



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

July 15, 2024

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 - Donations in the amount of \$5,490.40
- #2024-033 Approval of 2025 Pro Forma Budgets for the General, Capital Improvement and Maintenance, and Brewster Café Funds.
- #2024-034 Approval of August 2024 Regular Board meeting cancellation



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The meeting of the Board of Trustees of the Hudson Library and Historical Society was called to order at 7:00 pm on Monday, July 15th, 2024, 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 – y
Ms. Beverly Dorson – y
Ms. Maggie Mooney - y
Mr. Basil Musnuff – y

Mr. John Rydquist – y
Mr. Rob Swedenborg – n
Ms. Heidi Walters – y
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

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

Public Comment

Mr. Musnuff invited public comment from visitors. No comments were brought forth.

Minutes

Mr. Musnuff presented the minutes of Regular Board Meeting on June 24th, 2024. Mr. Musnuff invited any comments or proposed changes to the minutes. None were brought forth.

Resolution #2024-031: Mr. Barnett made the motion to approve the minutes of the June 24th, 2024 Regular Board Meeting. Ms. Dorson seconded, and they were approved by a unanimous voice vote.

Ms. Walters inquired of the procedure related to approving minutes if a member was not present at a Board meeting. Mr. Musnuff stated that a member can vote on a motion to approve the minutes or he or she may choose to abstain from the vote.



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Finance Committee

Ms. Welch stated the Finance Committee met to review the June Financial Statements. She stated that the Finance Committee was not meeting in August and that Clearstead Investment Advisors would be attending the September 18th Finance Committee meeting and invited all to attend. She turned the financial statement review over to Ms. Pandelli.

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 \$5,490.40

In June, the library received just over \$150,007.25 in PLF revenue, which is approximately 8.4% less than last year. For the year, the library's total PLF collection is down about 10% while statewide PLF is down 8.2%. The library has received an updated 2024 PLF estimate that reflects a decrease of 2.3% for Summit County from previous estimates, a decrease of approximately \$22,000 from our current estimate, and almost \$135,000 from what was received in 2023. This information was considered when preparing the Pro Forma Budgets. She stated that OLC will continue to speak with legislators about the PLF percentage concerns.

The homestead rollbacks and reimbursements for the first half property taxes were received in June, totaling about \$115,000. The second half property tax income will be expected in late summer or early Fall.

The Private Funds Investment portfolio had \$11,411.70 in interest and dividends for June. The value of the portfolio had a slight increase leaving an ending market value of just over \$2,860,000.

The library received almost \$5,500 in donations, including \$4,000 from the Friends that was split between adult programming, the Café and \$2,000 towards the future purchase of a vehicle, \$1,000 from Doug and Lynn Krapf in support of Teen resources and programming, and \$285 in memory of Daniel Dyer.

Mr. Ryquist inquired further about the plans to purchase a library vehicle. Ms. Polott stated the vehicle would be used for outreach. The vehicle would also have a logo to advertise the Hudson Library and Historical Society as well as the Friends of the Library. Ms. Mooney inquired of the type of vehicle to be purchased. Ms. Polott stated it probably will be a hybrid. The timeline to purchase is expected by the end of 2024 or early in 2025.



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Resolution #2024-032: Ms. Welch made the motion to approve the June Financial Statements as presented. Ms. Mooney seconded, and they were approved by a unanimous voice vote.

Mr. Musnuff stated that the library will be watching the Public Library Fund (PLF) closely as the library enters the end of the library levy cycle.

Ms. Dorson inquired of actions the Board can take to assist with state library funding. Ms. Polott suggested everyone can contact their local and state legislators to make them aware of the importance of supporting our libraries.

B. Pro Forma Budgets

Ms. Polott presented the General Fund and the Capital Improvement and Maintenance Fund and Ms. Pandelli presented the Brewster Café Fund noting areas of increase and decrease in expense line items from the prior year.

Ms. Polott stated that she reviewed the budget with department heads using a conservative approach while still meeting the needs of patrons. Ms. Polott stated these budgets are based on limited data, only six-months. She stated that the budget reflects a trimming of expenses in selected areas with the least impact on operations and services such as office and maintenance supplies, capital expenditures and professional services.

Ms. Polott updated the Board on an upcoming infra-red scan of the roof that will be completed in the coming weeks to identify areas in need of repair. She stated that any repairs that come from the scan will be spent from the Capital Improvement and Maintenance Fund dollars. Ms. Polott highlighted the generous dollars left in the contingency line, due to careful spending and expense line reductions.

Ms. Mooney inquired about the items included in the professional and contracted services line item of the General Fund Budget. Ms. Pandelli discussed that this line includes professional services such as attorneys and auditors as well as plumbers and other repair contractor services.

Ms. Polott presented next the Capital Improvement and Maintenance Fund Budget. Ms. Polott noted the annual transfer of \$90,000 from the General Fund to grow this fund for potential large capital expenditures. Ms. Polott stated that the budget of \$200,000 is for anticipated roof repairs.



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A discussion ensued on current projects in the Flood Family Meeting room and the Rotunda as well as camera and lighting upgrades. Ms. Polott stated those projects were funded from General Fund dollars and not the Capital Improvement and Maintenance Fund.

Ms. Pandelli presented the Brewster Café Fund Budget, stating that the Café has been performing better than in 2023. Ms. Pandelli reviewed the revenue and expense line items noting that supply costs have increased, and the budget reflects these increases.

Resolution #2024-033: Ms. Welch made the motion to approve the 2025 Pro Forma Budgets for the General Fund, Capital Improvement and Maintenance Fund and the Brewster Café Fund. Ms. Walters seconded, and they were approved by a unanimous voice vote.

Ms. Mooney inquired of the ability to have a dedicated Board email to enhance security. Ms. Polott stated security issues have been addressed related to the prior website concern and it was not related to email. A discussion ensued on the benefits and drawbacks related to dedicated Board emails. Ms. Polott stated they would inquire of the IT department and CLEVNET.

Director's Report

Ms. Polott presented the Director's Report. In addition to the written report, Ms. Polott gave an update on some facility activities including the upcoming infra-red scan of the roof by Tremco and carpet cleaning on the first floor of the library at the end of the Summer Learning Program by Messina Flooring. A recent incident of mice was reported, and Bug Busters placed traps in areas of concern. All perishable items have been placed in tubs each evening for protection.

Ms. Polott highlighted that circulation is up from 2023 and it is continuing to climb. The Library of Things is expanding its collection, including board games. Ms. Polott highlighted that actor Mark Harmon is anticipated to come in November 2024.

Ms. Mooney inquired of sensory kits and Ms. Polott responded that the library does carry such kits in the Children's Department, but they are not part of the Library of Things.

Friends of the Hudson Library

Ms. Polott stated that to date the Friends have donated \$17,000 to the Hudson Library. A planned sidewalk pop-up sale is planned for Saturday, July 20th

Committee Reports:

None reported



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Other Business

A. August Board Meeting cancellation

Mr. Musnuff stated that in the past the August Board meeting has been cancelled if there are no pressing issues to be presented to the Board. There were no objections to cancelling the August Board meeting brought forth.

Resolution #2024-034: Mr. Barnett made the motion to cancel the August Board meeting. Ms. Mooney seconded, and it was approved by a unanimous voice vote.

Adjournment

Meeting adjourned at 7:55 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees