



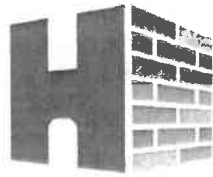
# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

July 11, 2022

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- #2022-030 Approval of the Board Meeting Minutes of June 27<sup>th</sup>, 2022
- #2022-031 Approval of June 2022 Financial Statements
- Payouts for the General, Private, Capital Improvement and Brewster Café Funds
  - Donations in the amount of \$5,550.00
- #2022-032 Approval of 2023 Pro Forma Budgets
- #2022-033 Approval of August 2022 Regular Board Meeting cancellation



# HUDSON LIBRARY & HISTORICAL SOCIETY

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The regularly scheduled meeting of the Board of Trustees of the Hudson Library and Historical Society was called to order at 7:00 pm on Monday, July 11<sup>th</sup>, 2022, in the Flood Family Meeting room by President Basil Musnuff.

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

## TRUSTEES PRESENT AT ROLL CALL

Mr. Tim Clarke – y

Mrs. Beverly Dorson – y

Ms. Heather Link – y

Mr. Basil Musnuff – y

Mr. John Rydquist – y

Dr. Danielle Sarver Coombs – n

Mr. Rob Swedenborg – n

Mrs. Heidi Walters – 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. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y

Mr. Musnuff stated for the record there was a quorum present for the Board Meeting.

## VISITORS

Hillary Sullivan- Hudson League of Women Voters

## Public Comment

Mr. Musnuff invited public comment as the first order of business, and none were brought forth.

## Minutes

Mr. Musnuff presented the minutes of Regular Board Meeting on June 27<sup>th</sup>, 2022. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2022-030:** Mrs. Dorson made the motion to approve the minutes of the June 27<sup>th</sup>, 2022, Regular Board Meeting. Mrs. Welch seconded, and they were approved by unanimous voice vote.



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## Finance Committee

### 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 \$5,550.00

Ms. Pandelli presented the June Financial Statements. The library received almost \$145,000 in PLF revenue, which is approximately 10% less than last year due to the postponed tax deadline in 2021. The library's investment portfolio earned \$11,424.00 in interest and dividends and sustained a market loss of almost \$192,000, leaving an ending balance of almost \$2.6 million.

June donations, totaling \$5,550.00, included \$3,500 from the Friends of the Library, \$500 from Drew & Nancy Forhan's Family Foundation, \$1,000 from Doug & Lynn Krapf, \$300 from Marian Vita, and \$250 in honor of Jim Aungst.

Ms. Pandelli stated that Legacy Strategic Asset Management Advisors will present at the September Finance Committee meeting and will speak to the market fluctuations.

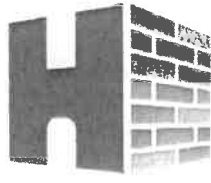
**Resolution #2022-031:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the June Financial Statements as presented. Ms. Link seconded, and they were approved by a unanimous voice vote.

Mrs. Welch stated that the Finance Committee cancelled the August Finance Committee meeting

### B. 2023 Pro Forma Budgets

Ms. Polott presented the 2023 General Fund Pro Forma Budget, noting that these budgets are only an estimate at a point in time and that later adjustments will be made as needed when final budgets are approved in 2023. The 2023 budgets included information from various staff, expense trends, library initiatives, goals and legislature information available for the coming year.

Ms. Polott reviewed areas of significant change from 2022 in the General Fund. She highlighted the salary and benefit lines noting the increase is due to filling long overdue, open and vacant positions. Supplies increased due to escalating costs in maintenance and technical processing supplies. Professional & contracted services increased due to anticipated increases in utilities and facility repairs, such as concrete repair work on the patio. The material/programming budget decreased as less expensive items are being purchased from vendors and a reduction in the purchase of DVD/Blu-ray products as patrons are moving towards more streaming.



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The capital expense line was reduced, due to anticipated purchases to occur in 2022 instead of 2023. The capital expenses will include updates to the Teen room furniture. Ms. Polott stated the annual transfer of \$90,000 to the Capital Improvement and Maintenance Fund will remain the same, however an increase in later years is anticipated. Ms. Polott stated the library follows a conservative approach and anticipates a healthy contingency carryover of \$1.2 million.

Ms. Pandelli presented the Capital Improvement and Maintenance Fund Budget, stating that it is a savings account for large capital expenditures. Anticipated expenses include roofing improvements, and LED lighting upgrades.

Ms. Pandelli presented the Brewster Café Fund Budget, stating it is based on a full year of operation. The Café re-opened in mid/late June, and it is unclear at this time what sales will be for the full year. The Café hours and offerings will be reviewed again at the end of summer.

Mr. Musnuff inquired of the reopening services or any limitations of the Café. Ms. Pandelli responded that all coffee options are available but stated food offerings are somewhat limited, such as no bagels or soups. The Café hours are currently 9:30 am to 2 pm Monday through Friday, based on a review of foot traffic.

**Resolution #2022-032:** Mrs. Welch stated that Finance Committee recommended approval and made the motion to approve the 2023 Pro Forma Budgets as presented. Mrs. Dorson seconded, and they were approved by unanimous voice.

## Director's Report

Ms. Polott presented the Director's report. In addition to her written report, Ms. Polott highlighted some facility related issues. We are securing quotes for a replacement emergency exit door near the Laurel Lake room and for concrete work in front of this door and around building columns. Emery Electric will be in to replace burnt out lights and add labels to our new master light panel.

Ms. Polott stated that in August the library will be testing a hybrid program, that will simultaneously be in-person and live-streamed on the library website. The test will allow any kinks with audio or video to be identified and resolved before any later hybrid programs are planned. Ms. Polott highlighted the following upcoming programs: August: Author Kate White, CNN Host Chris Wallace, Former Deputy Administrator of NASA- Lori Garver and during September: Paleontologist Steve Brusatte and NPR's correspondent Nina Totenberg.



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Ms. Polott discussed an upcoming postcard mailing during August. The library will be sending all Hudson residents a postcard about upcoming events with a QR code to allow residents to be added to the library blast list, to increase Hudson resident library participation.

## Friends of the Hudson Library

Ms. Polott stated that the Friends work very hard and continue to be generous to the library. The Friends were somewhat unhappy with foot traffic on Friday book sales, based on slow foot traffic. They are going to review for next couple of weeks to see if traffic and sales increase. She stated there is an upcoming educator sale at the Friends bookstore.

Ms. Dorson highlighted the stats for June, noting there were 137 donors. She stated that 2022 Friends donations to the library are on trend to be near prior pandemic levels.

## Committee Reports

None

## Other Business

### A. August Board Meeting cancellation

Mr. Musnuff raised the prospect of cancelling the August meetings, as it is at the discretion of the Board. The Finance Committee has been cancelled for August 2022.

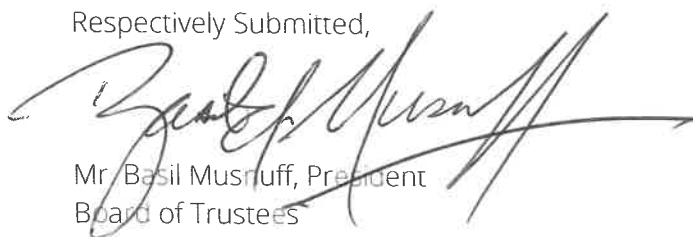
### Resolution #2022-033:

Mrs. Welch made the motion to cancel the Regular Board meeting in August. Mrs. Dorson seconded, and it was approved by unanimous voice vote

## Adjournment

Meeting adjourned at 7:43 pm.

Respectively Submitted,



Mr. Basil Musnuff, President  
Board of Trustees



Ms. Marie Turkovich, Secretary  
Board of Trustees

