



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

March 24, 2025

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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, March 24th, 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. Woodrow Ban – y
Mr. Samuel Barnett – y
Ms. Beverly Dorson – y
Ms. Maggie Mooney – n

Mr. Basil Musnuff – y
Mr. John Rydquist – y
Mr. Rob Swedenborg – y
Ms. Carleen Welch – y
Ms. Courtney Cahoon White – 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
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. Ms. Bos informed attendees of *Sunshine Week* in March to highlight Open Meetings. She circulated a League of Women Voters of Hudson pamphlet and commented on training opportunities for new officials. She commented that many residents would appreciate viewing Board Meetings online.

Minutes

Mr. Musnuff presented the minutes of the Regular Board Meeting on January 27th, 2025. Mr. Musnuff invited any comments or proposed changes to the minutes. None were brought forth.



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Resolution #2025-011: Mr. Swedenborg made the motion to approve the minutes of the January 27th, 2025 Regular Board Meeting. Mr. Barnett seconded, and the resolution passed (y -7, abstained -1, n -0).

Mr. Musnuff presented the Organizational Meeting Minutes of February 23rd 2025. Mr. Musnuff invited any comments or proposed changes and none were brought forth.

Resolution #2025-012: Mr. Barnett made the motion to approve the minutes of the February 23rd, 2025 Organizational Meeting. Mr. Swedenborg seconded, and they were approved by a unanimous voice vote.

Finance Committee

Ms. Welch turned the financial statement review over to Ms. Pandelli to cover the monthly financial statements and budgets.

A. Fiscal Officer's Report

1. January Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations in the amount of \$21,475.02

In January, the library received just over \$136,000 in PLF revenue, which is 15.7% more than what was received last year. The state PLF is up approximately 16.3%.

The private funds investment portfolio earned \$1,274.57 in interest and dividends and was charged \$3,750 for the quarterly investment advisor fee. There was a market increase in January leaving a portfolio balance of just over \$3 million at month end.

In January, the library received over \$21,000 in donations, including \$20,000 from Marilyn Preston Church, to be added to the programming endowment fund in support of mystery authors, \$1,000 from the Friends of the Library, \$200 from Judith Thomas, and \$225 from the Hudson Garden Club for materials.

Resolution #2025-013: Ms. Welch made the motion to approve the January Financial Statements as presented. Ms. Dorson seconded, and they were approved by a unanimous voice vote.

2. February Financial Statements
 - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
 - b. Donations of \$2,625.00



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In February, the library received just under \$160,000 in PLF revenue, which is 7.4% more than was received in February of last year. For the year, the state PLF is up approximately 11.7% and our receipts are up 11.1%. Ms. Pandelli stated the formula used for the PLF and whether it will remain at 1.7% or not will be determined by June 30th. Ms. Polott stated that the Ohio Library Council has suggested that library trustees send letters to house majority leadership in support of the PLF. Mr. Musnuff stated he will distribute contact information and talking points to Board Members.

Mr. Musnuff also noted that he and Ms. Polott met with Senator Casey Weinstein to discuss concerns regarding the future of the PLF.

In February, the library received its first advance for the 1st half property taxes totaling just under \$100,000. There have been two more advances received in March with a settlement expected in April or May.

The private funds investment portfolio earned almost \$3,500 in interest and dividends in February. There was also a transfer of \$100,000 from the portfolio to the library checking account to cover upcoming programming and endowment expenses. There was a slight market decrease of \$14,052.51 leaving a portfolio balance of \$2,934,661.89 at month end.

In February the library received almost \$2,625 in donations, including \$2,000 from the Friends of the Library, \$50 in memory of Helen Hasbrouck and \$200 from the Hudson Handcrafters.

Resolution #2025-014: Ms. Welch made the motion to approve the February Financial Statements as presented. Mr. Barnett seconded, and they were approved by a unanimous voice vote.

B. Annual Budgets

Ms. Polott presented the 2025 final budget for the General Fund. She stated that every year department heads are consulted to discuss initiatives, services and collections that they would like to expand or reduce based on usage and trends.

Ms. Polott highlighted areas of change in expense line items such as salaries, library supplies, contracted services, materials and programming and capital expenses. She stated that personnel salaries in 2024 were under the pro forma budget due to several open positions that went unfilled. In 2025 these positions have been filled with some other positions that will need to be filled in the coming year. Library supply costs continue to rise, especially in the area of



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processing supplies and paper products. She stated the professional and contracted services increases were made to accommodate advertising costs for open positions or vendor bids and costs for plumbing, LED lighting enhancements, paving, and attorney fees related to the upcoming levy. The capital expenditure budgets increased for iPad and laptop refreshers and HVAC controller replacements to regulate building temperature.

Ms. Polott commented that programming draws patrons into the library, which is key in the calculation of the PLF allocation the library receives. This budget was increased along with print materials as there is a new initiative to purchase more adult materials with a move of more of the collection into the rotunda. Non-print materials including our *Library of Things*, hotspots, and box games are popular with patrons requesting more of these items.

Ms. Pandelli presented the Capital Improvement and Maintenance Fund budget (CIMF). She stated that a transfer of 90,000 each year comes from the General Fund to the CIMF. She stated that all expenses from this fund require Board approval and must exceed \$25,000.

Ms. Pandelli reviewed the Brewster Café Fund. She highlighted that supplies have significantly increased. The Café has increased coffee sales prices to help offset. She stated that other increases are for outside services and personnel. The total estimated expenses are \$61,000 for 2025. Ms. Polott highlighted that the Friends have generously supported the Cafe in the past and with ongoing operations.

Ms. Pandelli reviewed the Private Funds expenditure budget. This budget contains private dollars including carryover from prior years unspent donations. The revenues include permanent memorials which are endowments funds whose earnings have not been spent. She stated the Board expenses include the annual Board transfer of \$45,000 for programming and materials, and the year-end transfer to the Brewster Café to balance the fund. Professional services include the donor management software, investment advisor fees, as well as legal fees relating to Board activities. Ms. Pandelli stated that as the monthly donations are approved they are added to the Private Funds budget.

Resolution #2025-015: Ms. Welch stated the Finance Committee recommends approval and made the motion to approve the 2025 Final Appropriations for the General Fund, Private Funds, Capital Improvement & Maintenance Fund and the Brewster Café Fund as presented. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.



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C. Fund Transfer

Ms. Pandelli reviewed the annual transfer of \$90,000 from the General Fund to the Capital Improvement and Maintenance Fund to set funds aside for larger capital expenditures.

Resolution #2025-016: Mr. Ban made a motion to approve the transfer of \$90,000 from the General Fund, 101, to the Capital Improvement and Maintenance Fund, 403. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.

Directors Report

Ms. Polott presented the Director's report and highlighted that the State Report was just submitted with data used for the PLF calculation. She highlighted that the library is in negotiations with John Sayles for Indigenous Peoples month. She stated there is a new initiative to purchase smart boards for library use in the Children's storytime room and select study rooms. She commented that copier vendor proposals are being reviewed and hopes to move to E-Faxing. She highlighted the collaboration with the City of Hudson and various schools to support Entrepreneurship with the placement of a large Rubber Duck on the back green area along with various duck activities inside the library. She expanded on the Historical Society services, offering education about local history and the Underground Railroad stating that the Revere High School will be visiting.

Ms. Polott inquired whether there were any questions on her report or any suggestions for events. Mr. Rydquist inquired about stats in the overflow Teen Room and the technology wall. Mr. Polott responded that they count the number of people in the room and not the use of the technology wall. She highlighted upcoming theme months.

Friends of the Hudson Library

Nothing was reported

Committee Reports:

Philanthropy Committee

Mr. Barnett, Philanthropy Committee Chair stated that the committee requests Board members to support the staff for the celebration "*20 years of Innovation on Library Street*" and requested any support or ideas. The Friends of the Hudson Library have committed to supporting the June Celebration with \$1,000. Mr. Barnett welcomed support, ideas and individual giving toward the event.



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Ad Hoc Committee on Regulations

Mr. Musnuff stated that the new Ad Hoc Committee on Regulations will meet on May 1st, 2025 at 6:30 pm and will include Mr. Barnett, Ms. Welch and Leslie Polott. He stated that all are welcome to attend.

Mr. Musnuff explained that the Ohio Open Meetings Act currently prohibits the Board from conducting meetings virtually and prohibits remote participation. The legislature recently enacted House Bill 257 which will permit virtual meetings but only if an organization has adopted a written policy about virtual meetings. Since the Ad Hoc Committee is already formulated to review the Regulations of the organization, he proposed that that the Committee also be tasked with the assignment of drafting a policy on Virtual Meetings in compliance with House Bill 257 so that the Library Board can take advantage of it.

Resolution #2025-017: Mr. Ban made the motion to assign the task of formulating a Virtual Meetings Policy under House Bill 257 to the Ad Hoc Committee on Regulations. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Other Business

None

Adjournment

Meeting adjourned at 8:03 pm.

Respectively Submitted,

Mr. Basil Musnuff, President
Board of Trustees

Ms. Marie Turkovich, Board Secretary
Board of Trustees