 27th to fix shelving on the second floor, that was leaning.

Ms. Polott updated the Board regarding recent CDC and Health Department findings that paper towels were superior to hand dryers to prevent the spread of the virus through the air. She stated that the hand dryers have been temporarily turned off in the library. The library is also looking into humidity levels in the building as fall is approaching because the virus particles remain in the air longer when the air becomes dryer. She stated that they are working with the HVAC vendor on this issue.

Ms. Polott next reviewed some interesting statistical information. Ms. Polott stated that foot traffic in the library is heaviest during the 1st hour of the day as well as between the hours of 11 am and 2pm, noting Fridays and Saturdays are the slower days of the week. The drive-up window is very active but curbside is less so.

Ms. Polott commented on the success of virtual programming, noting recent events such as Christopher Buckley and Kathy Reichs, both of whom had large Facebook viewership in addition to their crowdcast or zoom viewers. The online music lessons, yoga and meditation programs have been very well received. She commented that staff are working on migrating the Homework Helper tutoring service to the virtual platform.



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Mrs. Dorson inquired how the Facebook views were counted in the library statistics. Ms. Polott informed the Board that a view of 1 minute is counted for statistical purposes.

Ms. Polott highlighted the Pilot project - "Podcasts- to- go", that are kits sent out with all the items needed to learn and practice recording your own podcast. A brochure is included with each kit on best practices for recording and editing.

Mr. Musnuff commented on the many innovative ways staff have come up with to serve patrons, with interesting engaging programming.

Lastly, Ms. Polott noted that they are awaiting Battelle Study information on Microfilm and the safe sanitizing of those materials, as this information affects the archives department.

Friends of the Hudson Library

Ms. Polott gave an update on the ongoing discussions regarding the reopening of the Friends book sales. Due to limited space and the large number of book stacks prove to be a challenge, to facilitate social distancing. Ms. Polott commented that Corrigan Moving was engaged to look at the Friends room to determine if adjustments or removal of stacks could be made. Especially challenging would be the extra space needed to quarantine book donations as the Flood Room is frequently full of library collections in quarantine.

Committee Reports

Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee did not meet in August. A September meeting will be scheduled.

Political Action Committee

Upcoming meeting to be scheduled

Other Business:

Ad Hoc Committee on Annual Meeting Regulations

Mrs. Becky Thompson updated the Board that the committee met virtually and are brainstorming options to proceed, in light of the restrictions on gatherings. The attorney for the library and Mrs. Thompson had a conference call and they have been engaged to research the issues. The next meeting will be scheduled once the attorney responds with findings. It is anticipated that there will be options to review by November.



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Adjournment

Meeting adjourned at 8:01 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees