



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 22, 2024

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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, January 22<sup>nd</sup>, 2024, in the Flood Family Meeting room by President Basil Musnuff.

President Basil Musnuff directed the Board Secretary to call the Roll.

## TRUSTEES PRESENT AT ROLL CALL

Mr. Tim Clarke – y

Ms. Beverly Dorson – y

Mr. Basil Musnuff – y

Mr. John Rydquist – y

Ms. Annee Suntken - y

Mr. Rob Swedenborg – y

Ms. Heidi Walters – n

Ms. 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 – y

## VISITORS

Lynda Grieves- Hudson resident, Trustee applicant

Barbara Bos-Hudson League of Women Voters

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

## Public Comment

Mr. Musnuff invited public comment as the first order of business. No comments were brought forth.

## Minutes

Mr. Musnuff presented the minutes of Regular Board Meeting on November 27<sup>th</sup>, 2023. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2024-001:** Mr. Swedenborg made the motion to approve the minutes of the November 27<sup>th</sup>, 2023 Regular Board Meeting. Mr. Rydquist seconded, and they were approved by unanimous voice vote.



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## Finance Committee

Ms. Welch stated the Finance Committee met to review the November and December Financial Statements and Private Fund Appropriations. She turned the financial statement review over to Ms. Pandelli.

### A. Fiscal Officer's Report

1. November Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$3,376.30

Ms. Pandelli presented the November Financial Statements. The library received \$142,752.26 in PLF revenue, which is approximately 9.2% more than last year. Total PLF revenue through November was approximately 5% more than 2022, while statewide collection is 1.5% more than 2022.

The Private Funds investment account earned \$2,753.19 in interest and dividends in November and had a market increase of over \$183,000. There was a transfer from the investment account to the checking account of \$100,000 to cover upcoming programs and deposits on 2024 programs, leaving an ending balance of just over \$2.5 million at month end.

In November, the library received \$3,376.30 in donations, including \$2,500 from the Friends of the Hudson Library that was split between the Brewster Café and the Perry Noe endowment fund and \$795 from the Giving Tuesday campaign to support the children's room.

**Resolution #2024-002:** Ms. Welch made the motion to approve the November Financial Statements as presented. Ms. Dorson seconded, and they were approved by a unanimous voice vote.

2. December Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$18,561.93

Ms. Pandelli presented the December Financial Statements. The library received just under \$150,000 in PLF revenue in December, which is approximately 5.8% more than last year. PLF revenue totaled \$1,733,115.63 for the year, which is 5.2% more than last year, and approximately 2.3% more than previously estimated. Statewide PLF was up 1.55% for 2023.



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In December, the Private Funds investment account earned \$18,382.23 in interest and dividends and had a market value increase of \$130,515.22, leaving an ending market value of \$2,711,000. The book value of the portfolio was approximately \$2,362,000. Mr. Musnuff inquired of the calculation of the book value and Ms. Pandelli discussed the difference between market and book value.

The library received \$18,561.93 in donations in the month of December. Donations included \$3,500 from the Friends of the Hudson Library to support the Brewster Café and adult programming, \$2,500 from Peter and Linda Augustin for adult programming, \$700 from Nancy Wood for historical programming and \$200 from Lucy Karlake for audiobooks, these were all repeat donors. The library also received \$10,180 from the estate of Jack Houlette, with plans to start a programming endowment fund in his name.

Ms. Pandelli reviewed the breakdown of donations and grants received in 2023 totaling \$163,324.52 by category. Ms. Pandelli stated the transfer to the Brewster Café from the Private Funds totaled \$4,596 at year end.

**Resolution #2024-003:** Ms. Welch stated that Finance Committee recommended approval of the December Financial Statements as presented. Mr. Barnett seconded, and they were approved by a unanimous voice vote.

## **B. Private Funds Appropriations**

Ms. Welch and Mr. Swedenborg updated the Board on the history of annual long-standing appropriation of Investment fund earnings starting in 2006 in the amount of \$35,000 to supplement the collection and programming. An additional \$10,000 has been added to the annual appropriations for the Leslie Polott Programming Fund

Ms. Polott presented the \$45,000 proposed Private Fund Allocation categories. She reviewed the process of determining the allocation that entailed a review of usage trends along with input from department head personnel. Digital materials and programming were increased as these categories drive foot traffic which promotes circulation.

**Resolution #2024-004:** Ms. Welch stated that Finance Committee recommended approval of the 2024 Private Fund Expenditure Budget and made the motion to approve as presented. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.

Ms. Pandelli stated that in mid-December Legacy Financial Advisors joined Clearstead Advisors, which moved the portfolio from Wells Fargo bank to Fidelity bank. She stated that the advisors



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are the same individuals previously approved by the Board. Mr. Clarke voiced concern and inquired of the new corporate guidance or fee structure changes due to this movement of Private Fund investments. Ms. Pandelli stated she was advised that there would be no changes to the portfolio, but noted that in February 2024, Clearstead Advisors will be presenting to the Finance Committee for further inquiries from the Board.

## Director's Report

Ms. Polott presented the Director's report and highlighted recent facility activities. Ms. Polott stated that the new Spacesaver shelving for the growing *library of things* in the Circulation department will be complete on January 23<sup>rd</sup> as well as the new Teen Room tables that were part of the Teen refresh.

She highlighted a new prototype light pendant hanging in the lobby, stating three more are to be installed later in the year. A leak on the second floor is being evaluated, although it is preliminarily determined to be related to the air handler. Ms. Polott stated The Hudson Community Band display case is to be delivered and installed on the second floor in February 2024.

Ms. Polott highlighted upcoming programming events. The library is in final negotiations to secure former Congressman Patrick Kennedy to come in the Spring of 2024. In May the library will host authors Erik Larson and Valerie Bettinelli.

## Friends of the Hudson Library

Ms. Dorson and Ms. Polott highlighted the \$35,000 donated to the library in 2023. They also stated that they are updating and redesigning the Friends website.

## Committee Reports

### Nominating Committee

Mr. Barnett stated that he had received three applications to date. He stated applicants were invited to attend the Board meeting to observe, noting Ms. Grieves was in attendance. The deadline for trustee applications is Friday January 26, 2024. The Trustee applicant interview session dates were discussed, and available dates were suggested in early February. February 7<sup>th</sup>, 2024 was determined to be an agreeable Q&A session date, none were opposed to that date.



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## Philanthropy Committee

Nothing to report

## Other Business

### Personnel Policy manual update

Ms. Pandelli stated that the library timekeeping and payroll software has been integrated from two separate systems into one. The prior timekeeping system utilized the last day of the month as the pay date allowing staff to be on two different pay periods. Due to this integration the library will be moving all staff to the same pay period with a pay date of the 6<sup>th</sup> of the month.

The integration and change in pay date necessitates an update to the Payroll section of the Personnel Policy manual. Currently the manual states that employees are paid on the last day of the month. The suggested update to the policy is to state *employees are paid monthly*.

Ms. Pandelli stated other areas of the personnel policy requiring an update include removing the specific name of the timekeeping system "Timeforce" to a more general term- a *timekeeping system*, as well as including an updated clarification that employees are responsible for reviewing and ensuring their time sheet is accurate.

**Resolution #2024-005:** Mr. Rydquist made the motion to approve updates to the Personnel Policy manual as presented. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.

### Annual Meeting and Board Elections

Mr. Musnuff discussed the upcoming Annual Meeting and suggested a change to the agenda format. The request was to move the reading of the prior Annual Meeting minutes to after the Trustee vote is completed. There were no objections to this agenda sequence change.

## Other Business:

### A. Executive Session to discuss Performance Evaluations and Compensation of Board Employees

Mr. Musnuff requested a motion to enter Executive Session to discuss the Performance Evaluations and Compensation Adjustments for Board Employees.

**Resolution #2024-006:** Mr. Swedenborg made the motion to adjourn into Executive Session to discuss performance evaluations and compensation of Board Employees, with Ms. Pandelli invited to stay at 7:55 pm. Mr. Barnett seconded, and Ms. Turkovich took a roll call vote.



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Mr. Tim Clarke-yes

Ms. Beverly Dorson-yes

Mr. Basil Musnuff-yes

Mr. John Rydquist-yes

Ms. Anne Suntken-yes

Mr. Rob Swedenborg-yes

Ms. Heidi Walters-no

Ms. Carleen Welch-yes

The Board voted unanimously in a poll vote to exit Executive Session and enter public session at 8:23 pm.

## B. Approval of salary increases of Board Employees

**Resolution #2024-007:** Mr. Swedenborg made a motion to approve an increase to the Executive Director salary to \$174,515.00 per year. Ms. Dorson seconded, and it was approved by a unanimous voice vote.

**Resolution #2024-008:** Mr. Swedenborg made a motion to the set salary for the Fiscal Officer at \$108,158 per year. Mr. Barnett seconded, and it was approved by a unanimous voice vote.

## Adjournment

Meeting adjourned at 8:26 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Secretary  
Board of Trustees