

LIBRARY BOARD MEETING

January 19, 1994

1. Librarian's Report:

a. Circulation: Dec, 324; YTD 4478

b. Number of Patrons: Dec, 188 YTD 2877

c. Cards Issued: adult ; new 6 Renew 0 YTD New 123 Renew 0

juvenile: new 16 Renew 0 YTD New 142 Renew     

d. Fines Collected: Dec, \$ 0.30 YTD \$ 54.18

e. Book Sales: Dec, \$ 14.25 YTD \$ 147.00

f. Copywork: Dec, \$ 5.75 YTD \$ 134.12

g. Pontius - Keys

h. George Reis lights

i. E. Action

CL Act \$ 2192.84

SW Act \$ 11,211.75

BILLS PRESENTED AT THE JANUARY 19, 1994 MEETING

HUDSON PUBLIC LIBRARY LOARD OF TRUSTEES

Books

Weld Library District	<u>\$145.78</u>	\$145.78
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Utilities

Phone	93.11	
Gas	84.67	
United Power	<u>40.89</u>	
		218.67

Insurance

Property Liability	<u>27.90</u>	27.90
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Maintenance

Snow Removal	<u>3.33</u>	3.33
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Town of Hudson

Payroll - December		
C. Peters		
Net	615.75	
FICA	114.08	
Fed	50.89	
St	21.86	
Work Comp	38.83	
Unem Ins	2.99	
Fee	<u>10.00</u>	
		854.40

\$1250.08

Hudson Public Library

February 16, 1994

minutes of the January 19<sup>th</sup> meeting

Meeting was called to order at 4:35 p.m. by president Det Darchet.

Members present: Eileen McPeck, Brenda Kennedy, Betty Sisson and Librarian Carolyn Peters.

### Actions Taken:

- 1.) A motion was made by Eileen to accept the financial report and to pay the bills, Betty seconded.

Savings Account \$ 11,211.75

Checking Account \$ 2,192.84

- 2.) A motion was moved and carried to accept the resignation of Susan Warren and to ask JoAnn Duncker to be her replacement.

- 3.) Elections of officers for 1994 was carried out as follows:

Betty Sisson - President

Eileen McPeck - Secretary

Elaine Kepner as Treasurer if she accepts the position.

next meeting at 5:00 p.m. Next meeting 2/16/94

**Hudson Public Library**  
**March 16 , 1994**  
**Minutes of the February Meeting**  
Submitted by Brenda Kennedy

Meeting called to order at 4:10 p.m. by President Betty Sisson. Members present: Elaine Hepner, JoAnn Dunker, Brenda Kennedy, and Librarian Carolyn Peters.

**Actions Taken:**

A motion was carried and moved to accept the minutes of the January meeting.

Elaine moved to accept the Financial Report and pay the bills, this motion was seconded by JoAnn.

Checking Account: \$2,142. 76

Savings Account: \$10,112.20

**Correspondence:**

Betty called the Town hall during the meeting to confirm the acceptance of JoAnn Dunker as a Board Member. She had been accepted but no correspondence was sent.

Carolyn sent a letter to thank the Board for the flowers sent during her stay in the hospital.

**New Business:**

Carolyn and Brenda will try to find out if there are any Grants available to our Library so that we can get "on line" with a computer system.

Welcome to JoAnn Dunker as our newest Board Member! We're happy to have her with us.

**Old Business:**

Brenda will call Mr. Pontius to see about getting the locks changed. (This was completed and the locks were changed the following Friday, six keys were made and both doors are now keyed alike.)

Meeting Adjourned at 4:55 p.m. Next meeting will be March 16th at 4 p.m.

**Hudson Public Library**  
April 20, 1994  
**Minutes of the March Meeting**  
Submitted by Brenda Kennedy

The meeting was called to order at 4:03 p.m. by President Betty Sisson. Members present: Joann Dunker, Elaine Hepner, Brenda Kennedy and Librarian, Carolyn Peters. Dennis Lingo from the town of Hudson was also present.

**Actions Taken:**

A motion was carried and moved to accept the minutes of the February meeting.

Brenda moved and Elaine seconded the motion to pay the bills and accept the financial report.

Savings Account: \$8,712.20  
Checking Acct: 2,199.97

**Discussions:**

We need someone to help with the summer reading program on Mondays, Wednesdays and Fridays from approximately 9 a.m. to Noon. *consulted*

Brenda will find out what it takes to start an illiteracy program at our Library.

Dennis Lingo will help us determine if there are grants available to help us with the cost of getting "on line".

Meeting adjourned at 4:40p.m.

# **Hudson Public Library**

**May 25, 1994**

## **Minutes of the April Meeting**

**Meeting was called to order at 4:00 p.m. by President Betty Sisson. Members present: Joann Dunker, Elaine Hepner, Brenda Kennedy and Librarian Carolyn Peters and Dennis Lingo from the Town of Hudson.**

### **Actions Taken:**

- 1. A motion was moved and carried to accept the minutes of the March meeting.**
- 2. A motion was moved and carried to purchase 6 chairs.**
- 3. A motion was moved and carried to accept the financial report and pay the bills.**  
    **Checking account: \$2,329.35**  
    **Savings account: 1,864.24**
- 4. A motion was moved and carried to approve Carolyn's vacation for the first part of May.**

### **Discussions:**

**We will wait for a meeting that we have more than 3 members present to discuss starting an illiteracy program.**

**Luella from the Weld Library District will attend our next meeting to answer any questions we may have regarding the contract for getting our Library "on line".**

**Meeting Adjourned at 4:55 p.m.**

# **Hudson Public Library**

**June 15, 1995**

## **Minutes of the May Meeting**

**The meeting was called to order by Chairperson Betty Sisson at 4:10 p.m.. Members present:**

**Elaine Hepner, Dot Sarchet, Joann Dunker, Brenda Kennedy and Librarian, Carolyn Peters.**

### **Actions:**

- 1.) A motion was carried and moved to accept the minutes of the April meeting.**
- 2.) Dot moved and Elaine seconded the motion to accept the financial report and pay the bills.**

**Checking Acct. 2,398.81  
Savings 18,123.51**

### **Discussions:**

**The metal letters for the outside of the library are on order.**

**Carolyn has hired someone to help with the summer reading program.**

**Meeting Adjourned at 4:35 p.m.**

**Next meeting June 15th**

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
JUNE 15, 1994

PRESENT : Dot Sarchet, Betty Sisson, Joanne Dunker, Elaine Hepner,  
Brenda Kennedy, Eileen McPeek, and Carolyn Peters

GUESTS : Luella Kinnison, Peg Carlson, Linda Vasenius, and  
Rob Fuller

SPECIAL MEETING

Before the business meeting was called to order, the guests from Weld County Library and Weld County Library District explained more about how much it will cost Hudson Public Library to connect to Weld Library District DYNIX computer system. Weld District is also limited on funds to assist us at this time. They will pay for two user licenses only.

It was suggested that we apply for an LSCA grant to hook up to the computer system and possibly for a new circulation desk. Other funding may be possible from various large businesses .

High Plains may be able to assist us in writing up grant applications.

Our inventory will need to be updated for the computer.

Phone line may need to be upgraded.

After the guests from Weld County left, Rob Fuller said that the town may be able to help with funds to get us hooked up into the computer with the barest necessities. He will bring it before the Town Board. We would then apply for a grant to finish the system.

Regular meeting 5:15 p.m.

ACTIONS TAKEN:

1. minutes of May meeting accepted as distributed
2. motion to pay monthly bills made by Sarchet, seconded by Hepner, approved by the Board
3. The Board voted to send a letter to Jan Carlson informing her that she is no longer a member of the board because she has missed so many meetings. This is in accordance with the By-laws Article III section 5

FINANCIAL REPORT

Checking account \$ 2169.51 Savings account \$ 19,340.96  
less \$ 900error by bank.

Received check from Weld County \$1217.45

Librarians Report

Summer reading program in progress  
Circulation report attached

NEW BUSINESS

An ad will be placed asking for a volunteer to replace Jan on the board . It should state that a preference for someone from area north of Hudson or Keenesburg will get first consideration in order to keep representation equal from all areas in Hudson Library District.

NEXT REGULAR MEETING:  
July 20.1994

ADJOURNMENT

5:15 P.M.

Eileen McPeek secretary

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
JULY 20,1994

4:10 P.M.

PRESENT : trustees Dot Sarchet, Elaine Hepner, Joanne Dunker,  
Eileen McPeek, librarian Carolyn Peters and town  
board representative Dennis Lingo

ACTIONS TAKEN: (all passed unanimously unless otherwise stated )

1. Minutes approved as distributed with one correction, time of adjournment was 5:45 not 5:15
2. Motion to pay monthly bills made by Elaine seconded by Joanne
3. Carolyn's vacation was approved for July 28-August 11. The board also approved an extension of her vacation hours past her anniversary date of August 11 for this year.
4. It was decided that a third co-signer should be on the checks in the event that either the librarian or the treasurer is unavailable. Eileen McPeek agreed to be that person.

OLD BUSINESS :

1. A letter was sent by the secretary to Jan Carlson informing her she is no longer on the board .
2. A notice was put in the newspaper asking for volunteers to serve on the board. one reply , from Sylvia Jackson, was received. She will be invited to attend the August meeting for an interview.
3. Dennis will check with town Board concerning possible funds to get the computer on line. Mr. Fuller had brought the matter to their attention but no decision was made at that time.

FINANCIAL REPORT :

checking \$ 2066.36 savings \$ 18658.41 check for \$ 1212.45  
not deposited yet

NEW BUSINESS :

1. Annual evaluation of the librarian meeting will be August 17 at 3:30 P.M. at the home of Betty Sisson . Evaluation sheets were given to each trustee to be filled and brought to the meeting to be compiled.

2. Dennis said the town board had discussed the possibility of getting all the functioning boards of Hudson together to lay plans for the future of the town. They will let us know if a date is set.

LIBRARIAN'S REPORT:

1. Summer reading program went well with 30 children signed up. Carolyn stated that they enjoyed the contest to guess the number of candies in the jars. She also had prizes for the ones who read the most books.
2. Carolyn will attend the quarterly meeting August 5 even though this falls within her vacation.
3. It was noted that there are three years left to pay on the library building.

NEXT MEETING:

August 17

ADJOURNMENT : 5:15 P.M.

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
August 17, 1992

4:30 P.M.

PRESENT : Trustees Betty Sisson, Dot Sarchet, Elaine Hepner,  
Joanne Dunker, Eileen McPeek, librarian Carolyn Peters,  
and guest Sylvia Jackson.

Actions Taken ; (all passed unanimously unless otherwise stated)

1. Minutes approved as distributed
2. Motion made by Dot Sarchet to approve payment of monthly bills seconded by Joanne Dunker
3. Filled out questionnaire for renewal of ERRORS & OMISSIONS insurance policy for trustees and library.
4. Joanne Dunker made motion to approve Sylvia Jackson as our choice for trustee to replace Jan Carlson and finish her term. Seconded by Elaine Hepner. Sylvia's name will be submitted to the Hudson Town Board for their approval.

FINANCIAL REPORT : CHECKING \$ 2302.43 SAVINGS \$ 18574.12

LIBRARIANS REPORT :

1. Last check received for this year from Weld County in the amount of \$ 3652.35
2. Nancy Kneppel will fill out grant application for funds to get on line with Dynix computer system
3. Library will receive County Equalization funds for computer supplies, amount is \$ 1200
4. In September Carolyn should be given information on estimated tax money available for 1995 budget

OLD BUSINESS :

1. Joanne Dunker volunteered to shop for the extra folding chairs voted on earlier

NEW BUSINESS :

1. Held interview with Sylvia Jackson for position as new trustee
2. Betty Sisson volunteered to represent library at annual meeting with town board August 17.

3. Discussed evaluation sheets with librarian. Overall rating was very satisfactory.
4. In order to properly train a substitute, there is a need to increase 1995 budget for training and work hours.

ADJOURNMENT :5:40 P.M.

MINUTES OF ANNUAL EVALUATION MEETING  
OF AUGUST 17,1994  
at home of Betty Sisson

ACTIONS TAKEN :

1. annual evaluation of the librarian sheets were compiled and discussed. Results were positive.
2. A raise of 5% was approved for Carolyn Peters starting with her anniversary date of August 11.

ADJOURNMENT 4:20p.m.

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
SEPTEMBER 21, 1994

4:10 P.M.

PRESENT: Trustees Betty Sisson, Sylvia Jackson, Dot Sarchet,  
Elaine Hepner, Eileen McPeek, and librarian Carolyn  
Peters

ACTIONS TAKEN :(all passed unanimously unless otherwise stated)

1. Minutes approved as distributed
2. Motion to pay bills made by Elaine, seconded by Dot
3. Motion made by Eileen, seconded by Dot giving Carolyn permission to make out the check to United Power for Monthly bill ahead of meeting date. The treasurer can sign this check at that time even though the amount will not be known until later. This is to ensure that this bill will be paid on time.

FINANCIAL REPORT: CHECKING \$ 2262.84 SAVINGS: \$20946.47

LIBRARIANS REPORT:

1. Projected revenue for 1995....\$ 29545 up \$ 5196
2. Carolyn will meet with Beth & Luella next month to discuss grants and funding
3. October will be amnesty month fo return of books
4. Swamp cooler was repaired
5. Carolyn will not be attending the librarians retreat at Estes Park this year

OLD BUSINESS:

- 1.Nothing on Wrought iron sign for outside of building
2. Terri Redden was contacted and will be happy to substitute for Carolyn when needed
3. Sylvia was appointed as a Library trustee by the Town Board

NEW BUSINESS:

1. Work needs to be done to widen and improve ramp for the disabled

Adjourned at 4:50 P.M.

LIBRARY BOARD MEETING

November 16, 1994

1. Librarian's Report:

a. Circulation: Oct, 324; YTD 3882

b. Number of Patrons: Oct, 228 YTD 2502

c. Cards Issued: adult ; new 4 Renew 0 YTD New 94 Renew 0  
juvenile: new 2 Renew 0 YTD New 83 Renew 0

d. Fines Collected: Oct, \$ 6.00 YTD \$ 40.95

e. Book Sales: Oct, \$ 6.25 YTD \$ 48.16 63.56

f. Copywork: Oct, \$ 4.80 YTD \$ 56.00

g. Meeting with Seattle and Beth will be in December

h. My Christmas Holiday Nov 23+24<sup>th</sup>

i. Terri Rehder would like to be on the Board

j. About half of amnesty books returned To send kelle for new books

k. Budget

no mtg in Dec

Ch. Acct # 2132.73  
Fund # 1864.24

Savings # 12,690.54

BILLS PRESENTED AT THE NOVEMBER 16, 1994 MEETING

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	\$64.89	
A. Bramford - book	<u>15.00</u>	\$79.89

Utilities

Phone	91.29	
Gas	24.23	
United Power	<u>44.79</u>	160.31

Insurance

Property Liability	<u>29.14</u>	29.14
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Operation, Maintenance

Exterior Bulb	<u>5.50</u>	5.50
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Dues, Subscriptions

High Plains - Kirkus Reviews	<u>120.00</u>	120.00
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Supplies

Petty Cash	<u>5.16</u>	5.16
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Meeting Expense

Mileage - Kirkus - Qrtly Mtg	<u>22.00</u>	22.00
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Town of Hudson

Payroll - October			
C. Peters	Net	618.96	
	FICA	114.36	
	Fed	49.30	
	St	21.96	
	Unemp Ins	2.99	
	Fee	<u>10.00</u>	817.57

\$1,239.57

LIBRARY BOARD MEETING

December, 1994

1. Librarian's Report:

- a. Circulation: Nov., 282; YTD 4164
- b. Number of Patrons: Nov., 176 YTD 2678
- c. Cards Issued: adult ; new 1 Renew 0 YTD New 95 Renew 0  
juvenile: new 3 Renew 0 YTD New 86 Renew 0
- d. Fines Collected: Nov., \$ 0 YTD \$ 40.90
- e. Book Sales: Nov., \$ 20.30 YTD \$ 73.51 82.91
- f. Copywork: Nov., \$ 8.60 YTD \$ 64.60

No Meeting

Ch Acct # 1673.28  
Fund 1174.24

Savings # 11390.54

BILLS PRESENTED AT THE DECEMBER, 1994 MEETING

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	<u>\$168.86</u>	\$168.86
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Utilities

Phone	91.73	
Gas	64.48	
United Power	<u>45.80</u>	
		202.01

Insurance

Property Liability	28.20	
Citizens State Bank - Box Rent	<u>7.50</u>	
		35.70

Supplies

Nelson's	14.30	
Postage	9.60	
Petty Cash	<u>2.70</u>	
		26.60

Meeting Expense

Mileage - Kirkus	<u>14.00</u>	14.00
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Town of Hudson

Payroll - November		
C. Peters		
Net	618.98	
FICA	114.36	
Fed	49.29	
St	21.95	
Fee	10.00	
Unemp Ins	<u>2.99</u>	
		817.57

Operation/ Maintenance

Metal Letters & Installation	<u>690.00</u>	690.00
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\$1,954.74