



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

July 12, 2021

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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 7:02 pm on Monday, July 12<sup>th</sup>, 2021 in the Flood Family Meeting Room of the Hudson Library and Historical Society by President Basil Musnuff.

President Basil Musnuff directed the Board Fiscal Officer 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. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – n

## VISITORS

Mary Hughes – Hudson League of Women Voters  
Eileen Kennedy – Community Member

## Public Comment

Mr. Musnuff invited public comment as the first order of business on the agenda.

## Minutes

Mr. Musnuff presented the minutes of the June 28<sup>th</sup>, 2021 Board Meeting. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were given.

**Resolution #2021-027:** Mrs. Dorson made the motion to approve the minutes of the June 28<sup>th</sup>, 2021 Board Meeting. Mr. Swedenborg seconded, and they were approved by unanimous voice vote.

## 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 \$1,495.14



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Ms. Pandelli presented the June Financial Statements. She noted that PLF revenue received was just above \$160,000 which as reported prior, is higher than last year due to the delayed tax filing requirements. The investment portfolio fund earned \$9,841.26 in interest and dividends this month. The market value of the portfolio increased over \$26,000 for the month, leaving an ending balance of \$3.13 million. The library received \$1,495.14 in donations, with \$275 in memory of William Eldredge to be added to the endowment fund created in his memory and \$1,000 from Doug and Lynn Krapf in support of the youth book box program created during the pandemic. Ms. Pandelli noted that the financial statements include a 5-year comparison report for the General and Private Funds.

**Resolution #2021-028:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the June Financial Statements as presented. Mr. Swedenborg seconded, and they were approved by unanimous voice vote.

## **B. 2022 Pro Forma Budgets**

Ms. Polott presented the 2022 General Fund Pro Forma budget, noting that these budgets are a guestimate of where we may be at the start of 2022 and that the library will operate with this budget until the final budget is approved in March. Many factors are considered in preparing these budgets, including revenue estimates, library initiatives, circulation of the materials, current national trends and facility needs.

Ms. Polott noted that the Personnel budget lines have increased due to the updated salary scale. Supplies are expected to decrease thanks to a stockpile of supplies purchased during the pandemic. As for materials and programming, printed material use has dropped while the use of digital products is climbing. There has been a shift from physical periodicals as they have either been discontinued or offered in digital format only. Ms. Polott highlighted the fact that virtual authors programs are less expensive than live programs and allow the library to secure a broader range of authors. Since the library was able to do a lot of capital improvements prior to the pandemic, Ms. Polott noted that she does not expect to spend as much out of the capital expenditure expense lines. The transfer of \$90,000 to the Capital Improvement & Maintenance Fund will remain the same. Ms. Polott highlighted the healthy contingency balance, stating that we want to keep that balance high during the first couple of years during a levy cycle.

Ms. Polott presented the Brewster Café Fund budget, which is held the same as 2021 budget since it is unclear when the café will be reopened due to staffing issues and health department requirements.

Ms. Pandelli presented the Capital Improvement and Maintenance Fund Budget, noting that the



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revenue is slightly lower due to the low interest rate on the certificates of deposit. She highlighted that possible expenditures could include LED lighting upgrades or roofing repair and/or upgrades.

**Resolution #2021-029:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the 2022 Pro Forma Budgets as presented. Mr. Rydquist seconded, and they were approved by unanimous voice vote.

## Director's Report

Ms. Polott presented the Director's report. She noted that the Summer Reading program is very popular with the children's department offering some live programs along with the virtual programs, with about half of the live programs requiring masks based on customer feedback. Archives appointments have started again. Patrons are given a 2-hour time limit and must wear masks and white gloves when handling materials. Ms. Polott highlighted the following upcoming programs: Ann Cleeves, Dr. Scott Gottlieb, Stanley Tucci, George H. Bush's former Chief of Staff Jean Becker, James Patterson, David Baldacci, and Margaret Atwood.

## Friends of the Hudson Library

Ms. Polott reported that the Friends had their monthly meeting last week where they approved a gift of \$2,000 for Adult Nonfiction books, \$2,000 for the Perry Noe programming series, with \$1,000 to be spent and \$1,000 to be added to the endowment balance, and \$1,000 for the Political Action Committee. She noted that they are doing better with physical sales, while online sales are down. The bookstore is now open 4 times per month and they are accepting book donations from 9:00 to 11:00 am on Mondays, Wednesdays, and Fridays.

## Committee Reports

No other committee reports given.

## Other Business:

## August Board Meeting

Mr. Musnuff raised the prospect of cancelling the August meetings as there are no pressing items for discussion. Mrs. Marshall and Mrs. Welch noted that the Philanthropy and Finance committees are also able to cancel with the Investment Advisor presentation being moved to the September Finance Committee meeting that will be moved to September 22<sup>nd</sup>.

**Resolution 2021-030:** Mr. Swedenborg made the motion to cancel the Regular Board meeting in August. Mrs. Thompson seconded and it was approved by unanimous voice vote.



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## Diversity, Equity and Inclusion Proposed Statement

Mr. Musnuff first reminded the Board that the library is subject to the Ohio Sunshine Laws and the Board cannot engage in conversations or cast opinions on library business in email.

Mr. Swedenborg stated that he attended recent school board and city council meetings and read an article about the city's problem with diversity, equity and inclusion (DEI). He noted that Hudson City Council has a resolution to approve funding for DEI efforts. Mr. Swedenborg then read a statement he suggests the Library Board adopt to express its support of DEI efforts.

Ms. Polott highlighted ways the library promotes DEI through programming and collections and noted that library staff is actively working with outside community organizations on this effort.

The Board discussed the statement proposed by Mr. Swedenborg. Some spoke in support of the sentiments expressed. There were concerns expressed about some of the specific provisions of the statement. Mr. Musnuff suggested the creation of an Ad Hoc Committee to discuss the matter in greater detail. He noted that everyone who makes Hudson their home should feel welcome in the library and the community. Board members expressed support of the creation of a DEI Ad Hoc Committee.

**Resolutions 2021-031:** Mrs. Marshall made the motion to create a Diversity Equity and Inclusion Ad Hoc Committee. Mrs. Welch seconded and it was approved by unanimous voice vote.

Community Member Eileen Kennedy was asked if she had any comments. She stated that she appreciates that the library is a place that gets things done and that we need to make sure the community knows what all goes on here because it is terrific. She noted that if Hudson City Council does pass the \$30,000 allocation focused on DEI initiatives, it would not surprise her if someone associated with the library to be invited. She appreciates that the Board has a plan.

## Adjournment

Meeting adjourned at 8:28 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Molly Pandelli, Board Secretary  
Board of Trustees