



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

November 25, 2024

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- #2024-047 Approval of cancellation of December 2024 Board meeting



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The meeting of the Board of Trustees of the Hudson Library and Historical Society was called to order at 7:03 pm on Monday, November 25<sup>th</sup>, 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 – n  
Ms. Beverly Dorson – y  
Ms. Maggie Mooney - y  
Mr. Basil Musnuff – y

Mr. John Rydquist – y  
Mr. Rob Swedenborg – y  
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

\*- present via Zoom video conference

## VISITORS

Hillary Sullivan-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 October 28<sup>th</sup>, 2024. Mr. Musnuff invited any comments or proposed changes to the minutes, none were brought forth.

**Resolution #2024-043:** Mr. Swedenborg made the motion to approve the minutes of the October 28<sup>th</sup>, 2024 Regular Board Meeting. Ms. Mooney seconded, and they were approved by a unanimous voice vote.



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## Finance Committee

Ms. Welch stated that in January 2025 Clearstead Investment Advisors will be presenting a financial update to the Finance Committee, she invited anyone interested to attend. She turned the financial statement review over to Ms. Pandelli.

### A. Fiscal Officer's Report

1. October Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$4,731.65

In October, the library received just over \$120,000 in PLF revenue, which is almost 12% less than last year. For the year, the library's total PLF collection is down approximately 8.7% while statewide PLF is down 6.8%.

The library received over \$115,000 for the homestead rollbacks and reimbursement from the state, for the second half property taxes from the operating levy. For the year, the library collected almost \$2.8 million.

In October, the private funds investment portfolio earned \$3,752.06 in interest and dividends and had a quarterly advisor fee of \$3,750. There was a decrease in value of \$62,000, leaving a balance of just over \$2.9 million.

In October, the library received \$4,731.65 in donations, including \$4,000 from the Friends, \$700 from Norman and Annemarie Otto, and \$31.65 from the Hudson Garden Club.

**Resolution #2024-044:** Ms. Welch made the motion to approve the October Financial Statements as presented. Mr. Barnett seconded, and they were approved by a unanimous voice vote.

### 2024 Fund Transfer

Ms. Pandelli stated that the Brewster Café cannot close the year with a deficit balance. The Brewster Café generally does not produce a profit but serves as a benefit to our patrons. Each year a Board-approved transfer from Private Funds is required to make the Café balance at year end.

**Resolution #2024-045:** Ms. Welch made the motion to approve the transfer from Private Funds, 201, to the Brewster Café Fund, 501, in the amount equal to the balance of Café expenditures



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less Café receipts and donations in 2024 to make the Café balance at year end zero. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.

## 2024 Budget Adjustment

Ms. Pandelli summarized the changes in expected income and expenses throughout the year. Increases in staff and supply costs and other staff benefits as well as changes in the PLF and operating levy revenue from the Amended Certificate of Resources necessitate General Fund, Brewster Café Fund and Private Funds budget adjustments. Ms. Pandelli reviewed expenses in more detail related to staff insurance expenses as well increases in outside service costs.

**Resolution #2024-046:** Mr. Swedenborg made the motion to approve the 2024 Budget adjustments as presented. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

## Director's Report

Ms. Polott presented the Director's Report via Zoom video conference. In addition to her written report, Ms. Polott gave an update on collection shifts to better organize and allow for better ease of access. She stated that the *Library of Things* items and Hot picks are now in the Rotunda. The Children's department 123 readers were moved toward the front. Additional shelving in the Technical Services Department for overflow storage of picture books and holiday books have been installed. Ms. Polott stated that The Flood Family Meeting Room audio/video remodel will be performed in mid-January, it will enhance greatly the video and audio. IVideo is the vendor performing these enhancements.

Ms. Polott highlighted that the Giving Tuesday 2024 donations theme will again be the Youth Services Department. Email blasts will be sent out in late November and early December to advertise.

Ms. Polott highlighted upcoming 2025 author events including Alan Lightman, Ada Ferer, Marie Benedict, Alice Hoffman, Chef Deb Perelman, and David Baldacci as just a few of the 2025 speakers.

Mr. Swedenborg inquired of volunteer hours noted in the Directors report and inquired of their duties. Ms. Polott stated that volunteers perform various duties including cleaning, room set-up, ILL (Inter-library loan) , shelving, and assistance in the Archives Department, based on interest and needs.



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Mr. Rydquist inquired of roof repairs. Ms. Polott stated that repairs were done as well as a scan of the roof where some areas of dampness were identified.

## Friends of the Hudson Library

Ms. Dorson highlighted the upcoming Holiday Brunch for volunteers and staff from 11:00 AM to 1:00 pm on December 20<sup>th</sup> and invited all to attend.

## Committee Reports:

### Nominating Committee

Mr. Rydquist, Chair of the Nominating Committee inquired of the distributed draft application, if there were any other suggested changes to the draft. Mr. Musnuff suggested an additional question to the application related to how frequently candidates utilize (weekly, monthly) library services. Mr. Musnuff offered to draft an additional question for the trustee application and provide it to the Nominating Committee. Ms. Pandelli stated the application is available online.

Mr. Musnuff stated that the two-year Hudson residency is not a requirement per the library regulations, and it is not part of the 2024 trustee application. A discussion ensued related to the trustee applicant press release and the Hudson resident requirement. The press release is to mirror the library regulations on this matter. Ms. Polott stated she would send *The Hudson Hub Times* the press release once it is finalized for publication noting that it is somewhat unreliable if it will be published. She stated that if we are unsuccessful with the *Hudson Hub Times* we could pay for an advertisement in another paper.

### Philanthropy Committee

Ms. Walters, Chair of the Philanthropy Committee stated the committee is moving forward with event planning with a date of either June 5<sup>th</sup> or June 6<sup>th</sup>, 2025. The ticket costs are to be determined. The theme is *Roaring 20's*, with more information coming in January 2025. Mr. Musnuff suggested others attend these meetings, if available to support the event.

## Other Business

### A. Consider December 2024 Board Meeting cancellation

Mr. Musnuff stated that the current meeting date is December 23<sup>rd</sup>, 2024, close to the holiday. He inquired if Board members had alternate acceptable dates to meet or the option to cancel the December Board Meeting, resuming again in January 2025. The consensus of the Board was to meet in January 2025 as all financial resolutions for year-end had been approved.

**Resolution #2024-047:** Ms. Mooney made the motion to cancel the December 2024 Board meeting. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.



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## Adjournment

Meeting adjourned at 7:41 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Board Secretary  
Board of Trustees