



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

March 22, 2021

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- #2021-012 Approval of Regular Board Meeting Minutes of January 25th, 2021 and Organizational Meeting Minutes of February 22nd, 2021.
- #2021-013 Approval of January 2021 Financial Statements
 - Payouts for the General, Private, Capital Improvement and Brewster Café Funds
 - Donations in the amount of \$265.89
- #2021-014 Approval of February 2021 Financial Statements
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 - Donations in the amount of \$619.36
- #2021-015 Approval of 2021 Final Budgets for General Fund, Private Funds, Capital Improvement & Maintenance Fund and Brewster Café Fund
- #2021-016 Approval of Fund Transfer from the General Fund to the Capital Improvement and Maintenance 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 7:03 pm on Monday, March 22nd, 2021 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 – n*
Mrs. Becky Thompson – y*
Mrs. Carleen Welch – y*

OFFICIALS AND OTHERS PRESENT AT ROLL CALL

Ms. Leslie Polott, Executive Director – y*
Ms. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y*
Ms. Molly Pandelli, Fiscal Officer – y*

VISITORS

**present via Zoom video conference*

Mr. Musnuff noted for the record that there was a quorum present for the Board Meeting.

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 during the pandemic. He requested the public viewing the meeting via the YouTube stream to please put their name in the comments section, and that all public comments be placed there for presentation to the Board. The comments will be monitored and addressed later in the meeting.

Minutes

Mr. Musnuff presented the minutes of the January 25th, 2021 Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were given. The minutes of



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the February 21st, 2021 Organizational meeting were presented next, and no proposed comments or changes were given.

Resolution #2021-012: Ms. Link made the motion to approve the minutes of the January 25th, 2021 Board Meeting and the minutes of Organizational Meeting on February 21st, 2021. Mrs. Marshall seconded, and the minutes were approved by a roll call vote (y - 8, n - 0).

Finance Committee

A. Fiscal Officer's Report

1. January Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$ 265.89

Ms. Pandelli presented the January Financial Statements. She noted that the PLF revenue amount of \$110,321.61 is approximately 8.5% more than what was received in January 2020, while total PLF is up 5.4% from 2020.

The investment account earned \$301.82 in interest and dividends, \$7,839.25 in realized gains, and \$6,757.76 in unrealized gains and an advisory fee of \$3,092.74 was charged to the account. The market value of the portfolio was just over \$3 million at month end. No questions were brought forth on the January financial reports.

Resolution #2021-013: Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the January Financial Statements as presented. Mrs. Dorson seconded, and it was approved by roll call vote (y - 8, n - 0).

2. February Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$ 619.36

Ms. Pandelli presented the February Financial Statements. She noted that the PLF amount of \$127,276.00, is 4.18% more than what was received last year. Total received for the year is up 6% while statewide PLF is up approximately 3%. Through the month of February, we have collected 20% of the projected PLF for the year.

The investment account earned \$1,551.76 in interest and dividends for the month and \$9,971.48 in realized gains. There was a transfer of \$60,000 to the checking account to pay for the expenses from the permanent endowments for upcoming programs. The market value of



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the portfolio was \$3,069,537.56 at month end. No questions were brought forth on the February financial reports.

Resolution #2021-014: Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the February Financial Statements as presented. Mrs. Marshall seconded, and it was approved by roll call vote (y - 8, n - 0).

Ms. Polott and Ms. Pandelli presented the 2021 Final Appropriations for all funds. Ms. Polott stated that she works closely with department heads and reviews customer trends in developing the General Fund budget. She noted that the intent is to operate below the line item budget amounts, until the outcome of the levy is known. Ms. Polott reviewed the budget lines with larger increases from the Pro Forma, highlighting staff training, outside and professional services, and library materials and programming, with emphasis on digital products. Ms. Polott explained that the Brewster Café is currently closed however a budget projection was developed to allow funds to be available if the Department of Health restrictions change to allow the Café to reopen, safely.

Mrs. Marshall inquired of Ms. Polott to further review and discuss the major areas of increase with justification within the General Fund budget. A discussion of the rationale with the development of the budgets occurred. Mrs. Welch and Ms. Pandelli explained that any adjustments to the budgets require Board approval and must be submitted to the Summit County Fiscal Office.

Ms. Pandelli presented the Capital Improvement and Maintenance Fund Budget which included \$250,000 to allow for the possibility of resuming improvements to the roof and the LED light upgrades that were paused during the pandemic.

Ms. Pandelli presented the Private Funds budget noting it is updated monthly as donations and grants are received. She stated that the budget includes any unspent funds from the prior year, earnings on the permanent memorials, the annual \$35,000 Board-approved transfer, and other Board expenses. No additional questions on the budgets were given.

Resolution #2021-015: Mrs. Welch stated the Finance Committee recommended approval and made the motion to approve the 2021 Final Appropriations for the General Fund, Private Funds, Capital Improvement & Maintenance Fund and Brewster Café Fund. Mrs. Thompson seconded, and it was approved by a roll call vote (y - 7, n - Mrs. Marshall).

Ms. Pandelli presented the annual transfer of \$90,000 to the Capital Improvement and Maintenance Fund from the General Fund that allows for the funding of large capital



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expenditures necessary for the library building upkeep. Ms. Pandelli stated the funds are then transferred to a certificate of deposit at Northwest Bank.

Resolution #2021-016: Mrs. Welch stated the Finance Committee recommended approval and made the motion to approve the General Fund Transfer to the Capital Improvement and Maintenance Fund. Mr. Rydquist seconded, and it was approved by a roll call vote (y - 8, n - 0).

Director's Report

Ms. Polott presented the Director's report and highlighted several grants the library staff are seeking, including a League for Service grant for \$1,000, an LSTA grant for \$4,999 to create a Storywalk on the property, the Burton D. Morgan Grant for the next two year cycle, and a Garden Club grant.

Ms. Polott highlighted upcoming programs including Al Roker and Erin Brockovich in April, and Isabel Wilkerson and David Baldacci in September.

Ms. Polott stated that the phone system is aging, it is now 16 years old, so an assessment will be conducted to determine if an upgrade to the system is necessary.

Friends of the Hudson Library.

Ms. Polott updated the Board on the recent activities of the Friends and noted they had their first book sale in March, which was a financial success with some small social distancing concerns. She stated that the social distancing concerns had been addressed with some new procedures. Ms. Polott stated that a system has been developed to allow the Friends to start accepting book donations twice a month with quarantining done offsite.

Committee Reports

Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee met right before the Board meeting and noted that the staff had been working to secure potential speakers for a fundraiser, but unfortunately a live event will not occur this year. Instead, a beer tasting with Great Lakes Brewing Company is being reviewed and quotes have been requested. Mrs. Marshall stated that Ms. Pandelli chose the DonorPerfect software for the library's donor management system. The software will track donations, keep donor profiles, and manage fundraising events, as well as updating the donation page on the library website.



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Levy Update

Mr. Musnuff stated that levy signs are already up around the Hudson community and continue to be distributed. The letters to the editor are being compiled and will be submitted to the Hudson Hub Times starting with the March 28th publication. Mr. Musnuff stated that he and Gwen Mayer will be appearing on the local Hudson cable station to discuss the levy. Lastly, he reminded all to share the importance of the election and to vote on May 4th.

Other Business:

Ms. Thompson announced that a site was created on SignUpGenius, as a way for volunteers to sign up for the election polling locations, noting that a link to the site is on the Political Action Committee website at; www.Stronghudsonlibrary.org.

Mr. Musnuff inquired if there had been any comments from the public during the meeting and none were noted.

Adjournment

Meeting adjourned at 8:08 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees