



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

June 28, 2021

## Resolution Index

- #2021-023 Approval of Regular Board Meeting Minutes of May 24<sup>th</sup>, 2021
- #2021-024 Approval of May 2021 Financial Statements
  - Payouts for the General, Private, Capital Improvement and Brewster Café Funds
  - Donations in the amount of \$16,804.76
- #2021-025 Approval of updated salary schedule
- #2021-026 Approval of July Board meeting date change



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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 7:00 pm on Monday, June 28<sup>th</sup>, 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 – n  
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. 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 COVID pandemic. He requested the public viewing the meeting via the YouTube stream to please put their name in the comments section and invited all public comments to be placed there for presentation to the Board. The comments will be monitored and addressed later in the meeting.



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## Minutes

Mr. Musnuff presented the minutes of the May 24<sup>th</sup>, 2021 Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were given.

**Resolution #2021-023:** Mr. Swedenborg made the motion to approve the minutes of the May 24<sup>th</sup>, 2021 Board Meeting. Mr. Rydquist seconded, and the minutes were approved by a roll call vote (y - 8, n - 0).

## Finance Committee

### **A. Fiscal Officer's Report**

1. May Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$16,804.76

Mrs. Welch stated that they plan to request Legacy Strategic Asset Management to the upcoming Finance Committee meeting to discuss the Private Funds Investment policy, as well as best practices and asset distributions of the portfolio.

Ms. Pandelli presented the May Financial Statements. She noted that PLF revenue received in May totaled \$125,120.13, which is almost 49% higher than what was received last year, due to delayed tax filings last year.

The investment portfolio fund earned just over \$1,400 in interest and dividends this month. The market value of the portfolio was \$3,106,374.20 at month end, an increase of almost \$29,000 from last month. The book value of the fund was \$2,561,149.05 at month end.

The library received \$16,804.76 in donations for the month of May, with \$16,250 of that in memory of William Eldredge to be added to the Permanent Endowment fund created in his memory. Ms. Pandelli pointed out that the Financial Statements include an updated donation report using the new Donorperfect software.

**Resolution #2021-024:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the May Financial Statements as presented. Mrs. Marshall seconded, and it was approved by a roll call vote (y - 8, n - 0).

### **B. Updated salary schedule**

Ms. Pandelli presented the updated salary schedule, noting that the salary schedule was first approved in 2017. Ms. Pandelli stated that the delay in reviewing the schedule was partially due



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to the delay in the Regional Library's salary survey until after the pandemic. As libraries opened again and we experienced some turnover, it was apparent our salaries were below those of our peer libraries. A review of salaries and personnel costs and budgets highlighted that our salaries were lower in comparable positions and that a market adjustment was warranted to keep pace with and to stay competitive in order to attract and retain quality staff.

Ms. Pandelli reviewed the position changes and additions, as well as the salary increases per grade. She noted that these changes are sustainable with the current budget without compromising service to our patrons.

Mrs. Welch stated that the Finance Committee recommended a salary schedule review every 2 years, similar to the financial audit rotation. The Finance Committee was in consensus to approve the updated salary schedule.

**Resolution #2021-022:** Mrs. Marshall made the motion to approve the updated salary schedule and market adjustments. Mrs. Dorson 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 some recent activities:

- New copiers to be delivered in July from Graphic Enterprises
- Fish Window washing occurred this week
- Debut of the new virtual Underground Railroad Walking Tour
- Crane sighting at library to remove and move HVAC equipment
- Trend of digital items, now 1/3 of our circulation and expected to continue

Ms. Polott highlighted upcoming author events:

- September
  - Amanda Kloots, Isabel Wilkerson, and David Baldacci
- October
  - James Patterson
- Winter 2022 -Margaret Atwood

Ms. Polott commented that the library is developing ideas for a preservation grant to conserve a railroad map and a railroad stationmaster uniform, to be placed in the Eldredge Room.



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## Friends of the Hudson Library

Ms. Polott updated the Board on Friends activities noting that the Friends Room will now be open four times a month for book sales. Mrs. Dorson commented that the Friends now have 71 members and collected over \$3,700 from these members.

## Committee Reports

### Philanthropy Committee

Mrs. Marshall informed the Board that the Philanthropy Committee met right before the Board meeting and updated all on feedback from Great Lakes Brewing noting they are willing to host small events at their location but will not travel to other venues. She stated that the DonorPerfect migration is ongoing and that all 2019-2021 donations have been uploaded. Next, the Fiscal Office will create a donation link on the library website for donors that will pull information directly into the Donorperfect software, which should be completed in July. The next Philanthropy Committee meeting is to be determined.

## Other Business:

### July Board meeting date

Mr. Musnuff advised the Board that the July Board meeting would need to occur before July 15<sup>th</sup> to accommodate the Pro Forma Budget state deadline, suggesting moving the Board meeting to Monday July 12<sup>th</sup> at 7:00 pm. Ms. Pandelli noted that the relaxation of the Sunshine laws could expire resulting in an in-person Board meeting.

**Resolutions 2021-026:** Mr. Musnuff made the motion to move the July Board meeting date to Monday July 12<sup>th</sup> at 7:00 pm. Mr. Swedenborg seconded, and it was approved by a roll call vote (y - 8, n - 0).

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

## Adjournment

Meeting adjourned at 7: 49 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees