



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

November 21, 2022

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  - Donations in the amount of \$3,390.93
- #2022-045 Approval of 2022 Budget Adjustments
- #2022-046 Approval of Fund Transfer from Private Funds, 201, to Brewster Café Fund, 501
- #2022-047 Approval to move December Regular Board Meeting to December 19<sup>th</sup>, 2022
- #2022-048 Approval of February 25<sup>th</sup>, 2023 as the date for the Annual meeting of the membership



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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, November 21, 2022, in the Flood Family Meeting room by Vice President Carleen Welch.

Vice President Carleen Welch 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 – n

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 – n

Ms. Molly Pandelli, Fiscal Officer – y

Ms. Marie Turkovich, Deputy Fiscal Officer/Board Secretary – y

## VISITORS

Barbara Bos- Hudson League of Women Voters

Hillary Sullivan-Hudson League of Women Voters

## Public Comment

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

## Minutes

Mrs. Welch presented the minutes of Regular Board Meeting on October 24<sup>th</sup>, 2022. Mrs. Welch invited any comments or proposed changes to the minutes, and none were brought forth.

**Resolution #2022-043:** Mr. Swedenborg made the motion to approve the minutes of the October 24<sup>th</sup>, 2022, Regular Board Meeting. Dr. Sarver Coombs seconded, and they were approved by unanimous voice vote.



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## Finance Committee

Ms. Welch stated the Finance Committee did meet and review the October financials. She turned the financial statement discussion 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 \$3,390.93

Ms. Pandelli presented the October Financial Statements. The library received almost \$133,000 in PLF revenue, which is a little more than 10% over what was received last year. Total PLF collected through October is up almost 12.25%, while statewide PLF is up almost 8.3% compared to last year. An amended certificate was received that included an increase in estimated PLF revenue of \$135,000.

In October, the Private Fund investment account earned \$1,855.76 in interest and dividends and was charged the quarterly advisor fee of \$2,413.64. The market value increased \$122,123.47 for the month, as the market continues to fluctuate. Ms. Pandelli stated that Legacy Investment Advisors will be presenting a market summary at the December Finance Committee Meeting. Mrs. Welch stated that anyone interested is welcome to attend this meeting.

Ms. Pandelli stated that in October donations received totaled \$3,390.93. The Friends of the Library gave \$3,000 towards adult programming. Almost \$56 was received from the Hudson Garden Club and \$100 from John and Betty Franklin, in memory of John Ledbetter. An additional \$235 was received in memory of longtime employee Judy Boyle.

**Resolution #2022-044:** Mr. Swedenborg made the motion to approve the October Financial Statements as presented. Dr. Sarver Coombs seconded, and they were approved by a unanimous voice vote.

Mrs. Welch stated that annually budget adjustments and fund transfers are necessary at year-end. These adjustments and transfers have normally been reviewed in December, however with the holidays and a concern for quorum in December, these items were discussed and reviewed during the Finance Committee Meeting in November.



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## 2022 Budget Adjustment

Ms. Pandelli reviewed the General Fund revenue and expense budget adjustments. She stated that some revenue lines required adjustments due in part to the PLF estimate adjustment discussed earlier as well as an operating revenue adjustment together totaling \$161,094.52. The expense lines requiring adjustments were related to Interlibrary loan (ILL) and refund and reimbursement lines totaling \$2,000. She stated that the ILL contractor that was in place at the beginning of the year was changed mid-year back to the prior contractor. Due to this change, the original estimated cost was not sufficient, and a \$1,500 adjustment was necessary.

A discussion ensued related to the ILL process and costs assessed, as well as the volume of books transported annually. Mrs. Welch stated that the ILL contract is decided at the state level, and it is not a decision made at the library level. Mr. Swedenborg inquired of the statistics related to the amount of ILL usage. Ms. Pandelli responded she would inquire and relay this information at a later time.

**Resolution #2022-045:** Dr. Sarver Coombs made the motion to approve the 2022 Budget adjustments as presented. Mr. Swedenborg seconded, and it was approved by a unanimous voice vote.

## Fund Budget Transfer

Ms. Pandelli stated that the Board has used Private Funds to support the Brewster Café in the past, as it is a public service. Currently the Brewster Café is showing a deficit through October 2022 of \$2,500. The Café must not close the year in a deficit balance and a transfer is necessary to bring it to zero balance. The exact amount necessary cannot be determined at this time, an approval to transfer the amount necessary to bring it to a zero balance is required.

**Resolution #2021-046:** Mrs. Dorson made the motion to approve a transfer from Private Funds to the Brewster Café Fund in an amount equal to the balance of Café expenditures less Café receipts and donations for 2022, to make the Café balance at year end. Mrs. Walters seconded, and it was approved by unanimous voice vote.

## Director's Report

Ms. Pandelli presented the Director's report in Ms. Polott's absence. Ms. Pandelli highlighted the Holiday Checkout Challenge during the month of December, to encourage more patron usage with weekly prizes for children and adults. A Holiday Open House is planned for Saturday December 17<sup>th</sup> with music, all were encouraged to attend.



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The Checkout Challenge promotion, as well as additional library visibility ideas were discussed among the Board Members.

Dr. Sarver Coombs commented on the upcoming Alexander Hamilton traveling exhibit and the anticipation for this interesting display in May 2023.

## Friends of the Hudson Library

Ms. Pandelli gave an update on the activity of the Friends. She stated that they recently held their Annual Board Meeting on November 10<sup>th</sup> and recognized long time Board Member- Eunice Friedman and her 42 years of service. The Friends have decided to honor Eunice annually by creating a permanent endowment in her name. Each year the Friends will give \$1,000, with \$500 added to grow the endowment and \$500 to be spent on adult programming.

## Committee Reports

### Nominating Committee

Mrs. Welch thanked Mr. Rydquist for Chairing the Nominating Committee again this upcoming year. Mr. Rydquist discussed the previously used trustee application and inquired of any comments or suggested changes to the document. Dr. Sarver Coombs brought up the topic of intellectual freedom and the importance of this freedom. Ms. Pandelli and Mr. Rydquist stated that applicants do acknowledge the library mission statement, conflict of interest and bill of rights when signing the application. Mr. Swedenborg also stated that the trustee handbook further stresses the importance of intellectual freedom.

Mr. Rydquist stated the application deadline is to be at least 30 days prior to the Annual Meeting date. The application deadline was determined to be Wednesday, January 25<sup>th</sup>, 2023.

## Other Business

### Consider rescheduling the December Board Meeting

Mrs. Welch commented that the December Board Meeting currently falls on December 26<sup>th</sup> when the library is closed. Mr. Rydquist stated that a new date should be determined to allow for the meeting date to be included in the trustee applications.

**Resolution #2020-047:** Mr. Swedenborg made the motion to move the December Board Meeting to December 19<sup>th</sup>, 2022 at 7:00 pm. Mr. Rydquist seconded, and it was approved by a unanimous voice vote.

Annual Meeting of membership date



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Mr. Rydquist raised the topic of the date for the 2023 Annual Meeting of the membership for discussion.

**Resolution #2020-048:** Mr. Rydquist made the motion to approve Saturday February 25<sup>th</sup>, 2023 for the Annual Meeting of the membership. Dr. Sarver Coombs seconded, and it was approved by a unanimous voice vote.

## Adjournment

Meeting adjourned at 7:50 pm.

Respectively Submitted,

Mrs. Carleen Welch, Vice President  
Board of Trustees

Ms. Marie Turkovich, Secretary  
Board of Trustees