



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

December 17, 2018

## Resolution Index

- #2018-052 Approval of the November 26, 2018 Regular Board Meeting Minutes
  
- #2018-053 Approval of November Financial Statements
  - 1. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$381,549.28
  - 2. Donations in the amount of \$3,107.06
  
- #2018-054 Approval of Revenue Budget increases
  - 1. Public Library Fund (41100) – increase of \$20,030.11 to \$1,151,109.66
  - 2. Property Tax Proceeds (42110) – increase of \$12,120.89 to \$2,522,139.89



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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 7:04 pm on Monday, December 17, 2018 in the South Flood 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 - y  
Dr. Denise Gibson – y  
Ms. Lesley Hoover – y  
Ms. Melissa Monaco – n  
Mr. Basil Musnuff – y

Mr. John Rydquist – y  
Mrs. Anne Suntken – n  
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. Laura Greer, Deputy Fiscal Officer/Board Secretary – y

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

### VISITORS

Ms. Lori Porter, LWH

### Minutes

**Resolution #2018-052:** Dr. Gibson made the motion to approve the minutes of the November 26, 2018 Regular Board Meeting. Mrs. Thompson seconded, and they were approved by unanimous voice vote.

### Finance Committee

#### A. Fiscal Officer's Report

1. November Financial Statements
  - a. Payouts for the General, Private, Capital Improvement, and Brewster Café Funds in the amount of \$381,549.28
  - b. Donations in the amount of \$3,107.06



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Ms. Pandelli stated that the Library received almost \$99,000 in PLF revenue in November, which puts the library's collection 8.33% higher than what was received through November of last year. Ms. Pandelli stated that the Board would need to explore options in January as some of the funds in the Private Fund Investments have fallen below the rating specified in the Private Funds Investment Policy. In addition, some funds have grown more than others, so the Board needs to consider if the Fiscal Officer should reallocate the funds to match the previously approved allocation.

**Resolution #2018-053:** Mrs. Welch made the motion to approve the November Financial Statements. Mr. Rydquist seconded, and it was approved by unanimous voice vote.

The Library received a new Certificate of Estimated Resources from the Summit County Fiscal Officer, which increases the PLF revenue and Property Tax Revenue. Ms. Pandelli explained the process of reporting the year-end unencumbered balances to the Summit County Fiscal Officer, and in turn receiving the estimated amount of revenue the Library will expect to receive from the PLF and the levy. The Board then needs to approve the adjustment to the Revenue Budget.

**Resolution #2018-054:** Mrs. Welch made the motion to approve the following Revenue Budget increases. Ms. Hoover seconded, and it was approved by unanimous voice vote.

1. Public Library Fund (41100) – increase of \$20,030.11 to \$1,151,109.66
2. Property Tax Proceeds (42110) – increase of \$12,120.89 to \$2,522,139.89

## Director's Report

Ms. Polott reported that Library staff have received several positive comments regarding the Hanukkah brunch and the Polar Express programs. She is expecting an answer regarding the Hudson Garden Club grant next month. The Morgan Foundation Board will meet at the end of January to determine if the Library will receive the \$75,000 grant that was applied for. This amount reflects the increase in costs for databases and the Pitch Night program. Matt Jordan, the Dean of Humanities at Cuyahoga Community College, contacted Ms. Polott regarding collaborating on different programs. The Library is in the process of negotiating another big name program, but Ms. Polott cannot release the name until January. A conversation ensued regarding the Board's role in approving programs. Ms. Polott reasoned that it would be unrealistic to run every decision past the Board. Mr. Musnuff added that if the speaker was discussed among the Board, the Ohio Sunshine Laws would require the information to be public. Dr. Gibson inquired as to how long the second floor would be closed. Ms. Polott responded that it is unknown at this time when it will re-open, but it will definitely not be before the end of the year. The Creativity Lab is just waiting on a part that has been delayed from iVideo. Once the project is complete, the staff will be trained on the software.



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## Committee Reports

### **Nominating Committee:**

Mrs. Thompson stated that the press release ran in Sunday's paper. Ms. Greer informed the Board that Trustee Applications are now available at the Circulation Desk as well as on the Library website.

### **Philanthropy Committee:**

Ms. Pandelli inquired about the status of the year-end giving letter the Committee drafted. Ms. Pandelli will email Ms. Monaco to confirm no further changes are necessary in order to send and then Ms. Greer will send them out before the end of the week.

## Other Business

Mr. Musnuff commented that Ms. Polott and Ms. Pandelli are currently working on their annual self-evaluations in preparation for the Board's evaluation process.

Mr. Musnuff recognized Ms. Greer's service to the Library and the Board and wishes her well as she begins her new position at the Cuyahoga Falls Library. He expressed appreciation for a job well done.

## Adjournment

Meeting adjourned at 7:44 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Molly Pandelli, Fiscal Officer  
Board of Trustees