

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

December 7, 1999

The meeting was called to order on December 7, 1999 at 4:30 p.m. by Chairperson Dot Sarchet.
TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthis, Dot Sarchet,
Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

The November 17, 1999 minutes were read. Upon motion made by Gail and seconded by Ellen, the minutes were approved.

FINANCIAL REPORT: Checking: \$4634.04

Savings: \$26267.27

Upon motion made by Joann, seconded by Gail and carried, the financial report was accepted and the December bills were approved for payment.

LIBRARIAN'S REPORT:

1. Chris Klafehn from First Continental Library Equipment Corporation will be at the Library on Wednesday, December 8, 1999 to redraw plans for the circulation desk. If cost will be over \$1500 Terri will call board for approval before ordering.

2. Hours for the library were discussed. Terri proposed that on Monday, Wednesday and Friday Library hours would be 2 - 7 p.m. Tuesday, Thursday and Saturday hours would be 9 a.m. - 3 p.m. Upon motion made by Joann and seconded by Ellen and carried, the library will be open 33 hours as listed above beginning in January, 2000. Terri will work 28 hours per week, Bev's hours will be 15 per week and Marcy will continue to work five hours.

3. The revised budget was studied and discussed. Upon motion made by Ellen, seconded by Joann and carried the revised budget for 2000 was approved.

4. Terri interviewed a woman with a cleaning service. It was agreed that Terri should discuss with her whether she would do the job two hours per week for \$35.00.

5. A proposal for a maintenance plan for the network equipment would cost \$755.98 yearly. Maggie Witwer with Weld Library District recommends the plan. Upon motion made by Sally, seconded by Joann and carried, it was agreed to approve the maintenance plan for network equipment.

OLD BUSINESS:

1. The two US West Internet classes held Saturday, December 4 were discussed. They were well-received by participants. Terri will schedule additional classes after the first of the year.

2. There was discussion about staff evaluations. Upon motion made by Joann, seconded by Ellen and carried, ARTICLE XIV will be changed to read: *The Board will utilize a minimum of an annual, on-going evaluation to assess employee performance. The evaluations are to occur yearly at the January meeting with the cost of living plus a merit raise due, on the approval of the board.*

3. Terri and Judy will do further research on how to determine the value of the contents of the library (especially books) to be sure that the insurance coverage is high enough.

NEW BUSINESS:

1. There was discussion about a sign displaying new Library hours. Terri will look into getting one made and the cost.

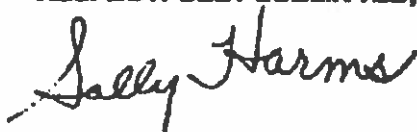
2. The next meeting will be ^{Jan 19, 2000} at Joann's at 3:15 p.m. and will be the evaluation for the three staff members. The regular meeting will convene at 4:30 p.m. and will conclude with a pot luck.

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Ellen, seconded by Gail and carried, the meeting adjourned at 5:45 p.m.

RESPECTFULLY SUBMITTED,



Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

January 18, 2000

The meeting was called to order on January 18, 2000 at 4:30 p.m. by Chairperson Dot Sarchet.
TRUSTEES PRESENT: Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

The December 7, 1999 minutes were read. Upon motion made by Virginia and seconded by Ellen, the minutes were approved.

FINANCIAL REPORT: Checking: \$4673.04

Savings: \$23,523.37

Upon motion made by Sally, seconded by Joann and carried, the financial report was accepted and the December bills were approved for payment.

LIBRARIAN'S REPORT:

1. Terri and the staff are planning a Valentine story contest. Upon motion made by Joann, seconded by Ellen and carried, it was agreed to pay \$5.00 for first place, \$3.00 for second place and present a certificate for honorable mention. The contest is open for students in first through twelfth grade.

✓ 2. Shelves will have to be moved to accommodate the new circulation desk. The work will be done on a week-end when the Library is closed. Board members and husbands will help.

3. There has been positive feedback on the new hours.

4. A Hudson resident has asked to start an after-hours book club. The consensus was that it was okay as long as doors would be locked after the meetings.

OLD BUSINESS:

1. The Town Board has approved Virginia's reappointment to the Board.

2. Sally will work on the picture of Carolyn. It is a gift from the Hudson Town Board for the Library

3. The janitorial service is cleaning once a week for \$140.00 a month.

NEW BUSINESS:

1. The Weld Library District has money in the budget for a new sign for the Library. George Kennedy has approved the mounting of the sign on the building.

2. The Board members met prior to the meeting to evaluate Library staff. Library Director Terri Redden's salary was raised to \$9.00 per hour, Assistant Librarian Bev Judd was raised 5% to \$7.10 per hour and Assistant Librarian Marcie Weeks was raised 5% to \$6.30 per hour. The salary increases are effective immediately.

CORRESPONDENCE:

A card was read from Library Volunteer Crystal . She has been helping in the Library on a regular basis and thanked the staff for all the things she has learned while volunteering and for the opportunity to be of service .

ADJOURNED:

Upon motion made by Joann , seconded by Virginia and carried, the meeting adjourned at 5:30p.m.

RESPECTFULLY SUBMITTED,

Sally Harms, Secretary

*Ellen - Pres - Chairperson
Jo Ann - Treas
W. G. - Secretary*

**HUDSON PUBLIC LIBRARY
AGENDA-MARCH, 2000**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES (FEBRUARY MEETING)

4. FINANCIAL REPORT- LIBRARY DIRECTOR

5. APPROVAL TO PAY BILLS

6. LIBRARIAN'S REPORT

7. OLD BUSINESS:

Approval to send Marci & Crystal to "Story-Tellers"
Conference?

Bid(s) for sidewalk replacement? *Chavez, Reed*

WOW classes/Denver Post will do article

Status of Carolyn's picture?

Book Club (starts April 7th)

Jan Brunette new board member

8. NEW BUSINESS:

Thank-you to Tamar Goodrich (donation)

Thank-you Craig Judd & Ron Redden (circulation desk)

Sale of old desk & typewriter

Story Time for Head-Start class?

9. BOARD COMMENTS:

10. ADJOURNMENT:

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

February 16, 2000

The meeting was called to order on February 16, 2000 at 4:20 p.m. by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

The January 18, 2000 minutes were read. Upon motion made by Joann and seconded by Virginia, the minutes were approved.

FINANCIAL REPORT: Checking: \$5444.53

Savings: \$23,523.32

Upon motion made by Virginia, seconded by Sally and carried, the financial report, with the amount for the storytelling conference removed, was accepted and the January bills were approved for payment.

LIBRARIAN'S REPORT:

1. Jan Brunette was introduced. She is interested in becoming a board member and has submitted her letter. Upon motion made by Gail, seconded by Joann and carried, Terri was instructed to send Jan's letter to the Hudson Town Board. Jan will complete Betty's term which expires in 2002.
2. Terri presented information on a Storytelling Conference to be held on April 28th. She proposed to send Marcie and Crystal.
3. A Valentine's Day story contest was held. There was participation from Elementary, Junior High and High School students.
4. A new courier service will be starting soon, funded by Weld Library District. It will operate five days per week.

OLD BUSINESS:

1. Library Board members will read and judge the Valentine Story contest entries following adjournment of this meeting.

NEW BUSINESS:

1. Upon motion made by Gail, seconded by Joann and carried, it was agreed to table discussion of the Storytelling Conference until the next meeting.
2. Elections were held. Upon motion made by Virginia, seconded by Sally and carried, Ellen was elected Chairperson. Upon motion made by Joann, seconded by Gail and carried, Virginia was appointed Secretary. *Joann - Treasurer*

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Joann, seconded by Gail and carried, the meeting adjourned at 4:50 p.m.

RESPECTFULLY SUBMITTED,

Sally Harms, Secretary

MARCH BILLS 2000

BOOKS		
WLD	629.16	
CRABTREE	235.39	
TOTAL		864.55
UTILITIES		
U.S. WEST	100.63	
AT & T	4.18	
GAS	176.63	
UNITED POWER	37.49	
UNITED POWER	53.86	
TOTAL		372.79
INSURANCE		
LIABILITY	69.91	
TOTAL		69.91
OPERATION AND MAINTENANCE		
CHUCK HOLMES	12	
G & J JANITORIAL	140	
TOTAL		152
CAPITOL IMPROVEMENTS		
FIRST CONTL-CIRC DESK	15,496.00	
TOTAL		15,496.00
SUPPLIES		
PETTY CASH	34.03 69.22	
KWIK KOPY - FOR PAPER	18.75	
OFFICE DEPOT	61.43	
DEMCO	199.05	
BRIGHTON ELECTRONICS	11.86	
POSTAGE	16.42	
TOTAL		341.54
MEETING EXPENSE		
BEVERLY JUDD	21	
TOTAL		21
TOWN OF HUDSON		
M. WEEKS		
NET	136.72	
FICA	22.66	
FED	0	
STATE	0	
TOTAL		159.38
B. JUDD		
NET	336.96	
FICA	56.48	
FED	0	
STATE	4	
TOTAL		397.44
T. REDDEN		
NET	1074.91	
FICA	186.58	
FED	32.3	
STATE	19	
TOTAL		1312.79
UNEMPLOYMENT INS.	5.22	5.22
BOOKKEEPING FEE	10	10
GRAND TOTAL		19202.62

LIBRARY BOARD MEETING

March 15, 2000

1. Librarian's Report:

- a. Circulation: Feb. , 788 , YTD 1522
- b. Number of Patrons: Feb. , 471 YTD 939
- c. Cards Issued: adult ; new 3 Renew _____ YTD New 15 Renew _____
juvenile; new 5 Renew _____ YTD New 8 Renew _____
- d. Fines Collected: Feb. , \$ 23.35 YTD \$ 34.42
- e. Book Sales: Feb. , \$ 2.00 YTD \$ 46.20
- f. Copywork: Feb. , \$ 5.50 YTD \$ 6.75

- g. Wow Classes - Denver Post to do article for 3/17 + 3/18
- h. Thank You - Craig, Ron & Jerner
- i. Desk & type writer for sale
- R. Storytime at Head Start

Savings 29,069.82 Checking 6065.82

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MARCH 15,2000**

Chairperson Ellen Korthuis called the meeting to order on March 15 at 4:15 PM

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. (Dot Sarchet arrived later).

MINUTES: The minutes from the February 16th meeting were approved with corrections/additions (Joann Dunker was elected Treasurer and Ellen Korthuis was absent from the February meeting). Virginia made the motion and Joann seconded.

FINANCIAL REPORT: Checking: \$6,065.82 Savings: \$29,069.82
Joann offered a motion and Gail seconded to approve both the financial report and the payment of the February bills for a total of \$29,271.84.

LIBRARIANS REPORT: Circulation: 788, Patrons: 471, Cards Issued: 8, Fines Collected: \$23.35, Book Sales: \$2.00, Copywork: \$5.50.

OLD BUSINESS:

1. The Board considered the request to send both Marci (employee) and Crystal (volunteer) to an upcoming *StoryTellers Conference*. Following a period of discussion a motion was made by Virginia and seconded by Sally to send both to the conference, paying the entire fee (\$90.00).
2. Virginia will talk with George Kennedy about replacing the sidewalk and attempt to receive some bids for the project by the next meeting (April).
3. Terri talked about the scheduled WOW classes on March 17th & 18th and added the Denver Post is planning on writing an article about the classes at the library (no date set at this time).
4. Sally had a preliminary copy of Carolyn's picture and the Board discussed an appropriate *quote* to be placed under the photo. The Town of Hudson has offered to pay for the cost of the picture to be placed in the library.
5. Terri announced the *Book Club* would begin meeting at the library on April 7th at 7PM. There are eleven individuals signed up for the after-hours meeting at the library. Jackie Noonan will host.
6. Jan Brunette was approved by the Hudson Town Board to serve as a Library Board Trustee.

NEW BUSINESS:

1. Board members signed "thank-you" cards for Craig Judd and Ron Redden. Both spent many hours helping during the installation of the circulation desk. Temar Goodrich was also sent a "thank-you" for her donation of a selectric typewriter to the library.
2. Members discussed the sale of the old desk and the older typewriter, no price was decided for either item; it was left to the staff.
3. Terri asked about sending Marci & Crystal to Hudson Head start for *Story Time*. The Board agreed but thought it would be appropriate for the class to come to the library, if possible.

BOARD COMMENTS:

A period of discussion about the lack of a lower shelf for children installed in the circulation desk. It was agreed if the desk could be moved to the east it would allow room for a "children's area". Terri will contact the installer to see what can be accomplished.

ADJOURNMENT: With a motion by Gail and a second by Joann, the meeting was adjourned at 5:15 PM.

RESPECTFULLY SUBMITTED:

Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY
AGENDA-MAY,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (APRIL MEETING)**
- 3. FINANCIAL REPORT - LIBRARY DIRECTOR**
- 4. APPROVE PAYMENT OF BILLS**
- 5. LIBRARIANS REPORT**
 - a. Information from annual district meeting**
 - b. Bruce tax initiative**
- 6. OLD BUSINESS:**
 - Status on sidewalk replacement**
 - Summer Reading Program**
- 7. NEW BUSINESS:**
 - Information from Terri about purchase of building**
 - Thank you notes**
- 8. BOARD COMMENTS:**
- 9. ADJOURNMENT**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
APRIL 19,2000**

Chairperson Ellen Korthuis called the meeting to order on April 19 at 4:15 PM

TRUSTEES PRESENT: Jan Brunette, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. Gail Copeland was absent.

MINUTES: The minutes from the March 15th meeting were approved with no additions or corrections by a motion from Dot and a second from Sally.

FINANCIAL REPORT: Checking: \$6,440.95 Savings: \$ 23,073.41
The bills totaling \$4,312.61 (all current) and the financial report were approved with a motion from Virginia and a second from Joann.

LIBRARIANS REPORT: Circulation: 1026, Patrons: 619, Cards Issued: 11, Fines Collected: \$44.75, Book Sales: \$5.00, Copywork: \$3.45

OLD BUSINESS:

1. The Board discussed the quote from *First Continental Library Equipment Corp. (Chris Klafehn)* for adding a step in front of the circulation desk. The general agreement was to reject the bid of \$638.60 and take advantage of the lower desks on the West End of the circulation desk to enable youngsters to check out books.
2. Two bids for replacing the sidewalk and adding a retaining wall were discussed. Since the bids were not complete, back to the drawing board. Terri will contact *Chavez Paving & Concrete and Reed Construction* for updated bids.
3. Terri talked about the good turnout for the first meeting of the *Book Club* and advised the board the WOW classes will offer class for youngsters in May (from fourth grades and up). WOW classes will be suspended during the summer months but begin again in the fall.
4. Carolyn's picture is hanging on the south wall of the library.

NEW BUSINESS:

1. Terri announced that according to Weld Library District's records, the library's circulation has increased 50% since last year at this time.
2. Terri would like to begin ordering the new computers for the library. It was agreed to order two for the patrons and one for the librarian's use along with another printer for the computers. A motion from Virginia and a second from Joann approved the purchase not to exceed \$3,000.00.
3. The Board discussed a suggestion from Gail about expanding the expense report to include the budgeted amount of each "line item". Gail will assist the staff with updating the spreadsheets.

BOARD COMMENTS:

The theme for the summer reading program is *Be A Star Reader*. Summer reading is scheduled to begin in June.

ADJOURNMENT: A motion from Joann and a second from Sally adjourned the meeting at 5:30 PM.

RESPECTFULLY SUBMITTED: Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY
SPECIAL MEETING
BOARD OF TRUSTEES MINUTES
APRIL 21,2000**

Chairperson Ellen Korthuis called the meeting to order on April 21 at 5:00 PM

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Virginia Swift, Librarian Terri Redden, Assistant Librarian Bev Judd and George Kennedy.

The Trustees and Library staff met with Mr. George Kennedy to discuss his ideas and desires for replacing the sidewalk on the south side of the building and adding a retaining wall to combat the soil erosion. George was definite about his ideas and did not want a retaining wall any higher than the bottom steps but would concur with a gradual increase in height towards the west.

He did not want to talk to Don Reed about his wants ("I won't be in the same room with the man" was his quote). Joann will meet with Don Reed and try to work out a solution that will satisfy the staff, trustees and Mr. Kennedy.

A motion to approve Mr. Reed's bid was made by Virginia and seconded by Joann.

The Trustees discussed the possibility of an appraisal on the remaining third of the building. Sally will contact an appraiser to see what can be done.

The meeting was adjourned at 6:00 PM.

Respectively Submitted, Virginia Swift, Secretary

MAY 2000 BILLS

BOOKS		
LAKESHORE	130.95	
CBD-CHRISTIAN BOOK DIST.	111.54	
WLD	940.51	
VIDEOS	25.11	
GRANDMAS HERBS	21.55	
TOTAL		1229.68
UTILITIES		
U.S. WEST	102.71	
GAS	57.89	
UNITED POWER	48.48	
UNITED POWER	33.26	
TOTAL		242.34
INSURANCE		
LIABILITY	31.58	
CITIZENS-BONDING INS.	100	
TOTAL		131.58
OPERATION AND MAINTENANCE		
KEELEY ASPEY	16.5	
G & J JANITORIAL	140	
RIES ELECTRIC	149.02	
P.V. HEATING	627.69	
TOTAL		933.21
SUPPLIES		
PETTY CASH	1.98	
DEMCO	85.86	
SUPPLIES - MISC	53.74	
POSTAGE	15.76	
TOTAL		157.34
MEETING EXPENSE		
T. REDDEN	30.9	
B. JUDD	21	
TOTAL		51.9
TOWN OF HUDSON		
M. WEEKS		
NET	157.08	
FICA	26.04	
FED	0	
STATE	0	
TOTAL		183.12
B. JUDD		
NET	452.99	
FICA	76.02	
FED	0	
STATE	6	
TOTAL		535.01
T. REDDEN		
NET	900.58	
FICA	151.46	
FED	5.69	
STATE	8	
TOTAL		1065.73
UNEMPLOYMENT INS.	4.97	4.97
BOOKKEEPING FEE	10	10
GRAND TOTAL		4544.88

*29193
+ 27.75*

53.74 + 21.93 = 37.69

*1.98
27.75

29.73*

*15.76
21.93

37.69*

~~*157.08
26.04

183.12*~~

*29.73
37.69

42*

LIBRARY BOARD MEETING

May 17, 2000

1. Librarian's Report:

- a. Circulation: April, 850, YTD 3308
- b. Number of Patrons: April, 655 YTD 2213
- c. Cards Issued: adult, new 4 Renew YTD New 25 Renew
juvenile: new 2 Renew YTD New 15 Renew
- d. Fines Collected: April, \$ 49.47 YTD \$ 128.64
(20.00 DASH)
- e. Book Sales: April, \$ 22.25 YTD \$ 73.45
- f. Copywork: April, \$ 29.05 YTD \$ 39.25

- g. Report from Annual Mtg. - May 3
- h. purchasing property
- i. Doug Bruce issue - may affect libraries
- j. Summer Reading
old - cement work.

Correspondence - Thank You Notes

Savings 54,417.14 Checking 6963.76

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MAY 17, 2000**

Chairperson Ellen Korthuis called the meeting to order on May 17th at 4:15 PM

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. Sally Harms arrived after the meeting started.

MINUTES: a motion from Gail and a second from Joann approved the minutes from the April 19th and the special meeting on April 21st with no additions or corrections.

FINANCIAL REPORT: Checking: \$6,963.76 *Savings:* \$ 54,417.14
The bills totaled \$4,544.86 (all current). The financial report was approved with a motion from Virginia and a second from Dot.

LIBRARIANS REPORT: Circulation for May: 850, Patrons: 655, Cards Issued: 6, Fines Collected: \$49.47, Book Sales: \$22.25, Copywork: \$29.05. (\$20.00 for the sale of the desk was included in book sales.)

OLD BUSINESS:

1. Joann submitted a detailed report concerning the sidewalk & landscape project Following a meeting with Don Reed and Terri on April 25th. The Board discussed the Project at length, coming to the conclusion to place the entire project *on hold* for the time being.

NEW BUSINESS:

1. Terri shared information from the annual Weld Library District meeting, it included the announcement of a statewide Web Site "up & running" January 2001. Hi-Plains also has a new "home-page". Beth Hager will be visiting all of the libraries in the District in the next few months. The Weld Library District will be offering a series of *workshops* covering various subjects designed to increase library usage and space. The upcoming *Bruce Tax Initiative* was discussed extensively at the annual meeting. The ballot question may be included for the November election.
2. Terri had a discussion with Steve C. at the meeting concerning the possibility of acquiring the final third of the library building. Steve suggested the Library Board should start with the Hudson Town Board and the Town's lawyer as well as a comparison of other business buildings sold in the area. Sally had a talk with an assessor and he suggested talking to the bank and possibly using an Assessor recommended by the bank. Sally will contact Rob Pippin for any help along this avenue. Judy McGill will take a copy of the deeds to the Town's lawyer to aid in clarifying the "legalize" concerning what the library now owns. (land or just the buildings.)
2. Thank-you notes from Marcie and Crystal were shared with the Board concerning The *Story Hour Conference* they attended. Terri talked about the upcoming summer reading program. It begins June 5th and ends August 2nd. The theme for this year is *Be A Star Reader*. The staff will give weekly prizes, hold drawings and give books for grand prizes at the end of the program.

3. Gail put together a sample of a spreadsheet listing line items for the library and including the budgeted amount and the use to date. She will work with Bev to set this up on the computer for the monthly bills.

ADJOURNMENT:

The meeting was adjourned with a motion from Dot and a second from Joann at 5:40 PM.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY
AGENDA-JULY,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JUNE MEETING)**
- 3. FINANCIAL REPORT - LIBRARY DIRECTOR**
- 4. APPROVE PAYMENT OF BILLS**
- 5. LIBRARIANS REPORT**
- 6. OLD BUSINESS:**
 - a. Summer Reading Program - (FYI)**
 - b. Repair on roof**
- 7. NEW BUSINESS:**
 - a. Julia Taylor information**
 - b. Vacation schedule**
 - c. Would like a couple of hours a week working while library is closed. (catch up on administrative duties)**
- 8. BOARD COMMENTS:**
- 9. ADJOURNMENT**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JUNE 21, 2000**

Chairperson Ellen Korthuis called the meeting to order on June 21st at 4:10 PM.

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: Approval of the minutes from the May meeting came with a motion from Dot and a second from Jan.

FINANCIAL REPORT: Checking: \$7,393.95 *Savings:* \$ 53,963.93

The bills totaled \$5,931.79 (all current). The financial report was approved with a motion from Sally and a second from Gail.

LIBRARIANS REPORT: Circulation for May: 951, Patrons: 529, Cards Issued: 22, Fines Collected: \$40.50, Book Sales: \$28.20, Copywork: \$5.75

OLD BUSINESS:

1. Terri reported the new computers have been installed but with some difficulty. The Number of computers has placed a drain on the modem. The upgrade will cost in the neighborhood of \$1,878.00. A motion from Joann and a second from Virginia approved the upgrade. A larger battery back up is needed. A motion from Virginia and a second from Dot approved this purchase. The oldest computer "went-down" and repairs were needed. New T-1 line charges were discussed.
2. Judy McGill shared a memo from Corey Hoffmann, Town Attorney, explaining the Legal issues pertaining to the ownership of the library building. Sally shared information from Rob Pippin regarding the purchase of the remaining third of the building from George Kennedy. It was agreed to table these issues until after the November elections (Bruce tax-cut initiative).
3. Terri announced 112 youngsters have signed up for the summer reading program so far. She contributes some of this success to Marcie Weeks who went to the area schools before the end of the school year and invited the students to the summer reading program. The schedule for Thursday morning Story Hour has been appearing in the *Greeley Tribune*.

NEW BUSINESS:

1. There is some roof damage on the north side of the building. Terri had a roofing company give an estimate for repairs. It was agreed to talk to George K. and ask him to have the insurance adjuster come out and check the damage.

ADJOURNMENT:

The meeting was adjourned with a motion from Virginia and a second from Dot at 5:15 PM.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary.

LIBRARY BOARD MEETING

July 19, 2000

1. Librarian's Report:

- a. Circulation: June, 1530, YTD 5789
- b. Number of Patrons: June, 913 YTD 3655
- c. Cards Issued: adult, new 10 Renew _____ YTD New 41 Renew _____
juvenile: new 13 Renew _____ YTD New 44 Renew _____
- d. Fines Collected: June, \$ 20.14 YTD \$ 189.28
- e. Book Sales: June, \$ 12.25 YTD \$ 113.90
- f. Copywork: June, \$ 5.25 YTD \$ 50.25

- g. Julia Taylor leaving
- h. Summer Reading 146 signed up!
- i. Vacation 8-17-8-26

old business - none -

Checking 7905.00 Savings 52,777.84

**HUDSON PUBLIC LIBRARY
AGENDA-AUGUST,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JULY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Summer Reading Program - (FYI)**
- 6. NEW BUSINESS:**
 - a. Discuss memorials from Carolyn Peters**
 - b. *Space Planning* Seminar in October (Greeley)**
 - c. Begin discussions on Budget**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JULY 19, 2000**

Chairperson Ellen Korthuis called the meeting to order on July 19th at 4:10 PM.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. Jan Brunette & Sally Harms were absent.

MINUTES: Approval of the minutes from the June meeting came with a motion from JoAnn and a second from Gail.

FINANCIAL REPORT: Checking: \$7,905.00 *Savings:* \$ 52,777.84
The bills totaled \$3,640.59 (all current). The financial report was approved with a motion from Virginia and a second from Gail. Thanks to Bev Judd for the *awesome* financial spread sheet.

LIBRARIANS REPORT: Circulation for June: 1530, Patrons: 913, Cards Issued: 23, Fines Collected: \$20.14, Book Sales: \$12.25, Copywork: \$5.25. (Note the large increase in circulation and patrons-*almost double from May*).

OLD BUSINESS:

1. Terri reported 146 youngsters have signed up for the Summer Reading Program-*Be A Star Reader*.
2. George K. had the insurance adjusters look at the roof, the north side will be re-Shingled. (south side is all right). Library will pay for its share of deductible.

NEW BUSINESS:

1. Terri reported Julia Taylor has resigned her position at the district library. (she was The P.R. for the district libraries).
2. Terri's vacation will be from August 17th through August 26th.
3. Terri would like a couple of hours of "administrative time" the Tuesday night before the monthly board meeting to prepare. This request was approved with a motion from JoAnn and a second from Dot.

ADJOURNMENT:

The meeting was adjourned at 4:30 PM with a motion from Virginia and a second from JoAnn.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY
AGENDA-SEPTEMBER,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (AUGUST MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Discuss commission of painting using donated funds for Carolyn Peters.**
 - b. Comparison prices for buildings in area.**
- 6. NEW BUSINESS:**
 - a. Discuss fees for copies at library.**
 - b. Discuss difference between purchase or lease of new copy machine.**
 - c. Retreat plans for November 9th-11th.**
- 7. CORRESPONDENCE:**
 - a. Thank-you card from Carolyn's family.**
- 8. BOARD COMMENTS?**
- 9. ADJOURNMENT**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
AUGUST 16,2000**

Chairperson Ellen Korthuis called the meeting to order on August 16th at 4:10 PM.

TRUSTEES PRESENT: Joann Dunker, Ellen Korthuis, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. Jan Brunette arrived late. Gail Copeland, Sally Harms and Dot Sarchet were absent.

MINUTES: Approval of the minutes from the July meeting was accepted with a motion from JoAnn and a second from Virginia.

FINANCIAL REPORT: Checking: \$9008.56 Savings: \$ 53,232.92
The bills totaled \$4,966.47 (all current). A motion for payment of the bills came from Joann with a second from Jan.

LIBRARIANS REPORT: Circulation for July: 1396, Patrons: 866, Cards Issued: 8, Fines Collected: \$38.34, Book Sales: \$12.50, Copywork: \$3.50.

OLD BUSINESS:

1. Terri talked about the success of this year's *Summer Reading Program*. The library Hosted an "ice-cream Social" the last day of the program. Because of the heat it was held inside the library and she reported not a drop was spilled on the carpet! She contributes much of the success of the *Summer Reading Program* to Marcie Weeks who went to the schools and personally invited the students. Marcie has agreed to do it again next spring.
2. The roof on the north side of the building has been resingled. George has not Brought a bill for our share of the deductible as of this meeting.

NEW BUSINESS:

1. A discussion about memorials from Carolyn Peters was tabled until next month.
2. A request from Terri to attend a *Space Planning Seminar* in Greeley was not approved.
3. Terri asked the board members to begin thinking about the budget process; she would like input from the board for the budget.

BOARD COMMENTS:

Joann and Virginia talked about the "tax-cut initiative #205 and the importance of Understanding the amendment allowing accurate answers to questions from the tax payers. Joann will attempt to retrieve information from the League of Women Voters.

Ellen will not be able to attend the September meeting.

ADJOURNMENT: The meeting was adjourned with a motion from Virginia and a second from Joann at 5 PM.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY
AGENDA-OCTOBER 18,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (SEPTEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Discuss commission of painting using donated funds for Carolyn Peters.**
- 6. NEW BUSINESS:**
 - a. Purchase new printer?**
 - b. Installation of CSU/DSU line.**
 - c. *E Rate* approved/ discuss Technical plans (required for *E Rate grant*).**
 - d. Discuss proposed budget for 2001.**
- 7. BOARD COMMENTS**
- 8. ADJOURNMENT**



**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
SEPTEMBER 20,2000**

Dot Sarchet, sitting in for Ellen Korthuis, called the meeting to order at 4:20 PM.

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill. Ellen Korthuis was absent.

MINUTES: The minutes from the August meeting were approved with a motion from Sally and a second from Joann.

FINANCIAL REPORT: Checking: \$10,392.70 Savings: \$ 61,395.09
The bills totaled \$3,554.80 (all current). A motion for payment of the bills came from Virginia with a second from Joann.

LIBRARIANS REPORT: Circulation for August: 1179, Patrons: 754, Cards Issued: 16, Fines Collected: \$65.53, Book Sales: \$8.25, Copywork: \$13.80.

OLD BUSINESS:

1. The board looked at samples from three local artists. One will be chosen for a painting to be hung in the library from the memorial gifts for the late Carolyn Peters. This was tabled until the October meeting.
2. Looked at realtor's listings for comparable buildings (last third of Kennedy building) Trying to "get a handle" on fair asking price.

NEW BUSINESS:

1. Terri asked for board's input on lowering the price of copies from a quarter to a dime. Following discussion it was decided to leave the price at a quarter for the present.
2. The purchase or lease of a new copy machine was discussed. Terri will check on prices and it was agreed to keep the old one *until it dies naturally*.
3. The board approved funds for the retreat in November sending both Terri & Bev. A motion from Virginia and a second from Joann were given.

CORRESPONDENCE: Terri shared a thank-you from Carolyn's family.

ADJOURNMENT: The meeting was adjourned by a motion from Virginia and a second From Joann at 5:30 PM.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY
AGENDA-NOVEMBER 15,2000**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (OCTOBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
 - a. Information from retreat**
 - b. Interest in rescheduling Dec. meeting?**
 - c. Christmas present for Crystal?**
- 6. OLD BUSINESS:**
 - a. Fine tuning Budget**
 - b. Status on printer?**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT**



**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
OCTOBER 18, 2000**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 4:10 PM

TRUSTEES PRESENT: Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: The minutes from the September meeting were approved with a motion from Gail and a second from Joann.

FINANCIAL REPORT: *Checking: \$10,428.64 Savings: \$ 58,403.88*
The bills totaled \$4,862.75 (all current). A motion for payment of the bills came from Virginia with a second from Dot.

LIBRARIANS REPORT: Circulation for September: 930, Patrons: 548, Cards Issued: 23, Fines Collected: \$36.81, Book Sales: \$7.75, Copywork: \$22.10.

NEW BUSINESS:

1. Terri reported the printer for the computers has been giving the staff lots of Problems. She would like permission to purchase a new one for "staff use" And one for public use. After discussion and a motion it was decided to try Repairing the old one for public use if possible. An amended motion from Virginia And a second from Joann approved the purchase.
2. The CSU/DSU phone line will be installed in or around 12/30/00.
3. Terri and the board went over the line items for the new budget, discussing Increases and "capital expenditures" for the next year. A motion from Sally and a second from Joann approved the first draft of the budget.
3. Terri asked for input from the board concerning the "tech plan" required for The *E-rate Grant*. The grant for year 2 has been approved. (A \$1,382.40 Reimbursement for phone line).

OLD BUSINESS:

1. The board selected an artist to paint a "southwestern subject" using the funds From Carolyn Peters memorial collection. Eleanor Sharp from Hudson will Receive the commission. There is \$310.00 in the fund.

BOARD COMMENTS:

The board discussed the upcoming ballot issues concentrating on Amendment 21.

ADJOURNMENT: The meeting was adjourned at 5:05 PM with a motion from Joann and a second from Dot.

RESPECTIVELY SUBMITTED: Virginia Swift, Secretary.

LIBRARY BOARD MEETING:

December 20, 2000

1. Librarian's Report:

a. Circulation: November, 1036 , YTD 11268

b. Number of Patrons: November, 707 YTD 7207

c. Cards Issued: adult , new 10 Renew _____ YTD New 91 Renew _____

juvenile: new 11 Renew _____ YTD New 74 Renew _____

d. Fines Collected: November, \$ 79.55 YTD \$ 468.46

e. Book Sales: November, \$ 6.00 YTD \$ 159.90

f. Copywork: November, \$ 8.00 YTD \$ 106.15

g. Holidays - no meeting - bills preapproved

Savings - 53,182.63 checking - 10,900.89