



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 22, 2018

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- #2018-044 Approval of September Financial Statements
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- #2018-045 Approval of the Library's allocation of the Summit County's 2019 PLF of 6.51233%
- #2018-046 Approval of the Library's Certification of Tax Levy for collection year 2019
- #2018-047 Approval of two General Fund budget transfers:
- \$1,470 from Contingency (8999) to Auditor Expense (3720)
  - \$10,000 from Contingency (8999) to Levy Service Fees (3720)
- #2018-048 Approval to move the December Board Meeting to Monday, December 17<sup>th</sup>



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## Minutes

The regularly-scheduled meeting of the Board of Trustees of The Hudson Library and Historical Society was called to order at 7:06 pm on Monday, October 22, 2018 in the Laurel Lake Room of the Hudson Library and Historical Society by President Basil Musnuff.

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

### TRUSTEES PRESENT AT ROLL CALL

Mr. Kabir Bhatia - n  
Dr. Denise Gibson – y  
Ms. Lesley Hoover – y  
Ms. Melissa Monaco – y  
Mr. Basil Musnuff – y

Mr. John Rydquist – y  
Mrs. Anne Suntken – y  
Mrs. Becky Thompson – n  
Mrs. Carleen Welch – y

### OFFICIALS AND OTHERS PRESENT AT ROLL CALL

Ms. Leslie Polott, Executive Director – y  
Ms. Molly Pandelli, Fiscal Officer – y  
Ms. Laura Greer, Deputy Fiscal Officer/Board Secretary – y

Ms. Marylyn Galganski, Head of IT – n  
Mrs. Ellen Smith, Assistant Director – n

### VISITORS

Ms. Lori Porter, LWVH

### Minutes

**Resolution #2018-042:** Dr. Gibson made the motion to approve the minutes of the August 8, 2018 Special Meeting of the Board. Mrs. Suntken seconded, and they were approved by unanimous voice vote.

**Resolution #2018-043:** Dr. Gibson made the motion to approve the minutes of the September 25, 2018 Regular Board Meeting. Mr. Rydquist seconded, and they were approved by unanimous voice vote.



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## Finance Committee

### A. Fiscal Officer's Report

#### 1. September Financial Statements

- a. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$351,666.31
- b. Donations in the amount of \$4,295.00

Ms. Pandelli stated that the Library received roughly \$105,000 in PLF revenue in September, as well as approximately \$1,086,000 in property taxes. The value of the investment portfolio was a little over \$2.8 million. She highlighted the \$3,500 donation from the Friends, the \$100 given in memory of Paul Bodden, and \$500 from Patricia Slotter in celebration of the Cecile Richards program that will be added to the Libby Walker Fund.

**Resolution #2018-044:** Ms. Monaco made the motion to approve the September Financial Statements. Mrs. Suntken seconded, and it was approved by unanimous voice vote.

Ms. Pandelli stated that the auditors were on-site at the Library for approximately three weeks. The Audit Manager has finished his review and has passed it on to the Senior Manager. A few items came up in the audit.

1. Property tax receipts not booked properly
2. Wage schedules were not approved by Board until 2017
3. Incorrect employee pay rates
4. No copy of signed investment policy available
5. Stale-dated checks on record

Dr. Gibson asked for an explanation of what the levy service fees are. Ms. Pandelli responded that it is simply the fee for the county collecting the tax money from homeowners and passing it along to the Library. Ms. Hoover wanted to know if there would be any liability for the underpaid employee. Ms. Pandelli said she will look into how it could be rectified and update the Board. The Board will be notified when the audit is complete and then can determine who will attend in the post-audit conference.

The Summit County library trustees met October 11<sup>th</sup> to discuss the 2019 PLF allocation. The Library's portion increased and we now receive the third highest amount in the county.

**Resolution #2018-045:** Ms. Hoover made a motion to approve the Library's allocation of the Summit County's 2019 PLF of 6.51233%. Ms. Monaco seconded, and it was approved by unanimous voice vote.



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Summit County has set the Library's Certification of Tax Levy for 2019, which shows the current tax levy rate and estimated collection amount.

**Resolution #2018-046:** Mrs. Suntken made the motion to approve the Library's Certification of Tax Levy for collection year 2019. Mrs. Welch seconded, and it was approved by unanimous voice vote.

Ms. Pandelli stated that the budget for the audit and the levy service fee needs increased to accommodate higher than expected fees.

**Resolution #2018-047:** Mrs. Welch made the motion to transfer \$1,470 from Contingency (8999) to Auditor Expense (3720) and transfer \$10,000 from Contingency (8999) to Levy Service Fees (3720). Ms. Monaco seconded, and it was approved by unanimous voice vote.

## Director's Report

Ms. Polott passed around a photo of the Armada chest that the Library has acquired. It was owned by James Ellsworth from when he bought a castle in Switzerland. It will be displayed in a museum case and is currently at ICA to determine if it needs preservation work. Ms. Polott also handed out a copy of the Garden Club Grant application to bring in author Victoria Johnson. She stated that Custom Fabricators would be returning to the Library this evening to finish repairs in the Children's Room and Rotunda. Thomarios will also return this evening to begin painting the second floor.

## Committee Reports

### **Nominating Committee:**

Mrs. Suntken confirmed the date of the Annual Meeting on February 24<sup>th</sup> at 1 pm so that she can begin writing press releases. Ms. Greer will circulate the current Board Application so the Board can discuss desired changes.

### **Philanthropy Committee:**

Ms. Monaco stated that the Philanthropy Committee met this evening to debrief on how to tap into the community's enthusiasm over the Cecile Richards program. She stated they would like to put a spot on program evaluations to include an email address if patrons are interested in hearing how to support the Library. The Committee also discussed how to streamline the donor thank you process as well as brainstormed actions to take over the next several months.

## Other Business

Because the December Board Meeting would fall on Christmas Eve, the Board will meet on December 17<sup>th</sup>, with the Finance Committee meeting on December 12<sup>th</sup>. The Finance Committee also rescheduled the November meeting to November 12<sup>th</sup>.



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**Resolution #2018-048:** Mr. Rydquist made the motion to hold the December Board Meeting on December 17<sup>th</sup>. Mrs. Welch seconded, and it was approved by unanimous voice vote.

Mr. Musnuff informed the Board that the Feasibility Study will commence on November 8<sup>th</sup> in the Laurel Lake Room. Drew Forhan, Debbie Currin, and Linda McDonald have agreed to participate in the first session.

## Adjournment

Meeting adjourned at 7:56 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Laura Greer, Secretary  
Board of Trustees