



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

Resolution Index

- #2020-044 Approval of Regular Board Meeting Minutes of September 28, 2020
- #2020-045 Approval of September Financial Statements
 - Payouts for the General, Private, Capital Replacement and Brewster Café Funds
 - Donations in the amount of \$25,490.36
- #2020-046 Approval of 2021 Public Library Fund Allocation
- #2020-047 Approval of 2021 Tax Levy Certification
- #2020-048 Approval to move December Regular Board meeting to December 21st, 2020.



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

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, October 26th, 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 and in accordance with the relaxations of the Ohio Open Meetings law in place due to the pandemic.

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

VISITORS

**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.

Minutes

Mr. Musnuff presented the minutes of the September Board Meeting. Mr. Musnuff inquired of the Board if there were any comments or proposed changes to the minutes, and none were given.

Resolution #2020-044: Mrs. Dorson made the motion to approve the minutes of the September 28, 2020 Regular Board Meeting. Ms. Link seconded, and the minutes were approved by a roll call vote (y-7, n-0).



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

Finance Committee

A. Fiscal Officer's Report

1. September Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$25,490.36

Ms. Pandelli stated that PLF revenue received of \$120,148.02 was 7% more than this time in 2019. Although total collection is even to last year through the third quarter, the library continues to operate under a conservative budget, understanding that funding could decrease. The library's investment account received \$11,225.06 in interest and dividend earnings. The fund received \$6,837.88 in realized gains, while the market value decreased \$63,449.67, leaving a balance of \$2,750,710.80 at month end. Since the opening of the fund, the market value has increased \$513,826.61.

Ms. Pandelli noted the receipt of the \$25,000 grant from the Office of Budget & Management made available through the Cares Act. A new fund report is included and in October all funds will be disbursed for purchases directly related to the pandemic.

Resolution #2020-045: Mr. Swedenborg made the motion to approve the September Financial Statements as presented. Mr. Rydquist seconded, and it was approved by roll call vote (y-7, n-0).

Ms. Pandelli and Ms. Polott met with other Summit County library directors and trustees to review the 2021 PLF formula. The Hudson Library's allocation percentage of 6.778% is an increase of approximately 0.2%. Ms. Pandelli reviewed the various components of the calculation highlighting the units of service (circulation) component of the formula had increased while the other factors did not change. With the 2020 census being conducted, the population component could change in later years.

Resolution #2020-046: Mr. Swedenborg made the motion to approve the 2021 Public Library Fund Allocation of 6.7788090. Ms. Link seconded, and it was approved by roll call vote (y-7, n-0).

Ms. Pandelli presented the Tax Levy Certification for the collection year 2021 from the Summit County Budget Commission, which shows the current property value totals, estimated effective rate, and expected revenue. Ms. Pandelli advised that the certification must be accepted by the Board in order to receive the funds in 2021.



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

Resolution #2020-047: Mr. Swedenborg made the motion to approve the Tax Levy Certification for 2021 as presented. Mrs. Dorson seconded, and it was approved by roll a call vote (y-7, n-0).

Director's Report

Ms. Polott presented the Director's report and discussed some recent facilities highlights and virtual programming events.

Ms. Polott stated that the HVAC vendor and the electrician will be starting work on the air humidification system. Johnson Controls tested the fire suppression system and recommended a 3-year integrity air test to check for any leaks in the dry system, which will be done soon.

Ms. Polott noted that there will be a second rollout of mask distribution by the Bureau of Workers Compensation to Ohio employers. She noted that the library uses and distributes masks to patrons.

Ms. Polott noted that on average the library foot traffic ranges from 150-220 patrons daily. The library has increased hours by 3 during the week, but with no real increase in traffic noted with the expansion of hours. The book drop is still very active but curbside service is slower.

Ms. Polott stated that virtual programming continues to be strong. She highlighted some new initiatives such as;

- Podcasting-to-go kits and
- Studio-to-go kits-an upcoming rollout, with all items necessary such as a camera and microphones, green screen and a tripod
- Touchless self-checkout screens have been well received by patrons; they simply wave their fingers over the screen rather than having to touch it.

Ms. Polott shared that although the Clevnet staff at Cleveland Public Library is working primarily remotely, they worked in conjunction with American Security Systems to provide remote access to the security cameras.

Next Ms. Polott discussed recent Archive initiatives, while they await results from the Battelle Study on how to properly clean/sanitize microfilm and microfiche. The library will be rolling out the Underground Railroad Virtual Tour shortly, and the John Brown Virtual Tour and the Civil War Virtual Tour is in development and will come out in later winter or spring. Staff is looking at different archival cases for the mount for the Dr. Moses Thompson saddlebags and medical



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

bottles. A decision will be made shortly to purchase. She stated the library is working with the Hudson Genealogy Study group to offer programming to the broader community.

Ms. Polott lastly discussed the upcoming election and working with the Summit County Board of Elections for the election on November 3rd. The Flood Family Meeting Room has been used to quarantine large amounts of materials, all of which must be moved to the Rotunda to allow for voting equipment set up for the election. Due to this relocation of quarantined materials, the library will roll back services to only drive-up and curbside services starting the day before the election through the day after. JanPro will be brought in to deep clean and sanitize the areas used during the election once the election equipment is gone. Mrs. Lindley inquired on the length of time the library is currently quarantining materials upon return. Ms. Polott responded that materials are quarantined for 6 days and rotated back in on the 7th day. She commented that this issue is currently under review and will be discussed at the next department head meeting and she would update the Board on any outcome decision.

Friends of the Hudson Library

Ms. Polott updated the Board on a recent donation of \$2,000 to the library along with an upcoming donation of \$3,000 expected in November. Mr. Musnuff commented on the appreciated efforts of the Friends and Marilyn Orr's continued efforts working on Amazon sales.

Committee Reports

Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee is scheduled to meet on October 28th. There is nothing to report at this time.

Levy Update

Mr. Musnuff stated that we are about back on track with the library Levy resolution after the technical irregularities noted at the prior Special meeting were corrected. He stated that we are now seeking a 5-year renewal levy and City Council will declare it an emergency measure and pass it on the 2nd reading. The levy is still on track to meet the spring ballot deadline, even with the complications encountered.

Mr. Musnuff inquired again if any comments from the public and none were noted.

Other Business:

Consider date change of December 2020 Board meeting



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 26, 2020

Mr. Musnuff noted that the December meeting is currently scheduled for Monday December 28th and inquired if members preferred another date with several Board members preferring December 21st.

Resolution #2020-048: Mrs. Marshall made the motion to move the December Board meeting to December 21st. Mr. Rydquist seconded, and it was approved by a roll call vote (y-7, n-0).

Lastly Mr. Musnuff noted that the temporary relaxation of the sunshine laws will expire in December 2020 and the ability to hold the Board meeting via zoom would end unless extended by the Ohio legislature. He stated that there is a possibility that the Board may cancel the December meeting, if it is still unsafe to meet in person and the relaxation of the law is not extended.

Adjournment

Meeting adjourned at 7:44 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees