

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
DECEMBER 18, 1995**

The December, 1995, meeting was called to order by Chairperson, Dot Sarchet at 5:30 p.m. at the Pepper Pod Restaurant.

**TRUSTEES PRESENT:** Dot Sarchet, Eileen McPeck, Betty Sisson, Elaine Hepner, Sylvia Jackson, Joann Dunker, Gail Copeland and Librarian Carolyn Peters.

**FINANCIAL REPORT:**

Checking - \$905.42

Savings: \$13,892.03

Memorial Fund - \$324.25

Carolyn presented copies of the bills paid in September, October and November 1995. Carolyn has checked the bank statements and said they had made a mistake with a transfer of funds. Elaine has checked the bank statements and found that everything is accounted for.

**ACTIONS TAKEN:** (all passed unanimously unless otherwise stated)

1. Gail made a motion to approve the minutes as distributed. Elaine seconded.
2. Sylvia made a motion to pay all current bills (approximately \$882.62). Betty seconded.
3. Betty made a motion to submit Joann's name to the Hudson Town Board for renewal for another term; term to expire in 2000. Sylvia seconded.

**LIBRARIAN'S REPORT:**

1. Bought a new table for computer use, copier paper and calendar at Office Depot.
2. Service call for the copier required.
3. Request to sell weeded books in the spring granted.
4. Cost of computers for insurance purposes needed. Carolyn to call Louella for breakdown.

5. Terri and Bev have finished barcoding the adult fiction books.

6. Question was raised about license costs - if licenses run for a calendar year or a year from the time the equipment was connected. Elaine will check with Louella on this.

### CORRESPONDENCE:

A letter was received from Dan Petro confirming the Grant time extension.

### OLD BUSINESS/GRANT REPORT:

1. Focus Group Meeting was December 6, 1995, with nine patrons attending, Beth Hager facilitator, Dot Sarchet and Joann Dunker observers. Minutes from the focus group was distributed to all members of the library board. The meeting was extremely positive and produced a lot of valuable information.

2. Elaine, Sylvia, Betty, Dot and Joann came in on December 2nd and worked barcoding books.

3. Bev Judd has been hired to help Terri with the barcoding. Elaine called Wendy Duvall to let her know we wouldn't need her to work during Christmas vacation.

4. Equipment bill has been received (\$7,575.76). There are still questions about the phone bills. Last bill of \$155.84 was sent to Louella at Weld County Library. We need an explanation.

5. Elaine paid Terri and Bev from Grant money for barcoding up to December 18, 1995.

### NEW BUSINESS:

1. Joann's term expires in 1995. A letter of renewal will be sent to Hudson Town Board.

2. Carolyn is instructed to contact Louella to see about membership in Colorado Library Association for insurance on lost books.

3. Several members will try to meet at the library the week after Christmas to barcode books.

4. Joann suggested members try to set aside Saturdays in January to work at the library barcoding books.

Next meeting is JANUARY 17TH AT 4:00 P.M. AT HUDSON PUBLIC LIBRARY.

Eileen made a motion the meeting adjourn at 6:50 p.m. Sylvia seconded. Motion carried.

Respectfully submitted,



Joann Dunker, Secretary

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JANUARY 17, 1996

The January, 1996, meeting was called to order by Chairperson, Dot Sarchet at 4:05 p.m.

TRUSTEES PRESENT: Dot Sarchet, Betty Sisson, Elaine Hepner, Joann Dunker, Gail Copeland, librarian Carolyn Peters and Francis Duvall Hudson Town Board member.

FINANCIAL REPORT:

Checking - \$586.38	Savings - \$13,420.36
Memorial Fund - \$324.25	

ACTIONS TAKEN: (all passed unanimously unless otherwise stated)

1. Betty made a motion to approve the minutes as distributed. Gail seconded.
2. Gail made a motion to pay the bills (approximately \$1700.00). Betty seconded.
3. Joann made a motion that officers for the 1996 year be: Betty, Chairperson; Gail, Secretary; and Elaine remain as Treasurer. Newly elected officers will assume their responsibilities at the February 1996 meeting. Dot seconded.

LIBRARIAN'S REPORT:

1. Copier repair rates are \$89.00 per hour. The bill for repairing the copier is \$345.88.
2. All books are barcoded as of today except adult non-fiction and a few miscellaneous ones.
3. Carolyn distributed the list of board members. A discussion was held about the expiration date of members; the consensus being that the terms expired at the end of the stipulated calendar year.

OLD BUSINESS/GRANT DISCUSSION:

1. The Grant Publicity Committee, Betty and Sylvia, had met to discuss the publicity portion of the Grant. They plan to place posters in grocery stores in the surrounding towns and in the Post Offices at Hudson and Keenesburg. They also plan to use The New News for appropriate items. Their concern is that all items have factual information and be in the proper time frame. Elaine will call Louella for information about what kind of things need to be included.
2. Elaine reported that another narrative plan is due to Dan Petro by March 1st.

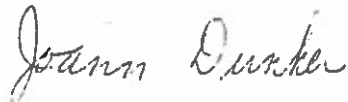
NEW BUSINESS:

1. Francis announced that Joann had been approved by the Town Board to serve another term on the library board.
2. Shoveling snow from the sidewalks in front of the library was discussed. Francis has asked the Hudson maintenance man to shovel the sidewalks.  
THANKS, FRANCIS!
3. Also discussed was the weed problem in the spring and summer. Francis will check and see if the Hudson maintenance man will be able to help us with careful spraying for weed control. Concern was expressed about the need for extreme caution in regard to the cactus plants. A possible program to check into the availability of persons needing to perform community service. We might be able to have them come and pull weeds regularly.

Next meeting will be WEDNESDAY, FEBRUARY 21ST AT 4:00 P.M.

Betty made a motion the meeting adjourn. Elaine seconded. Motion carried. Meeting adjourned at 5:07 p.m.

Respectfully submitted,



Joann Dunker, Secretary

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
FEBRUARY 21, 1996

The February, 1996, meeting was called to order by Chairperson, Betty Sisson, at 4:25 p.m.

TRUSTEES PRESENT: Eileen McPeek, Betty Sisson, Elaine Hepner, Sylvia Jackson, Joann Dunker, librarian Carolyn Peters, Town Board Member Francis Duvall. Dot Sarchet arrived at 5:20 from another meeting.

FINANCIAL REPORT:

Checking \$638.60	Savings \$11,720.36
Memorial Fund \$324.25	

ACTIONS TAKEN: (all passed unanimously unless otherwise stated)

1. Elaine made a motion to approve the minutes as distributed. Eileen seconded.
2. Eileen made a motion to pay the bills (approximately \$1500.00). Sylvia seconded.
3. Joann made a motion Carolyn attend the Summer Reading Program Workshop in Greeley on March 26th. Sylvia seconded.

LIBRARIAN'S REPORT:

1. Carolyn will attend the Summer Reading Program Workshop on March 26th.
2. The copier quit working - a sensor wire broken - estimated cost \$500.00. Carolyn will contact the technician for an adjustment on the machine. Machine to be operating at an acceptable level before paying the bill.
3. Withdrawn books need to be prepared for spring sale. Cards need to be removed and the books have to be stamped stating that they no longer belong to Hudson Public Library.  
Elaine will check with Terri to see if she will work on these books and we can pay her with Grant money as part of the process.
4. Carolyn has a concern about limiting the age of children using the computer. Board advised asking Linda the guidelines used at Weld County Library.
5. Carolyn reported that Terri finished copying books that needed to be sent to Weld County for barcoding. The barcoding is finished. YEA!

GRANT UPDATE AND DISCUSSION:

Elaine reports:

Linda from Weld County Library is coming tomorrow. Thursday February 22nd at 2:00 p.m. to train Carolyn and Terri.

Suggested Carolyn make a list of questions to ask Linda.

The printer will be hooked up on Thursday the 22nd and the system will be up and running.

Patron training is the next item on the Grant timeline. The board needs to address this item and get dates set so the Publicity Committee can include some dates on posters.

Publicity Committee. Sylvia and Eileen. will work on posters and news items. A suggestion from Louella was to include two items on the posters at a time and change the posters after a reasonable length of time with a different list of adventures happening at the library.

The Grant timeline shows patron training will take place mid-March.

Trustee training session and workshop will be held on March 5th from 6:30 - 8:30 p.m.

Elaine suggested the December Focus Group be the first patrons invited in for computer training and explain the capabilities of the new online system.

First patron training will be with the Focus Group on Wednesday March 13th from 7:00 to 8:00 p.m.

NEW BUSINESS:


NATIONAL LIBRARY WEEK IS APRIL 14TH THROUGH 21ST.

Sylvia is sending for a free National Library Week Kit that was listed in the High Plains publication. We want to do something special for National Library Week.

Next meeting will be WEDNESDAY, MARCH 13TH AT 4:00 P.M.

Meeting adourned at 5:35 p.m.

Respectfully submitted.

  
Joann Dunker for  
Gail Copeland. Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MARCH 13, 1996**

The March, 1996 meeting was called to order at 4:10 p.m. in the Hudson Library and ran by Dot Sarchet until Chairperson, Betty Sisson was able to arrive from another meeting to chair.

**TRUSTEES PRESENT:** Betty Sisson, Dot Sarchet, Eileen McPeek, Elaine Hepner, Sylvia Jackson, Joann Dunker, Gail Copeland and librarians Carolyn Peters and Terri Rendon.

**FINANCIAL REPORT:**

Checking - \$1,676.87

Savings - \$10,220.36

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. Sylvia made a motion to approve the minutes as distributed. Joann seconded.
2. Joann made a motion to pay all current bills. Sylvia seconded.

**LIBRARIAN'S REPORT:**

1. The copier machine has been adjusted and is operating at an acceptable level.
2. Carolyn and Terri have survived two days of operating the library with our new computer system. People have been very patient and Carolyn and Terri are feeling more comfortable with it. There have been a few patrons using it already.
3. Carolyn is concerned about having a monthly count of books checked out since we have converted to the computer. She will check with Louella to see if this can be done on our system.
3. Four books have been requested from our library so far!

**OLD BUSINESS/GRANT REPORT:**

1. Elaine reported that there are 40 hours of Grant money to pay Terri. She will work with Carolyn during the first week of change over.
2. Terri has been able to work on getting the withdrawn books ready for sale. It was suggested that an open house and book sale be held during National Library Week



HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MARCH 13, 1996  
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which is April 14 through 21. Carolyn thinks they will be able to have the books ready for a sale to begin on April 13.

3. Betty and Gail presented copies of a patron survey which will be given to patrons by the librarian, a training information sheet, and an evaluation to be completed by the patrons after training. Some suggestions for changes were made. The training information sheet and evaluation form were to be used the evening of this meeting when the focus group was trained on our new system. The first community-wide patron training will be on Wednesday, March 27 at 7:00. All board members who can were asked to assist.

4. Eileen and Sylvia will provide the publicity for the first patron training.

**NEW BUSINESS:**

1. Joann asked if the meeting time could be changed to 4:15 p.m. to allow a few extra minutes for those members coming from their jobs. There was some discussion on rules governing a time change. Several members said they would check into it.

The next meeting is scheduled for April 17, 1996 at 4:00 p.m. in the Hudson Public Library.

Elaine made the motion to adjourn the meeting at 5:30 p.m. Sylvia seconded. The motion carried.

Respectfully submitted,

  
Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
APRIL 17, 1996**

The April 1996 meeting was called to order at 4:20 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Dot Sarchet, Elaine Hepner, Sylvia Jackson, Joann Dunker, Gail Copeland, Francis Duvall and Carolyn Peters. Eileen McPeek was absent.

**FINANCIAL REPORT:**

Checking - \$2,306.52

Savings - \$8,378.96

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. Joann made a motion to approve the minutes as distributed. Sylvia seconded.
2. Carolyn received a bill from Brattons for \$129 but was able to get the charges reduced by \$39.55, thus making the bill from Brattons \$89.45.
3. Sylvia made a motion to pay the current bills which amount to \$1,712.55. Elaine seconded.

**LIBRARIAN'S REPORT:**

1. Fifty five computer generated library cards were issued in March. Approximately eight were issued to new people.
2. The quarterly Library meeting will be held on Friday, April 26 in Eaton. Because computer help will be given there, Joann made the motion that both Carolyn and Terri attend the meeting. It was seconded by Sylvia and carried.
3. The annual Library meeting will be held in Fort Morgan on May 9.
4. The book sale/open house went very well with over 200 books being sold. Betty Sisson assisted Carolyn and Terri during the Saturday, April 13 sale. Francis asked what he would be charged to purchase all the left over books. After discussion, it was decided that before a valid price could be given, we would need to see how many more books sold during National Library Week.
5. Rita from the Centennial Library will visit with Carolyn and Terri on Thursday, April 25 to answer questions and give help on our new computer system.

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BOARD OF TRUSTEES MINUTES  
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**OLD BUSINESS/GRANT REPORT:**

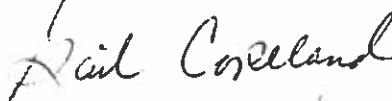
1. Sylvia received a bill for \$14 to pay for advertisements. Elaine will pay for the bill from Grant funds.
2. The second focus group will meet on April 30 from 7 to 8:00 p.m.. Beth will facilitate and the meeting will concentrate on getting direction from the group as to where we should be going with our new computer system.
3. The second survey form is being given to patrons of the Library. Only one form was returned which indicated an interest in obtaining training on our system. Carolyn will conduct that training.

**NEW BUSINESS:**

1. Attention was brought to a leak in the ceiling. Carolyn had talked with George about it and he said he would contact Stanley Roskop to repair the leak. Betty will follow up with George on these repairs.
2. Weeds are taking hold in front of the Library. Joann suggested we hire someone to weed the area once a month. Francis suggested use of people who have been required to do community service. Betty will check with the town to see if this can be set up. She will also ask the town about replacing gravel around the plants.
3. Concern was expressed about the four parking spaces for Library patrons. Sometimes when students meet an athletic bus at the Barn Store they use those spaces for their vehicles, consequently, no spaces are left for patrons. Gail will communicate with the high school.

The next meeting will be held on May 15, 1996. Sylvia made the motion to adjourn the meeting at 5:00 p.m. Dot seconded. The motion carried.

Respectfully submitted,



Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 15, 1996**

The May 1996 meeting was called to order at 4:15 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Dot Sarchet, Elaine Hepner, Sylvia Jackson, Joann Dunker, Gail Copeland, and Carolyn Peters. Eileen McPeek and a representative from the Town were absent.

**FINANCIAL REPORT:**

Checking - \$580.03

Savings - \$23,751.20

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. Sylvia made a motion to approve the minutes as distributed with one change-- Terri was reported as working the book sale, but she did not work that day. Joann seconded.

2. Dot made the motion to pay the bills totaling approximately \$1,380. Elaine seconded.

**LIBRARIAN'S REPORT:**

1. Sam's Climate Control will service the cooler on May 17.

2. It was decided that for Grant purposes, a counting of the number of patrons is more important than the number of cards issued because many people new to our library have cards from other Weld County library systems.

3. Over a period of seven weeks, 36 books were loaned to our library patrons and 23 were borrowed from us.

4. A letter was received from Luella complimenting Sylvia and Eileen's promotion materials.

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BOARD OF TRUSTEES MINUTES  
MAY 15, 1996  
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**OLD BUSINESS/GRANT REPORT:**

1. The book sale made a total of \$132.
2. The <sup>2nd</sup> third focus group met and suggested the following:
  - a. Put article on Grant and our library in the School District Newsletter.
  - b. Do a library column with at least one picture for the NEW NEWS.
  - c. Put a big sign or balloons over the computer to promote it.
  - d. Open library in evening; recommend Wednesday.
  - e. Next group should be high school age members
  - f. Carolyn and Terri should do the computer training when needed rather than have special training sessions.
3. Betty talked with Ray of the Town about the weed problem in front of the Library. The town will not take care of them. Carolyn will check with Terri's son to see if he can pull the weeds this year. If he cannot, Carolyn will check with the school to see if they know anyone who would like the job.
4. The final grant survey will be by telephone with names being pulled from Carolyn's application cards. Board members will do the survey during the week of June 10-14.

**NEW BUSINESS:**

1. Carolyn requested vacation time for May 23, 24, 28 and 29. Terry will work. Dot made the motion to approve and Sylvia seconded.
2. Carolyn will ask Terri to make a sign to draw attention to the computer.
3. Joann made the motion that the library be open until 8:30 on Wednesday evenings with Carolyn making arrangements with either Terri or Bev to work the 5:15 to 8:30 shift beginning June 5, 1996. Gail seconded.
4. Carolyn asked for recommendations of a youth who would be willing to help with the summer reading program. It involves two hours a day, 2-4 p.m. at the rate of \$4.25 per hour. It was suggested that she call the high school and ask for recommendations.

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BOARD OF TRUSTEES MINUTES  
MAY 15, 1996  
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5. Carolyn asked for volunteers to read for story time. No one was able to commit at this time.

The next meeting will be held on June 19, 1996. Dot made the motion to adjourn the meeting at 5:30 p.m. Sylvia seconded. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Copeland". The signature is written in dark ink and is positioned above the printed name.

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 23, 1996**

A special board meeting was called to order by Chairperson, Betty Sisson at 4:15 p.m. on May 23, 1996 at Betty Sisson's home.

**TRUSTEES PRESENT:** Betty Sisson, Dot Sarchet, Joann Dunker, Gail Copeland, and Eileen McPeck. Those absent were Elaine Hepner, Sylvia Jackson, Carolyn Peters and a representative from the Town.

Because the Board had approved to extend the hours that the Library would be open on Wednesday evening to 8:30, and Terri Redden had been asked to work those evening hours, but had not had a wage increase since she began working, still had willingly taken on the extra responsibilities associated with the computer grant, the concern was raised that Terri should receive a pay increase.

Joann made the motion to increase Terri Redden's pay from the present \$4.25 to \$6.00 per hour effective May 23, 1996. If necessary, money will be taken out of reserve funds to pay for the increase. The motion was seconded by Eileen and approved. It will be determined at the next meeting as to when Terri will next be evaluated.

Because of the additional work associated with the computer system that has been set up through our Grant, the concern was raised that the Library is operating with the same hours but more work for our Librarians. If more hours were provided for Terri, Carolyn would be granted more time for her work and for her training of Terri.

Dot made the motion that if Terri is willing, the Library be opened on Monday; that she work at least four hours on that day; and that she be given a choice on the hours it will be opened. The motion was seconded by Joann and carried.

After Terri is informed about her raise and the additional hours on Mondays, Gail will notify Carolyn.

Gail and Betty explained the telephone survey which is required to fulfill the requirements of the computer grant. The survey will be completed by telephone during the week of June 3 - 8, 1996. A list was compiled from the active and inactive card file of library card holders by pulling every eighth name and was divided among those present who would be able to make the calls. Results will be given at the June 19, 1996 meeting.

The meeting was adjourned at 5:20.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JUNE 19, 1996**

The June 1996 meeting was called to order at 4:20 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Dot Sarchet, Elaine Hepner, Joann Dunker, Gail Copeland, and Carolyn Peters. Sylvia Jackson and a representative from the Town were absent.

**FINANCIAL REPORT:**

Checking - \$784.73

Savings - \$24,003.90

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. Elaine made a motion to approve the minutes as distributed with one change-- The Focus Group discussion was labeled as third, but was the second meeting. Joann seconded.
2. Joann made the motion to pay the bills totaling \$1,701.22. Eileen seconded.

**LIBRARIAN'S REPORT:**

1. Sam's Climate Control did not come to service the cooler as scheduled so Carolyn called A & H Valley Heating.
2. The printer is still not working; Linda will continue working on it.
3. The Summer Reading Program has 25 children signed up. Carolyn Copeland is working with Carolyn on this program.

**OLD BUSINESS/GRANT REPORT:**

1. Joann has contacted Mrs. Duvall to recommend a book that Mr. Duvall would enjoy as a gift of appreciation from the Library Board.



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JUNE 19, 1996  
PAGE 2**

2. Joann and Gail reported on the results of the third grant survey, a telephone survey completed in early June. A summation will be included with the Grant Report which will be kept in the Library.

3. Elaine received an extension until June 30, 1996 to get her final letter on the Grant in.

4. Terri's son has been working on the weeds and it was noted that he is doing a good job.

**NEW BUSINESS:**

1. Concern was expressed about signing checks that have not been filled out. It was directed that the checks to pay the monthly bills will be completed before the monthly board meeting and the bills will be presented in report form.

2. The training of Terri will continue on Thursdays.

3. It was suggested that both Carolyn and Terri receive further training on the computer.  
The next meeting will be held on Wednesday, July 17, 1996. The meeting was adjourned at 5:55.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JULY 17, 1996**

The July meeting was called to order at 4:25 p.m. in the Hudson Library by Chairperson, Betty Sisson.

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Elaine Hepner, Sylvia Jackson, Gail Copeland, Carolyn Peters and Town Representative Diana Maher were present. Dot Sarchet and Joann Dunker were absent.

**FINANCIAL REPORT:**

Checking - \$425.35

Savings - \$24,220.03

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read with a motion by Elaine and second by Sylvia.
2. Sylvia made the motion to pay the bills totaling \$1,981.86. Eileen seconded.

**LIBRARIAN'S REPORT:**

1. The summer reading program is going well. Carolyn chose books as rewards for those children who completed the program.
2. The printer is working!
3. Carolyn went to Greeley for help on ACLIN and worked with them for two hours. Carolyn and Terri worked together on ACLIN, learned some more but plan to have someone come down and work with them on our computer.
4. Carolyn would like vacation time around the end of July and beginning of August. Definite dates will be decided after she talks to Terri. The board approved.
5. Carolyn and Terri will attend the quarterly meeting to be held in Johnstown on July 26.
6. Books checked out of our library are kept track of by hand, but a total is also available on a print out provided from Greeley. Carolyn will use the numbers provided on the print outs.
7. Sylvia made the motion that Carolyn will prepare checks for monthly bills prior to the board meeting. After the bills are approved, the checks will be signed or voided if necessary. Elaine seconded.
8. The purchase of a calculator was approved.

**OLD BUSINESS/GRANT REPORT:**

1. Elaine made the motion that regular evaluations of Terri will in January. Sylvia seconded.
2. Elaine received an extension to July 30 on the final paper work for the Grant. Carolyn and Terri will receive eight hours each to train on the computer
3. Becky or Willy Redden will continue to work on the weeds

**NEW BUSINESS:**

1. Carolyn's yearly evaluation is in August. Elaine will prepare forms and send to all board members who will meet at Betty's house at 3:30, prior to the regular meeting on August 21. The meeting was adjourned at 5:55.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
AUGUST 21, 1996**

The August meeting was called to order at 3:30 in Betty Sisson's home and reconvened at 5:00 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Elaine Hepner, Sylvia Jackson, Gail Copeland, Carolyn Peters and Town Representative Diana Maher were present. Dot Sarchet and Joann Dunker were present for the first part of the meeting.

**FINANCIAL REPORT:**

Checking - \$429.28

Savings - \$22,220.03

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read with a motion by Sylvia and second by Elaine.
2. Eileen made the motion to pay the bills totaling \$1,858.64. Sylvia seconded.

**LIBRARIAN'S REPORT:**

1. Both Carolyn and Terri attended the Quarterly meeting in Johnstown on July 26. Area growth plans was the main topic of business.
2. Carolyn and Terri have learned that holds can be taken off and that a patron can find out where they are on the hold list. They will be able to help patrons do this as soon as they find out what screen is needed for the procedure.
3. The Librarians asked Gail to work with them on doing the bill report on the computer.
4. Twenty six children completed the summer reading program, reading nearly 700 books.
5. For the Labor Day weekend and all Monday holidays, Carolyn will take off and Terri will work on Saturday. The Library will be closed on Monday.
6. Carolyn requested vacation time the first week of September. Eileen made the motion and Sylvia seconded. All approved.
7. Our patrons have borrowed 190 books from other libraries and we have loaned 142 books.

**OLD BUSINESS/GRANT REPORT:**

1. Elaine has filed the final Grant report and will close the checking account as soon as all checks have been cashed.
2. Elaine will contact the writers of the "free advertising paper" about an article on our library and what is available to patrons through the new computer system.

**NEW BUSINESS:**

1. Carolyn's yearly evaluation was completed during the meeting held at Betty Sisson's home. Effective immediately, Carolyn will be paid \$8.05 per hour. Both strengths and weaknesses were discussed; goals for next year are to "Utilize assistant's time more efficiently and keep her busy with important jobs. Analyze all areas of responsibility of the job and separate specific duties while maintaining good cross training between employees."

The meeting was adjourned at 5:30. The next meeting will be held on Wednesday, September 18.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
SEPTEMBER 18, 1996**

The meeting was called to order at 4:15 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Elaine Hepner, Sylvia Jackson, Gail Copeland, Carolyn Peters, Dot Sarchet, and Joann Dunker. Town Representative Diana Maher was absent.

**FINANCIAL REPORT:**

Checking - \$525.26

Savings - \$26,430.83

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved with a motion by Sylvia and second by Dot.
2. Dot made the motion to pay the bills totaling \$6,932.39. Eileen seconded.

**LIBRARIAN'S REPORT:**

1. Carolyn requested input from the Board for the 1997 budget to be discussed at the next meeting. One suggestion she has is the installation of a circulation desk. Elaine reminded that the phone lines for the computers will have to be paid by us now that the Grant is completed.

2. When Joann was unable to fix the typewriter, Eileen suggested contacting Nelsons, Gail agreed, so Carolyn had Nelsons pick up the typewriter with instructions to call her if repairs went over \$50. The typewriter should be returned by Friday.

60 3. Carolyn ordered a training manual on ACLIN.

4. Carolyn completed a comparison of library use which shows an increase since March.

5. Carolyn has a list of questions to ask when she goes for training in Greeley. It was the Board's understanding that patrons would be able to make copies of magazine articles from the patron computer. Carolyn will ask about this.

**OLD BUSINESS/GRANT REPORT:**

1. Joann reported that she had talked with Sharon Duval who recommended RUNAWAY JURY as a book selection Mr. Duval would enjoy. Carolyn will purchase the book as a thank you for Mr. Duval's service to the library.

2. Elaine contacted Darlene Sall of the "Advertiser" about an article on our library and asked approval to invite her to the next Board meeting.

3. Dot checked with Dr. Disario about an article for the district newsletter. He will print the article if we write it.

**NEW BUSINESS:**

1. Mary Ellen Bell contacted Dot about the possibility of the library storing old copies of the "Keene Valley Sun" newspaper. Because of the age of these papers and the chance of accidentally damaging them, it was suggested that they be transferred to microfilm or a CD for library use.

2. Dot asked for Board endorsement on the School Bond issue. Because we are a tax supported facility, it was decided that as individuals support could be given or withheld but not as a Board.

3. Eileen announced that because of her work hours being extended on Wednesdays, she needs to be replaced as a Board member when her term expires in December.

The meeting was adjourned at 5:20. The next meeting will be held on Wednesday, October 16, 1996.

Respectfully submitted,  
Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
OCTOBER 16, 1996**

The meeting was called to order at 4:20 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Elaine Hepner, Gail Copeland, Carolyn Peters, Dot Sarchet, and Joann Dunker. Trustee Sylvia Jackson and Town Representative Diana Maher were absent.

**FINANCIAL REPORT:**

Checking - \$592.87

Savings - \$19,864.17

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were changed to read that Nelson's would contact Carolyn if the cost of repairs to the typewriter was greater than \$60 and then approved with a motion by Dot and second by Elaine.
2. Dot made the motion to pay the bills totaling \$2,256.24. Joann seconded.

**LIBRARIAN'S REPORT:**

1. Both Carolyn and Terry have gone to Greeley for training. Carolyn has contacted Maggie and asked her to train her on Aclin. Carolyn will set up training time when the library is closed and ask Maggie to train both she and Terry at different times but on the same day.
2. It would cost approximately \$3,000 to get a circulation desk built. Beth, of Greeley, suggested that several board members and the librarians go other libraries that have circulation desks (Johnstown, Platteville etc.) to see what might be good for ours.
3. A typed billing report was not presented because there was confusion on putting in total lines.
4. Carolyn has ordered RUNAWAY JURY for Mr. Duvall.
5. After discussion, it was decided that the budget for 1997 should include \$3,000 for computer costs.

**OLD BUSINESS/GRANT REPORT:**

1. Elaine contacted the "Advertiser" about running an article on the library. They are very excited about doing it. Eileen will provide the history, Elaine, information on the Grant and interviews will be given by Carolyn and Terry.
2. The Grant account has been closed. \$211.88 was transferred to the regular account.

**NEW BUSINESS:**

1. Trustees were asked to bring their Policies and Procedures book to the each meeting so that they can be updated as time allows.
2. Luella will be retiring soon. It was suggested that the Board remember to do something for her as she has been very helpful to us and will be missed.

The meeting was adjourned at 5:35. The next meeting will be held on Wednesday, November 20, 1996.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
NOVEMBER 20, 1996**

The meeting was called to order at 4:20 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Eileen McPeck, Gail Copeland, Carolyn Peters, Dot Sarchet, and Joann Dunker. Trustees Sylvia Jackson and Elaine Hepner and Town Representative Diana Maher were absent.

**FINANCIAL REPORT:**

Checking - \$592.87

Savings - \$19,634.17

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read after a motion to accept by Dot and second by Joann.
2. Dot made the motion to pay the bills totaling \$1,797.38. Joann seconded.

**LIBRARIAN'S REPORT:**

1. Forty seven books have been interlibrary loaned; 109 have been borrowed; yearly total 768!
2. Carolyn presented the 1997 budget. Eileen moved to accept it; Joann seconded.
3. Carolyn provided board members with a copy of "Elements to be Included in Agreements between Town Council and Library Board". Our agreement must be returned to Luella by January 1, 1997. It was suggested that the present agreement we have with the Town be forwarded to Luella and if it is acceptable, no changes be made. Carolyn will take it to her on Friday.
4. RUNAWAY JURY has been received. Gail will contact Mr. Duvall and ask him to attend our December meeting at which time the book will presented.

**OLD BUSINESS/GRANT REPORT:**

1. The new keyboard was received and Carolyn put it on.
2. Training of our librarians will be done by Sue or Maggie, depending on who is first available.
3. Interviews were conducted by "The Advertiser" with Eileen and Carolyn on Tuesday, November 19, 1996. A two page article with pictures will be published.
4. Trustees were reminded to bring their Policies and Procedures books to each meeting so that they can be updated as time allows.
5. Luella will be retiring at the end of April. The purchase of a gift was tabled until later.

**NEW BUSINESS:**

1. Carolyn asked if she should purchase a tea and coffee maker with the memorial money that is left after the purchase of the microwave. It was agreed to not make this purchase at this time.
  2. Trustees will bring "goodies" to the next board meeting in celebration of the holidays.
  3. Trustees completed the "Trustee Training Needs Assessment" forms. Gail will mail them.
- The meeting was adjourned at 5:30. The next meeting will be Wednesday, December 18, 1996.

Respectfully submitted,

Gail Copeland, Secretary