

Library

Hudson Public Library

Agenda, January 20, 2016 at 5:00 pm

1. **Call to order**
2. **Approve Minutes from December 26, 2015 meeting**
3. **Approve payment of bills**
4. **Librarian's Report**
 - a) **Valentine's Day Tea February 13 at 3:00 PM**
(Sign up required)
 - b) **Newsletter for Library**
 - c) **PLA Conference April 5 - 9 in Denver**
 - d) **HPLD meeting discussion**
5. **Old Business** *change*
Cost Sharing Bill - Due to the TOWN
6. **New Business** *Building acct?*
 - a) **Supplemental Appropriation, 2015 budget, Library Fund**
 - ✓ b) **Board Appointment**
 - ✓ c) **Shelving Bids for storage areas** *yes to shelves*
 - d) **H/V contract for maintenance** *yes - 1 yr.*
 - e) **Consider getting bids for additional electrical outlets for Library** *yes -**Insurance carrier - Insurance on*
7. **Correspondence and Patron Comments**
8. **Adjourn**

Next Meeting - February 18, 2016 at 5:00 pm

*spent on furniture & HDMI cabling so far 16,76.
still need A/V -*

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
December 16, 2015**

CALL TO ORDER: 7:25 PM by Joann Dunker, Vice-Chairman

TRUSTEES PRESENT: Cathy Bollers, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Judy McGill representing the Town of Hudson. Absent were Jo Bowen, Carol Bryant and Library Director Terri Redden.

MINUTES:

FINANCIAL REPORT: Valley Bank: Money Market: CD: Checking: Bank of Colorado: Money Market: Building Acct: The bills were reviewed. There was discussion regarding the Town of Hudson bill for shared expenses on road and sidewalks. It was agreed that an itemized statement is needed before payment can be made. Upon motion made by Cathy, seconded by Ellen and carried, the bills we have here were approved for payment.

LIBRARIAN'S REPORT: Circulation: slf ck: reg ck: (interlibrary loans)
Patrons: Computer Uses: H K L Cards issued: adults juvenile Cards renewed online: Fines collected: Book sales: Copies: Fax: Coffee:

OLD BUSINESS:

NEW BUSINESS: Upon motion made by Leonard, seconded by Joann and carried it was agreed that everyone should have a Merry Christmas.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Ellen and carried, the meeting was adjourned.

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, March 16, 2016 at 5:00 pm

1. Call to order
2. Approve Minutes from February 17, 2016 meeting
3. Approve payment of bills
4. Librarian's Report
 - a) Successful programming with the mom & tot yoga, movement program and Dr. Seuss week
 - b) Report from district meeting *cancelled*
5. Old Business
6. New Business
 - a) Prepare for meeting with town hall manager, lawyer and trustees
 - b) Bank account at Bank of Colorado, need an additional signer
7. Correspondence and Patron Comments
8. Adjourn

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: February 17, 2016**

CALL TO ORDER: 5:00 PM by Chairperson Jo Bowen.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms and Ellen Korthuis. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson. Leonard Roskop was absent.

MINUTES: Upon a motion made by Carol, seconded by Ellen and carried, the minutes of the January 20, 2016 meeting were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$449,388.36 CD: \$97,226.66 Checking: \$41,027.03

Bank of Colorado: Money Market: \$1,682,493.60 Building Acct: \$313,749.84. Upon motion made by Ellen, seconded by Carol and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2192 slf ck: reg ck: (interlibrary loans) Patrons: 2083 Computer Uses: H 548 L 42 Cards issued: 1 adults juvenile Cards renewed online: Fines collected: \$224.20 Book sales: Copies: Fax: Coffee: \$105.35 Upon motion made by Ellen, seconded by Sally and carried, it was agreed to give \$100.00 to Mount Calvary Lutheran Church in Joann Dunker's name.

OLD BUSINESS:

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Carol, seconded by Ellen and carried the meeting adjourned at 5:15 PM.

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, April 20, 2016 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from March 16, 2016 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
 - a) PLA Conference staff reports
- 5. Old Business**
 - a) Workshop for going over Policies and Employees' Handbooks
- 6. New Business**
 - a) New Board Member, Danette Kramer
 - b) Scholarships for 2016
 - c) Credit card for Library business
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – May 18, 2016 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: March 16, 2016**

CALL TO ORDER: by Chairperson Jo Bowen at 5:10 PM.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms. Ellen Korhuis and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson.

MINUTES: Upon motion made by Carol, seconded by Cathy and carried the minutes of the February 17 meeting were approved.

**FINANCIAL REPORT: Valley Bank: Money Market: \$423,220.05 CD: \$97,226.66 Checking: \$76,221.06
Bank of Colorado: Money Market: \$1,682,565.05 Building Acct: \$311,949.84 Upon motion made by Cathy, seconded by Ellen and carried the bills were approved for payment.**

LIBRARIAN'S REPORT: Circulation: 2500 slf ck: reg ck: (interlibrary loans) Patrons: 2395 Computer Uses: H 562 L 30 Cards issued: adults juvenile Cards renewed online: Fines collected: \$296.90 Book sales: Copies: Fax: Coffee: \$91.75

- a) There have been several programming successes in the past few weeks: Senior share, Mom & Tot Yoga, Let's Sing and Dance, Horse Rescue, Girl Scouts and Hebrew Club. The building is being used constantly.
- b) Dr. Seuss week - 9 completed reading bingo
- c) We have a new employee. Lupe Olivas will be working 23 hours a week.
- d) The building warranty expires April 17. Kevin Gibbs will make sure everything is fixed.
- e) Danette Kramer has applied for the vacant board seat.
- f) The HPLD work session was cancelled. Terri will attend the regular meeting March 21.

OLD BUSINESS:

NEW BUSINESS:

- a) There was discussion about issues to discuss at the meeting with the Town Board this evening.
- b) The Bank of Colorado needs an additional signer for the bank account. Upon motion made by Leonard, seconded by Ellen and carried, Cathy will take that position.

CORRESPONDENCE / PATRON COMMENTS: Terri shared very positive comments from patrons about the new Library and the staff. A thank-you card from Joann Dunker was shared.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Ellen and carried the meeting adjourned at 5:20 PM.

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, May 18, 2016 at 5:00 pm

*January -
appoint
official
posting
place*

- 1. Call to order**
Reminder: meeting will start at 3:00 PM
- 2. Approve Minutes from April 20, 2016 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
 - ✓ **a) Hudson Office Manager Linnette will discuss Hudson Town employee benefits**
- 5. Old Business**
 - ✓ **a) Review Policies and Procedures**
 - ✓ **b) Review Employee Handbook**
 - ✓ **c) Discuss Bylaws**
- 6. New Business** *Next meeting*
 - a) Approve Policies and Procedures**
 - b) Approve Employee Handbook**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – June 15 at 5:00 pm

Hudson Library Board Meeting



1. Librarian's Report:

a. Circ. : April 2,543	Ytd 9,874
b. Patrons: April 2,041	Ytd. 8,936
c. Computer uses: 535	Ytd. 2,195
d. PCC computer uses L 33	Ytd. 151
e. Cards issued: 29	Ytd. Total borrowers 1505
f. Fines & Fees \$208.74	Ytd. \$925.40
g. Coffee \$110.60	Ytd. \$196.60

h. Linnette from town hall; employee benefits

Report on programs at the library

Request from town hall to sponsor town events

manuel approve Retirement program

*community Room Policy
skit Summer Reading*

Valley Bank CD: \$97,365.02

Checking: \$85,686.81

MMkt. \$362,872.25

Bank of Colorado: Building \$306,301.98

MMkt \$2,089,746.51

Hudson Library Board Meeting

1. Librarian's Report

last month 2025 340 more than last year

a. Circ. : 3154	Ytd. 13028
b. Patrons: 2172	Ytd. 11108
c. Computer uses: H 681	Ytd. 2876
d. PCC computer uses L 49	Ytd. 200
e. Cards issued: 79	Ytd. 1584
f. Fines & Fees 270.32	Ytd. 1195.72
g. Coffee 122.00	Ytd. 318.60

Agenda:

~~1. Budget~~ ESL Classes -

~~2. Reviews~~ Volunteer Policy

3. Policies old
approve policies

Almost 400 signed up for SR

Valley Bank CD: 47,365.02 Checking: 72,712.11 MMkt. 925,431.24

Bank of Colorado: Building 305,610.00 MMkt 2,866,341.13

of the

Hudson Public Library

Agenda, July 20, 2016 at 5:00 pm

1. Call to order
2. Approve Minutes from June 15, 2016 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Policy change and discussion on Volunteer policy
 - b) ESL class schedule and MOU ESL old, MOU new
 - c) Discovery statement for litigation regarding HPLD, 7/26/16
 - d) Deadline for mediation
 - e) New schedule for Habitat Volunteers
6. New Business
 - a) Town Hall groundbreaking: August 6, bring a shovel, free lunch
Gift for Town? Suggestions?
 - b) Amend budget
 - c) Add funds to meetings
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – August 17, 2016 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: June 15, 2016**

CALL TO ORDER: Chairperson Jo Bowen at 5:00 PM

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Ellen Korthuis and Carol Bryant were absent.

MINUTES: Upon motion made by Cathy, seconded by Danette and carried, the minutes for May 18 were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$325,931.24 CD: \$97,365.02 Checking: \$72,712.11

Bank of Colorado: Money Market: \$2,866,341.13 Building Acct: \$305,610.00. Bills were reviewed and upon motion made by Leonard, seconded by Sally and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 154 slf ck: reg ck: (interlibrary loans) Patrons: 172 Computer Uses: H 681 L 49 Cards issued: 79 adults juvenile Cards renewed online: Fines collected: \$270.32 Book sales: Copies: Fax: Coffee \$122.00

- a) HPLD and Member Libraries court date: October 3, 2016
- b) 400 plus are signed up for Summer Reading.
- c) The problem of unattended children in the Library was discussed.
- d) Steve has been volunteering to pull weeds around the Library.
- e) Mary Duckwall has been doing an excellent job. A raise or bonus will be discussed at the next meeting.
- f) The Town is working on Habitat for Humanity veteran's housing. Volunteers for landscaping are needed August 20. Let Terri know if anyone can volunteer.

OLD BUSINESS:

- a) There was further discussion about Library policies. Upon motion made by Leonard, seconded by Danette and carried, The Hudson Library Employee Handbook, Hudson Public Library Policies and Procedures and the By-Laws of the Board of Trustees of the Hudson Public Library were approved.

NEW BUSINESS:

- a) Right to Read has proposed that Hudson Public Library fund an ESL teacher for two, two-hour classes per week for a 15-week semester.

There are 18 interested students signed up. The cost would be \$1500.00 for one class. Upon motion made by Leonard, seconded by Danette and carried, it was agreed to fund two ESL classes per week for one semester for \$3,000.00.

- b) A new volunteer policy is needed. This will be discussed in the July meeting.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

- a) Raise or bonus for Mary Duckwall
- b) Volunteer policies reviewed

ADJOURNMENT: Upon motion made by Leonard, seconded by Cathy and carried, the meeting was adjourned at 6:00 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, August 17, 2016 at 5:00 pm

1. Call to order
2. Approve Minutes from July 20, 2016 meeting
3. Approve payment of bills
4. Librarian's Report
 - a) Joann Dunker speaking about cancer group
 - b) Mary Duckwall
 - c) Share Habitat Lunch. Tentative build date 9-10-16
5. Old Business
 - a) ESL class starting August 20. Instructor Teresa Curtis
 - b) Final Approval for Volunteer Policy
6. New Business
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – September 21, 2016 at 5:00 pm

Library

Hudson Library Board Meeting



1. Librarian's Report: August 17, 2016

a. Circ. : July 2,944 (e-books Jan-Jul 6805)	Ytd 19,870 (with ebook stats 23,731)
b. Patrons: July 2,088	Ytd. 16,250
c. Computer uses: 675	Ytd. 4,357
d. PCC computer uses L 31	Ytd. 122
e. Cards issued: 25	Ytd. 1,645
f. Fines & Fees \$225.86	Ytd. \$1,616.79
g. Coffee \$57.85	Ytd. \$491.45

h. Joann Dunker: presentation

i. Mary Duckwall

Transfer

j. Share; habitat lunch, fair, HPLD, meeting HPLD,

tentative date for habitat help on landscaping & finish work- 9/10/16 @ 8:00

call -
Leonard -
submit

old business:

ESL starting 8/20/16 @ 9:00. Teresa Curtis is the teacher

Final approval for the Volunteer Policy

approved

a
letter

Valley Bank CD: \$97,365.02 Checking: \$87,074.19 MMkt. \$436,526.88

Bank of Colorado: Building \$304,676.72 MMkt \$4,665,091.68

LED Signs → ~~⊕~~
Pricing - ask church

Send
Groundbreaking
picture to
all

Library

Hudson Public Library

Agenda, September 21, 2016 at 5:00 pm

- 1. Call to order**
 - 2. Approve Minutes from August 17, 2016 meeting**
 - 3. Approve payment of bills**
 - 4. Librarian's Report**
 - a) HPLD meeting report**
 - 5. Old Business**
 - 6. New Business**
 - a) Budget for 2017**
 - 7. Correspondence and Patron Comments**
 - 8. Adjourn**
- Next Meeting – at 5:00 pm**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: August 17, 2016**

CALL TO ORDER: 5:00 PM by Chairperson Jo Bowen.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Ellen Korthuis, and Danette Kramer. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson. Leonard Roskop was absent.

MINUTES: Upon motion made by Cathy, seconded by Danette and carried the minutes for July 20 were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$436,526.88 **CD \$97,365.02
Checking: \$87,074.19**

Bank of Colorado: Money Market: \$4,665,091.68 **Building Acct: \$304,676.72. Bills were discussed. Upon motion made by Cathy, seconded by Danette and carried, the bills were approved for payment.**

LIBRARIAN'S REPORT: Circulation: 2,944 **sif ck: reg ck: (interlibrary loans) ebooks:** 6805 **Patrons:** 2,088 **Computer Uses: H 675 L 31 Cards issued: 25 adults juvenile Cards renewed online: Fines collected: \$225.86 Book sales: Copies: Fax: Coffee: \$57.85**

- a) Mary Duckwall thanked the Board and expressed her appreciation for the bonus and support.
- b) Joann Dunker reported on the Cancer companions program at Mt. Calvary Lutheran in Ft. Lupton. Meeting on the third Thursday of each month. The group will offer support and comfort to cancer patients, bringing hope to the journey. More information at www.cancercompanions.com
- c) Terri and Judy helped with the Habitat for Humanity lunch for volunteers. They served 30 sandwiches.
- d) The Library float at the SE Weld County Fair and Rodeo parade in Keenesburg was a success. It was decided that Library should have a float every year.
- e) HPLD report: Budget down 33% but it will probably level out. Outreach for HPLD plans to keep the Bookmobile service. There was a closed Executive session. Janine Reed has invited all member libraries to meet in October to discuss issues and lawsuit.
- f) The Habitat project will finish up with yard work on September 9 and 10. Meet at the house (next to the Methodist Church) at 8:00 AM to volunteer.

OLD BUSINESS:

Hudson Public Library Minutes – August 17, 2016

- a) ESL classes will start August 20 at 9:00 AM. Teresa Curtis is the instructor. Currently there are 26 students in the program.
- b) The Volunteer Policy was discussed. Upon motion made by Ellen, seconded by Carol and approved the Volunteer Policy was adopted.

NEW BUSINESS:

- a) Electronic signage for the Library and Town Hall was discussed. Library Trustees would like the Town Board to include us in finding a sign that is within our budget.
- b) The Fire Department is doing blood pressure tests every third Wednesday.

CORRESPONDENCE / PATRON COMMENTS:

- a) Mary Duckwall thank you.
- b) Lizzy, the dance instructor.
- c) Town

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Ellen, seconded by Carol and carried, the meeting adjourned at 5:50 PM.

Respectively submitted: Sally Harms, Secretary



Hudson Public Library

Agenda, October 20, 2016 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 21, 2016 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
 - a) Scam program - 10-26-16**
 - b) Tour Aims - scholarship follow-up**
 - c) Lupe leaving - birthday 10-25**
 - d) Marcie and Tami - shooter training**
 - e) HPLD Board Meeting report**
- 5. Old Business**
 - a) Budget Review**
- 6. New Business**
 - a) Prospector: New ILL program. Is it still okay to loan our collection?**
 - b) Roofing meeting results**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting - November 16 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: September 21, 2016**

CALL TO ORDER: Chairperson Jo Bowen at 5:00 PM.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Sally Harms, Danette Kramer and Ellen Korthuis. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson. Leonard Roskop and Carol Bryant were absent.

MINUTES: Upon motion made by Cathy, seconded by Danette and carried the minutes for the August 17, 2016 meeting were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$409,237.19 CD \$97,676.02
Checking: \$92,952.14
Bank of Colorado: Money Market: \$4,665,302.57 Building Acct: \$303,903.01

LIBRARIAN'S REPORT: Circulation: 3,298 e mat: 3,911 slf ck: reg ck: (interlibrary loans) Patrons: 3,080 Computer Uses: H 793 L 49 Cards issued: 62 adults juvenile Cards renewed online: Fines collected: \$167.83 Book sales: Copies: Fax: Coffee: \$100.70

- a) Terri reported on the HPLD meeting. Regarding the law suit nothing is resolved. 2017 revenue down 33.99%; estimated income: \$1,724,405.43.

OLD BUSINESS:

NEW BUSINESS:

- a) Preliminary budget figures for 2017: ^{1,724,405.43} \$259,000.000. Final figures will be available in December.
- b) Grace has been made Programmer. Lupe left the staff because of her school schedule.
- c) Dance and movement instructor Faunia will now be paid \$25.00 per session.
- d) There will be a Coding class for kids on Thursdays.
- e) It was discussed that it would be good to have an instructor for adults and children on computer skills.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Salaries will be on the agenda for October.

ADJOURNMENT: Upon motion made by Ellen, seconded by Sally and carried the meeting adjourned at 6:15 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Public Library Minutes - September 21, 2016

Hudson Public Library

Agenda, November 16, 2016 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
 - a) Information page for Highplains Library District Site**
 - b) ESL continue for next year, \$3,476 for full year**
- 5. Old Business**
 - a) Salaries and Raises for 2017**
- 6. New Business**
 - a) New hire for teens, part-time position**
 - b) Correspondence from Valley Bank – change in status for Library deposits**
 - c) Christmas meeting**
 - d) Christmas gifts for Volunteer and providers**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – December 21, 2016 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: October 19, 2016**

CALL TO ORDER: 4:55 PM by Chairperson Jo Bowen

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Sally Harms, Ellen Korthuis, Danette Kramer and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson. Carol Bryant was absent.

MINUTES: Upon motion made by Ellen, seconded by Leonard and carried, the minutes of the September 20, 2016 meeting were approved.

**FINANCIAL REPORT: Valley Bank: Money Market: \$379,590.55 CD: \$97,676.02 Checking: \$94,498.13
Bank of Colorado: Money Market: \$4,655,494.29 Building Acc: \$303,604.92**
The bills were reviewed and upon motion made by Cathy, seconded by Ellen, and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: 2,659 sif ck: reg ck: (interlibrary loans) 2,601 ebooks: 941 Patrons: 6,186 Computer Uses: H 713 L 39 Cards issued: 32 adults juvenile Cards renewed online: Fines collected: \$219.43
Book sales: Copies: Fax: Coffee: \$124.50**

- a) The stats this month may be wrong. Terri is checking.
- b) AARP will be speaking about scams at 10:00 AM on 10/26.
- c) Aims Community College will be doing training for Library staff on how to assist students to apply for scholarships.
- d) Lupe is leaving our Library staff. Staff will celebrate birthdays and have a going away party for Lupe on 10-25.
- e) Marcie and Tammy will be attending a shooter training.
- f) HPLDjill talking budget; still keeping the bookmobile as part of member-services; continue services already in place. There was discussion about how to market the libraries.

OLD BUSINESS:

- a) The budget for 2017 was reviewed. There was discussion regarding putting Mary Duckwall on full-time which will include paying health insurance. Upon motion made by Danette, seconded by Leonard and carried, it was agreed to make Mary Duckwall a full-time employee. She will work 40 hours per week.
- b) Grace Younger has been moved to full-time employment as Program Planner.

- c) Salaries for 2017 are projected to be \$450,000.00. It was agreed to add \$50,000.00 to the salary line item. Insurance is set at \$20,000.00. It was agreed to make the insurance line item \$100,000.00.

NEW BUSINESS:

- a) Janine Reed, HPLD Director met with Member Libraries. The new ILL (Inter-Library Loan) system is called Prospector. The question discussed was whether our Trustees approve more lending of our items, especially outside of our district. Upon motion made by Leonard, seconded by Danette and carried, it was agreed to use the Prospector system to loan our materials.
- b) Roofing meeting report: Attending the meeting to discuss the problems with the leaking roof were Chris Hughes and Tim Williams with Fransen Pittman and Austin Durham with Frontier Controls. Frontier Controls have checked out the roof. The repair project will include the installation of heating cables. The cables will melt snow and ice and create flow paths and down spouts with self-regulating temperature and moisture control. The system has a ten-year warranty; total cost is \$7,500.00. A maintenance feature is included if no maintenance person is on the Library staff. Tim Williams stated that \$7,500.00 is the total cost. There will be no mark-up and it will be done within a week once started.
- c) HPLD is providing a new scanner. It will allow patrons to make up to 200 copies a month free. Upon motion made by Leonard, seconded by Cathy and carried it was agreed to make the service available to our patrons.
- d) There was discussion about providing free snacks for the children who come in after school. Upon motion made by Leonard, seconded by Ellen and carried it was agreed that staff will provide free snacks on Mondays spending up to \$150.00 per month to provide the snacks.
- e) Upon motion made by Ellen, seconded by Danette and carried, it was agreed to hire Frontier Controls Corporation to do the roof repairs.
- f) Upon motion made by Leonard, seconded by Danette and approved, it was agreed to donate \$100.00 to Preston Ranch in memory of Bud Bryant.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Salaries and raises will be on next month's agenda.

ADJOURNMENT: It was moved, seconded and approved to adjourn the meeting at 6:30 PM.

Respectively submitted: Sally Harms, Secretary

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: November 16, 2016**

CALL TO ORDER: 5:10 PM by Chairperson Jo Bowen.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms and Ellen Korthis. Also present were Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Danette Kramer and Leonard Roskop were absent.

MINUTES: Upon motion made by Ellen, seconded by Carol and carried the minutes of the October 19, 2016 were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$345,655.05 CD: \$97,816.38 Checking: \$103,174.95
Bank of Colorado: Money Market: \$4,665,692.41 Building Acc: \$302,090.21

LIBRARIAN'S REPORT: Circulation: 1,465 e books: 939 slf ck: reg ck: (interlibrary loans) 3,888 Patrons: 4,953 Computer Uses: H 621 L 48
Cards issued: 28 adults juvenile Cards renewed online: Fines collected: \$170.24 Book sales: Copies: Fax: Coffee: \$78.35

- a) Terri is putting together an information page for the HPLD website.
- b) Upon motion made by Sally, seconded by Ellen and carried the ESL program will be continued for 2017 at a cost of \$3,476 for two semesters.
- c) The Town of Hudson would like the Library to begin using the Caselle Accounting program for our financial reports and generating checks. Marcie will be working with the Town and using their computers to generate the financial reports. The discussion was tabled for further explanation. ✱

OLD BUSINESS:

- a) Upon motion made by Ellen, seconded by Carol and carried the following salary schedule was adopted:
Terri, Marcie, Tami and Elaine - 5% raise; Jill, Jayra, Grace and Mary - 9% raise; new employee for Teens - 2017 minimum wage.

NEW BUSINESS:

- a) Terri would like to hire a person to work with the teenagers. This person would work three-hours per day, daily. *tabled last month*
- b) Valley Bank has notified the Library that it can now take our money. This will be discussed further.

- c) The Christmas meeting will be at the Library, December 15 at 6:00 PM. The Library will furnish a meat-tray and Board and Staff will bring salad or dessert.
- d) Gift cards were discussed: Upon motion made by Cathy, seconded by Carol and carried it was agreed to give \$100.00 gift cards to Judy McGill and Lochbuie Assistant Martha; \$50.00 gift cards to HPLD Courier, newspaper delivery person, Gray Brothers, Small Business Development Class leader Jessie Esparza and Coding Club Leader John Honnold; and \$25.00 gift cards to Volunteers Emma, Gerald, Steve and Sam.
- e) The Chamber of Commerce has put the Library on its list of Community Service of the Year award organizations.
- f) 95 lbs of food was donated by patrons to the Weld County Food Bank.

CORRESPONDENCE / PATRON COMMENTS:

- a) Thank you note from Carol Bryant.

FUTURE AGENDA ITEM:

- a) Caselle Accounting program
- b) Valley Bank discussion

ADJOURNMENT: Meeting was adjourned at 7:00 PM.

Respectively submitted: Sally Harms, Secretary