



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

October 24, 2022

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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 7:02 pm on Monday, October 24, 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 – n

Mr. Basil Musnuff – y

Mr. John Rydquist – y

Dr. Danielle Sarver Coombs – y

Mr. Rob Swedenborg – y

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

\*present via Zoom video conference

## VISITORS

Barbara Bos- Hudson League of Women Voters

Jessica Poling- Hudson resident

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

## Public Comment

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

## Minutes

Mr. Musnuff presented the minutes of Regular Board Meeting on September 26<sup>th</sup>, 2022. Mr. Musnuff invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2022-038:** Dr. Sarver Coombs made the motion to approve the minutes of the September 26<sup>th</sup>, 2022, Regular Board Meeting. Mr. Rydquist seconded, and they were approved by unanimous voice vote.



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## Finance Committee

Mrs. Welch stated that she and Mr. Clarke were not in attendance at the Finance Committee meeting. Mr. Swedenborg stood in for Mrs. Welch and delivered a summary of the meeting. He stated that two members of the Finance Committee did meet, however there was not a quorum present to make a formal recommendation. The members in attendance reviewed the financials as well as the Public Library Fund Allocation and the Tax Levy Certification and had all their inquiries addressed. Mr. Musnuff stated that due to the lack of a quorum, the Board would have to review and approve each of these items without a recommendation from the Finance Committee.

### **A. Fiscal Officer's Report**

1. September Financial Statements
  - a. Payouts from the General, Private, Capital Improvement and Brewster Café Funds
  - b. Donations in the amount of \$5,326.14

Ms. Pandelli presented the September Financial Statements. The library received just over \$142,000 in PLF revenue, which is almost 11% more than was received last year. Total PLF collected is up almost 12.5%, while statewide PLF is up almost 8.6% compared to last year.

The second half of 2021 property tax settlement was received in the amount of \$287,625.85 along with the homestead rollbacks and reimbursements of just over \$231,000. We have collected all the funds that we should have for the year related to the operating levy. She stated that the estimates were very accurate to what was collected, which was just over \$2.7 million.

In September a transfer of \$50,000 was made from the Private Fund investment account to the checking account to cover expenses through the remainder of the year. The fund earned \$11,237.00 in interest and dividends and \$20,288.15 in realized gains from a rebalance of the portfolio. We are still in within our targets per the investment policy. There was a loss of market value of almost \$240,000 for the month. Legacy Financial Advisors are expected to attend the December Finance Committee meeting.

In September donations totaled \$5,326.14. The Friends of the Library gave \$3,000, with \$1,000 going towards adult programming, \$1,000 to be spent through the Perry Noe Series, and \$1,000 to be added to the permanent endowment balance of the Perry Noe Series. \$1,875 was received as a final payment from the Ohio Humanities Grant. There was \$305 received in memory of long-time library employee and Board secretary, Judy Boyle, to be used towards a memorial plaque to be placed on a new bench in the spring.



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Mr. Musnuff informed the Board that Perry Noe was a former Board Member and also former President of the Friends for many years.

**Resolution #2022-039:** Mr. Swedenborg made the motion to approve the September Financial Statements as presented. Mr. Rydquist seconded, and they were approved by a unanimous voice vote.

Ms. Pandelli stated that Summit County library directors and trustees met to review and vote on the 2023 PLF allocations. Ms. Pandelli stated the formula has not changed for nearly 40 years. The Hudson Library's allocation percentage of 7.27617% is an increase over 2022's 7.02% percentage. The increase in the percentage over the last several years has been due mostly to the increase in circulation as many of the other factors of the formula usually do not change, such as the number of branches or square footage. Ms. Pandelli stated the Board must approve the formula to avoid delay of the distribution of funds for all of Summit County.

Mr. Musnuff inquired of the PLF formula process followed by other counties. Ms. Pandelli and Ms. Polott reviewed, stating that they use similar statistics and factors, however they may use the same percentage for more than one year rather than update annually.

**Resolution #2022-040:** Mr. Swedenborg made the motion to approve the 2023 Public Library Fund Allocation of 7.27617%. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Ms. Pandelli presented the Tax Levy Certification for tax year 2022 with the collection year 2023 from the Summit County Budget Commission, which shows the current property value totals, estimated effective rate, and expected revenue on the renewal levy approved in 2021. The expected amount to be collected in 2023 is \$2,723,159. Ms. Pandelli advised that the certification must be accepted by the Board in order to receive the funds in 2023.

**Resolution #2020-041:** Mrs. Walters made the motion to approve the Tax Levy Certification for 2023 as presented. Mrs. Dorson seconded, and it was approved by unanimous voice vote.

## Director's Report

Ms. Polott presented the Director's report. In addition to her written report, Ms. Polott discussed some facility related issues. She stated that Emery Electric will be troubleshooting the teen room, colored light display system that is currently strobing. Fall cleanup is almost complete, and the patio will be closing shortly. Shelving from Library Design Associates may be arriving in November, which was earlier than anticipated. We received our LSTA grant for the preservation



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of the Hudson Community Band artifacts, and we also presented on how to write successful preservation grants. The library will be reviewing other Ohio Humanities Council grant opportunities and evaluating if we will proceed, as it requires the creation of a film/documentary to highlight early African American residents of Hudson. Dr. Sarver Coombs suggested a local Hudson resident that maybe willing to assist with filming as well as other potential Kent State faculty that could assist. Mr. Clarke inquired to be notified of the point of contact for this documentary, if it is pursued.

The library's programming continues to move away from just virtual to more live programs, while keeping some virtual for those families that are immune compromised. Patrons now have the option to wear or not wear a mask. In adult services live programming is being offered on topics such as art technique, art history, music, flower arranging and walking tours. We will be hosting a Summit County Local Authors Fair in January for published and unpublished authors. Ms. Polott updated the Board on the program postcard mailing and noted that there was not a notable increase, to date in usage or attendance by Hudson residents.

Ms. Polott discussed patrons traffic patterns in the building, noting that the drive-up window continues to increase and be the favored option, whereas actual foot traffic in the building continues to be somewhat flat and is similar to what is being experienced at other libraries. Patrons appear to come in for a particular program or service and then leave without lingering. Ms. Polott highlighted upcoming programs for 2023 such as Actress/Activist Geena Davis and outgoing Massachusetts Governor Charlie Baker as well as Earth day speaker David Wallace-Wells.

Mr. Clarke inquired about the process and inclusion of online digital items and database usage in circulation statistics. Ms. Polott responded that this type of usage is included in the circulation statistics. Digital usage continues to grow from pre pandemic periods.

## Friends of the Hudson Library

Mrs. Dorson highlighted the Friends' upcoming Annual Meeting on November 10<sup>th</sup> at 9:30 am in the Eldredge room. She stated that they will be recognizing long-time Friends volunteer and Vice President Eunice Friedman, who has been an important part of the Friends since the 1970's. She further stated that they are now selling Friends of the library book bags for \$10, with a free book with each purchase

## Committee Reports

### Philanthropy Committee

Mrs. Dorson briefed the Board in Ms. Link's absence, on discussions to hold an in-person Wine



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Girl fundraiser on May 19, 2023. She discussed requested Board assistance with this event with sponsorship and potential attendee list compilations. They are still working through the details Ms. Musnuff highlighted the Philanthropy Committee's request to each Board member to compile a list of ten or more invitees and sponsorship suggestions.

Mr. Clarke suggested possible vendor sponsorships and a discussion ensued to review them and others. Mrs. Welch and Mr. Swedenborg inquired and suggested that the fundraising event funds be designated to a particular area.

## Other Business

### **Consider rescheduling the November Board Meeting**

Mr. Musnuff advised the Board that the November Board meeting was currently scheduled for November 28<sup>th</sup>, and raised the option of moving it to November 21<sup>st</sup>, due to a library event with Andrew Morton on that day as well as any potential holiday conflicts.

**Resolution #2020-042:** Mrs. Welch made the motion to move the November Board Meeting to November 21<sup>st</sup>, 2022 at 7:00 pm. Dr. Sarver Coombs seconded, and it was approved by a unanimous voice vote.

Mr. Musnuff requested of the Executive Director and the Fiscal Officer, as Board employees to start their self evaluations. He stated that in December, he will distribute to the Board the evaluation sheets to be discussed in January.

Mr. Swedenborg stated that he had received inquiries regarding the library opening again on Sundays. Ms. Polott stated that based on low traffic in the building and staffing issues, until it is more stable, it was not being considered at this time.

## Adjournment

Meeting adjourned at 7:54 pm.

Respectively Submitted,

Mr. Basil Musnuff, President  
Board of Trustees

Ms. Marie Turkovich, Secretary  
Board of Trustees