



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

## Resolution Index

- #2025-001 Approval of the Board Meeting Minutes of November 27, 2024
- #2025-002 Approval of November 2024 Financial Statements
  - Payouts for the General, Private, Capital Improvement and Brewster Café Funds
  - Donations in the amount of \$8,858.00
- #2025-003 Approval of December 2024 Financial Statements
  - Payouts for the General, Private, Capital Improvement and Brewster Café Funds
  - Donations in the amount of \$10,950.40
- #2025-004 Approval of 2025 Private Funds Expenditure Budget
- #2025-005 Approval to Form Ad Hoc Committee to review revisions to Regulations
- #2025-006 Approval to adjourn into Executive Session to discuss Performance Evaluations and Compensation of Board Employees
- #2025-007 Approval of salary of Fiscal Officer and Executive Director



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The meeting of the Board of Trustees of the Hudson Library and Historical Society was called to order at 7:02 pm on Monday, January 27<sup>th</sup>, 2025, in the Flood Family meeting room by President Basil Musnuff.

President Musnuff directed the Board Secretary to call the Roll.

## TRUSTEES PRESENT AT ROLL CALL

Mr. Samuel Barnett – y

Mr. Tim Clarke – n

Ms. Beverly Dorson – y

Ms. Maggie Mooney – y

Mr. Basil Musnuff – y

Mr. John Rydquist – 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. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y

Ms. Molly Pandelli, Fiscal Officer – y

## VISITORS

Barbara Bos- Hudson League of Women Voters

Nicole Zetzer- Trustee applicant

Courtney Cahoon White- Trustee applicant

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

## Public Comment

Mr. Musnuff invited public comment from visitors. Ms. Nicole Zetzer and Ms. Courtney Cahoon White introduced themselves as Trustee candidates. Barbara Bos stated she was representing the Hudson League for Service highlighting Random Acts of Kindness Week. Mr. Musnuff and Ms. Bos discussed that at each meeting a representative from the Hudson League of Women Voters attends to observe the meeting to promote transparency.

## Minutes

Mr. Musnuff presented the minutes of the Regular Board Meeting on November 27<sup>th</sup>, 2024. Mr. Musnuff invited any comments or proposed changes to the minutes.



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96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

Mr. Rydquist proposed a correction under the Nominating Committee section. He proposed a correction to the first sentence of the second paragraph to read; Mr. Musnuff stated that the two-year Hudson residency is not a requirement, instead of Mr. Rydquist. The Board was in agreement with the correction.

**Resolution #2025-001:** Mr. Rydquist made the motion to approve the minutes of the November 27<sup>th</sup>, 2024 Regular Board Meeting as amended. Mr. Swedenborg seconded, and they were approved by a unanimous voice vote.

Mr. Musnuff presented the Annual Meeting Minutes of the Membership of February 25<sup>th</sup> 2024. Mr. Musnuff invited any comments or proposed changes and none were brought forth.

## Finance Committee

Ms. Welch stated that Clearstead Advisors presented a quarterly update at the January Finance Committee. She inquired if there were any questions or comments on the presentation that was distributed and none were brought forth. She stated that Clearstead Advisors will present to the Board in April 2025. 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 \$8,858.00

In November, the library received \$135,035.24 in PLF revenue, which is down 5.4% than last year. For the year, the library's total PLF collection is down almost 8.4% while statewide PLF is down 6.5%.

In November, the private funds investment portfolio earned \$3,733.48 in interest and dividends. The portfolio had market increase of almost \$110,000. The market value of the portfolio at month end was just over 3 million dollars.

In November, the library received \$8,858 in donations for the month, including \$4,000 from the Friends, which was split between the Café and the purchase of a vehicle, \$400 was received in memory of Rob Marshall, and \$3,778 for the LSTA preservation grant.

Ms. Mooney inquired further of the LSTA grant. Ms. Pandelli responded that LSTA is an abbreviation for Library Services and Technology Act grant, granted to the library for the preservation of the Dawes chalk drawing.



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96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

**Resolution #2025-002:** Ms. Welch made the motion to approve the November Financial Statements as presented. Mr. Barnett 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 of \$10,950.40

In December, the library received just over \$151,000 in PLF revenue, which is .7% more than last year. For the year, the library's total PLF collection is down almost 7.63% (or \$132,000), while statewide PLF is down 5.7%.

In December, the private funds investment portfolio earned \$20,824.31 in interest and dividends. The portfolio had market decrease of \$122,301.29. The market value of the portfolio at month end was \$2,982,085.57.

In December, the library received almost \$11,000 in donations for the month. Some donations include \$3,000 from The Friends of the Library, \$2,500 from Peter & Heidi Augustin, \$1,500 from the Hudson Garden Club, \$1,500 from Basil & Maggie Musnuff, and \$530 from our Giving Tuesday campaign. Ms. Pandelli stated that the number of donors increased over the prior Giving Tuesday campaign but with less funds collected.

Ms. Pandelli reviewed the breakdown of 2024 library donations and grants totaling over \$175,000. This is an increase of 8% from 2023. She reviewed the breakdown of the donations highlighting the Friends of the Library totaling \$38,000, grants totaling almost \$73,000, permanent endowments of \$20,500 from Marilyn Preston Church and memorial donations of \$2,082.

Ms. Pandelli stated the Brewster Café ended 2024 with a \$649 balance, highlighting that a transfer from the Private Funds was not necessary for year end.

**Resolution #2025-003:** Ms. Welch made the motion to approve the December Financial Statements as presented. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

## Private Fund Appropriations

Ms. Polott updated the Board on the history of annual long-standing transfer of Investment fund



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96 LIBRARY STREET · HUDSON, OHIO · 44236

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earnings since 2006. This annual \$35,000 transfer was to supplement the library's General Funds for collection and programming. The original \$35,000 annual transfer was increased by \$10,000 annually for the Leslie Polott Programming Series.

Ms. Polott presented the \$45,000 proposed Private Fund Allocation categories. She stated there was \$15,000 allocated to adult programming and \$5,000 for Children's programming. An allocation of \$15,000 will be split among Children's fiction, Children's nonfiction and Adult digital resources. She stated that Deb Perelman, author of *The Smitten Kitchen*, will be sponsored by the Leslie Polott Programming fund in March 2025.

A discussion of various collections and programs ensued among the Board Members.

**Resolution #2025-004:** Mrs. Welch stated that Finance Committee recommended approval of the 2025 Private Fund Expenditure Budget and made the motion to approve as presented. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

## Directors Report

Ms. Polott presented the Director's report and highlighted that circulation continues to climb. She stated that over the last twenty years circulation of collections has evolved in the mix of juvenile and adult noting more digital products in the adult collection. The *Library of Things* has helped with circulation. She highlighted that the Classics collection in the Teen Room is popular.

Ms. Polott stated that an additional endowment was received from the Church Family. Funds will be allocated with a focus on mysteries. Mr. Swedenborg commented on the history of the Church family and Alonzo Church.

Ms. Polott stated that final bids for the website design were being reviewed. A vendor will be selected in the next several weeks. Facility updates included HVAC issues that were being addressed. A blower and actuator went out in the archives area and the repair and replacement entailed removing shelving to access the area to repair. Ms. Polott highlighted the reboot of *History Camp* from prior years. A modification was made to hold this event over several weeks instead of just one week.

Ms. Polott inquired if there were any questions on her report. Ms. Mooney inquired of patron suggestions and comments received. Ms. Polott stated there are many complaints regarding the new CLEVNET app. She stated that the app is not something that the library controls, but issues encountered are routed to CLEVNET and then sent on to the vendor. Ms. Polott stated that a recurring comment is that patrons would like the ability to reserve the *Library of Things* items.



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

She stated that due to untimely returns of the reserved items the library ceased the ability to reserve these items.

Mr. Musnuff commented on the collaborations noted in the Directors report. Ms. Mooney inquired of how an organization would initiate a collaboration with the library. Ms. Polott stated that they can reach out to the library with a proposal to the department head of the area to which it relates. She stressed that mutual benefits must exist between the organization and the library, discussing some examples of collaborations.

Mr. Rydquist inquired about the status of the Flood Family Meeting Room audio/video enhancements. Ms. Polott stated that the work requires a dedicated block of time in the room. A tentative plan to start in late February was anticipated, as the library is working to schedule around planned events in the room.

### Friends of the Hudson Library

Ms. Dorson stated that the Friends will participate in the Random Acts of Kindness Week in February by randomly giving away a book a day.

### Committee Reports:

#### **Nominating Committee**

Mr. Rydquist, Nominating Committee chair stated that nine applications were received for the open Board seats. He stated that all were invited to attend the Board Meeting and shared with applicants the process of voting on February 23<sup>rd</sup>. He stated that each candidate was advised there would be opportunities to ask questions at the Q&A sessions. He introduced the two new applicants in attendance, Nicole Zetzer and Courtney Cahoon White.

Various dates were discussed for candidate sessions in early February. February 3<sup>rd</sup> and February 6<sup>th</sup> were determined as the Q&A session dates. Candidate applications were requested to be sent to all Board Members ahead of the Q&A sessions. Mr. Rydquist stated that the Board does not endorse candidates, and the sessions allow candidates to learn about the Board.

The format of the Candidate Q&A sessions were discussed. Mr. Swedenborg commented on the importance of sharing with candidates the role of the Board members. He stated the Board Member handbook emphasizes Intellectual Freedom and the oversight role of Board Members, cautioning members not to micromanage the daily operations of the library. A discussion ensued among the Board Members related to Board roles and the importance to keep the Board President informed of actions taken related to the library. The portion of the Board Handbook



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

related to Board roles was requested to be given to Mr. Rydquist who would provide them to the applicants during the Q&A sessions.

## **Philanthropy Committee**

Mr. Musnuff, filling in for Ms. Walters updated the Board on the meeting held immediately prior to the Board meeting. He stated that the Philanthropy Committee is working on the 20<sup>th</sup> Anniversary Celebration in honor of 20 years in the current building. Mr. Musnuff stated that this will be three-day event held in June 2025 for all ages. He stated that fundraising potential is through sponsorships. A list of potential sponsors will be compiled by the committee to utilize the celebration as an opportunity to raise alternate funds for the Library. The dates for the event are currently June 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, 2025 before commencement of Summer Learning.

## Other Business

### **A. Format of Annual Meeting and Board Elections**

Mr. Musnuff stated that starting at the 2024 Annual Meeting the reading of the prior Annual Meeting Minutes occurred after the casting of votes. No change to the meeting format was suggested.

### **B. Formation of Ad Hoc Committee**

Mr. Musnuff stated that the last review of the regulations was several years ago. A review of the regulations is warranted to address various concerns brought forth including issues relating to publication of the Annual Meeting as well as other sections. He suggested after the Board Elections in February a new committee review the regulations for potential revision.

**Resolution #2025-005:** Mr. Swedenborg made the motion to approve the formation of an Ad Hoc Committee to review revisions to the Regulations Mr. Barnett seconded, and it was approved by a unanimous voice vote.

### **C. Executive Session to discuss performance evaluations and Compensation of Board employees**

Mr. Musnuff requested a motion to enter int Executive Session to discuss performance evaluation and compensation of Board employees Leslie Polott and Molly Pandelli.

**Resolutions #2025-006:** Mr. Swedenborg made the motion to enter into Executive Session to discuss performance evaluation and compensation of Board Employees; Ms. Polott and Ms.



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

January 27, 2025

Pandelli. Ms. Polott was invited to attend a portion of the Executive Session at 8:16 pm. Ms. Turkovich, Board Secretary took a roll call vote.

Mr. Sam Barnett-yes  
Ms. Beverly Dorson-yes  
Ms. Maggie Mooney-yes

Mr. Basil Musnuff-yes  
Mr. John Rydquist-yes  
Mr. Rob Swedenborg-yes  
Ms. Carleen Welch-yes

The Board exited Executive Session and entered public session at 8:40 pm.

## Approval of salary increases of Board Employees

**Resolution #2025-007:** Mr. Swedenborg made a motion to set the Fiscal Officer salary at \$113,566 per year and the Executive Director salary at \$183,240 per year. Mr. Barnett seconded, and it was approved by a unanimous voice vote.

## Adjournment

Meeting adjourned at 8:42 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees