

## **Hudson Public Library**

**Agenda, January 16, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from November 28, 2012 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – February 20, 2013 at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 28, 2012**

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis 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 October 10, 2012 meeting were approved as read.

**FINANCIAL REPORT: Money Market:** \$1,234,077.45 **CD:** \$1,102,980.97  
**Checking:** \$30,310.13 **Maintenance and Repair Fund:** \$6,416.09 Upon motion made by Joann, seconded by Ellen and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2554 (interlibrary loans) 2535 (digital: 126) **Patrons:** 1837 **Computer Uses:** H 521 K 47 L 111 **Cards issued:** adults 16 juvenile 4 **Cards renewed online:** 29 **Fines collected:** \$40.65 **Book sales:** \$16.85 **Copies:** \$39.80 **Coffee:** NA **Discs polished:** NA

- 1) Joe Racine, Hudson Town Manager, reported on the Memo of Understanding (MOU) between the Town of Hudson and The Town of Hudson Library Board regarding land exchange between Carlson (Andrews Addition) and the Town of Hudson. Questions and discussion concerned:
  - a) Purchase of a water share. Joe will confer with Town Board.
  - b) If Library builds first how will costs for bringing in utilities be determined?
  - c) Total cost is \$50,000 but there may be closing costs not yet determined.
  - d) Upon motion made by Leonard, seconded by Joann and carried it was agreed that the Library Board sign the MOU with the Town of Hudson and proceed with the land purchase.
  - e) The 2013 budget was discussed. Upon motion made by Sally, seconded by Carol and carried the 2013 budget was approved.
- 2) RE3 (J) administrators Susie Townsend and Roxie Bracken met with Terri regarding bringing library sponsored programs to the elementary schools in the district. It was agreed to continue discussion and determine how best to proceed. It was suggested that a survey be conducted within the school system to determine library use.
- 3) Terri will complete the Member Services Agreement (MSA) with HPLD and return it by December 3.

- 4) Christmas thank-yous were discussed.
  - a) Colorado Talking Books Library is a program the Library uses regularly. Upon motion made by Leonard, seconded by Sally and carried, it was agreed to donate \$100.00 to Colorado Talking Books Library.
  - b) Upon motion made by Cathy, seconded by Joann and carried, \$25.00 King Soopers gift cards will be presented to Sue and Don (cleaning), James (shoveling), Mary and Sam (landscaping), courier, and trash man and \$50.00 gift cards will be presented to Susan (ESL) and Judy (Town Representative).
  - c) Upon motion made by Leonard, seconded by Carol and carried, and extra \$25.00 will be added to the Bratrsovskys for extra duties performed.
- 5) Bev Judd has donated an outdoor bench in memory of her husband Craig and daughter Cathy.

**OLD BUSINESS:**

**NEW BUSINESS:**

- 1) Salaries for staff were discussed. Upon motion made by Cathy, seconded by Ellen and carried, salaries for the five Library staff members will be increased 8% in 2013.
- 2) Christmas gifts were discussed. Upon motion made by Joann, seconded by Carol and carried, the four hourly staff members will receive \$50.00 gifts; Terri will receive a \$75.00 gift.
- 3) The next board meeting will be by December 19, 6:00 PM at Joann's home.

**CORRESPONDENCE / PATRON COMMENTS:** A thank you for support was received from the 4-H Club.

**FUTURE AGENDA ITEM:**

- 1) Jo Bowen – new board member
- 2) Change in staff gift amounts per phone calls. Four staff members - \$75.00; Terri - \$100.00.

**ADJOURNMENT:** Upon motion made by Joann, seconded by Carol and carried, the meeting was adjourned at 6:35 PM.

Respectively submitted: Sally Harms, Secretary

*Library*

## **Hudson Public Library**

**Agenda, February 20, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from January 16, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – March 20, 2013 at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
DATE January 16, 2013**

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis.

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms and Ellen Korthuis. Leonard Roskop was absent. Also present were Library Director Terri Redden, Judy McGill representing the Town of Hudson and Jo Bowen, who has applied to become a Hudson Public Library trustee.

**MINUTES:** Upon motion made by Carol, seconded by Ellen and carried, the minutes were approved as read.

**FINANCIAL REPORT: Money Market:** \$1,201,803.82 **CD:** \$1,103,370.19  
**Checking:** \$44,687.34 **Maintenance and Repair Fund:** \$6,417.16. Terri reviewed the bills and upon motion made by Joann, seconded by Cathy and carried the bills were approved for payment. Upon motion made by Sally, seconded by Joann and carried, the December bills were approved for payment. The statistics in the January, 2013 report are the 2012 year-end figures.

**LIBRARIAN'S REPORT: Circulation:** 1995 (interlibrary loans) 1330 **Patrons:** 1,388 **Computer Uses:** H 394 K 30 L 49 **Cards issued:** adults 10 juvenile: 5 **Cards renewed online:** 18 **Fines collected:** \$42.60 **Book sales:** \$140.50 **Copies:** \$48.70 **Coffee:** \$129.00

- a) Terri discussed obtaining additional shelving for the library. If we purchase all the shelving at once the bid is \$9109.00. This will save \$4,000.00. Upon motion made by Cathy, seconded by Joann and carried, the purchase of shelving for \$9109.00 was approved.
- b) Upon motion made by Carol, seconded by Cathy and carried, a \$100.00 donation to the Weld Food Bank was approved. It will be recorded in the miscellaneous line item.
- c) There was discussion of a request from the Weld Central High School *about scholarships for the students*

**OLD BUSINESS:**

- a) Terri introduced Jo Bowen. Jo has applied for the vacant board seat.
- b) Staffing of the Lochbuie Center was discussed. Terri wants to always have two people at the site. The Lochbuie Senior Center will provide space and one volunteer and the Hudson Library will provide one paid employee. Terri will specify to the Senior Center members that it will be necessary to always have two people present when the center is open. Upon motion made by Sally, seconded by Joann and carried, it

was agreed that the center will be open two days per week for two – three hours per day up to ten hours per week for a three month trial.

**NEW BUSINESS:**

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:** Scholarship discussion

**ADJOURNMENT:** Upon motion made by Carol, seconded by Cathy and carried, the meeting adjourned at 6:15 PM.

Respectively submitted: Sally Harms, Secretary

*Library*

## **Hudson Public Library**

**Agenda, March 20, 2012 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from February 20, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – April 17, 2013 at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 20, 2013**

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis

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

**MINUTES:** Upon motion made by Joann, seconded by Carol and carried, the minutes for the January 16, 2013 meeting were approved. Upon motion made by Cathy, seconded by Leonard and carried, the minutes were corrected with the completion of the information regarding Weld Central's scholarship proposal.

**FINANCIAL REPORT: Money Market:** \$1,180,999.26 **CD:** \$1,104,652.66  
**Checking:** \$34,061.78 **Maintenance and Repair Fund:** \$6,417.66 Terri reviewed the bills and upon motion made by Leonard, seconded by Carol and carried the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2,498 (interlibrary loans) 1579 **Patrons:** 1,758 **Computer Uses:** H 548 K 28 L 51 **Cards issued:** adults 21 juvenile 0 **Cards renewed online:** 29 **Fines collected:** \$40.83 **Book sales:** \$273.87 **Copies:** \$107.50 **Fax:** \$64.50 **Coffee:** \$50.00 **Discs polished:**

- a) The Member breakfast will be held at the Doubletree at 8:30 AM, February 23.
- b) Joe Racine, Town Manager, will begin attending Library Board meetings on a bi-monthly bases in March to share information on the building plans.
- c) The closing on the library/town property has not happened yet.
- d) The Small Business Development Center (SBDC) will be hosting a reception for supporters of the grant. The date will be announced. Jesse is at the Library on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays (plus 5<sup>th</sup> Wednesdays) from 10:00 AM – 4:00 PM. He is in Lochbuie and Keenesburg once a month.
- e) Terri reported that plans for taking programs to the elementary schools are proceeding. At the High School and Junior High School level the library staff will teach use of data bases.

Library will host

**OLD BUSINESS:**

- a) Joann prepared a draft proposal for a scholarship program. The plan will be discussed at a future meeting. The consensus is that we cannot have a program in place for this year's graduates.



**NEW BUSINESS:**

- a) The Hudson Town Board has approved Jo Bowen's application to the Hudson Public Library Board of Trustees. Welcome Jo.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:** Scholarships

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

Respectively submitted: Sally Harms, Secretary

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**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES**  
March 20, 2013

**CALL TO ORDER:** 5:15 PM by Chairperson Ellen Korthuis.

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

**MINUTES:** Corrections to the minutes: basis instead of bases in part b of the Librarian's report. Part d of the Librarian's report should state that the Library will host a reception for Small Business Development Center grant supporters. Upon motion made by Carol and seconded by Cathy, and carried, the minutes were approved as corrected.

**FINANCIAL REPORT: Money Market:** \$1,138,154.50 **CD:** \$1,104,652.66  
**Checking:** \$64,559.88 **Maintenance and Repair Fund:** \$6,411.43  
Terri reviewed the bills. Upon motion made Joann, seconded by Ellen and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2352 (interlibrary loans) 1480 **Patrons:** 1618 **Computer Uses:** H 506 K 39 L 53 **Cards issued:** adults 20 juvenile 0  
**Cards renewed online:** 24 **Fines collected:** \$60.70 **Book sales:** \$24.00  
**Copies:** \$80.50 **Fax:** \$64.80 **Coffee:** \$50.00

- a) Joe Racine, Town Manager, reviewed the needed first steps as the Town and the Library move toward building. 1) Site Plan 2) Subdivide 3) Determine space needs 4) Review preliminary architects' submissions and rendering of two buildings. There will be a joint meeting to discuss how to proceed with the project. The architects' qualifying deadline is April 1 with a Town/Library work session April 3. Applications will be available April 2 for review.
- b) Terri has staffed the Lochbuie Senior Center site three Wednesdays, working with a volunteer from the Senior Center. The book drop is installed.
- c) Library-sponsored Elementary School programs are scheduled for Monday, April 8 at Hudson and Hoff with Playground Theater and Wayne and Wingnut at Lochbuie. Ann Lincoln, Juggler, will be at Cardinal April 16.
- d) Bev will take June off so a part-time staff person will be hired to work 25 hours per week. Terri will advertise the position.
- e) There will also be an opening for a part-time Summer Reading staff person. This will be approximately 16 hours per week for June with the possibility of more hours through the summer.

**OLD BUSINESS:**

- a) Terri said there are shelves currently not needed. The consensus is to store the shelves until it is known if they can be used in the new building.
- b) Scholarship ideas will be discussed at the next meeting.
- c) Tammy has successfully completed the notary training and test. The charge will be \$2.00 per stamp with Tammy keeping the money.

**NEW BUSINESS:**

- a) The Member Library breakfast will be April 6 at Platteville at 8:30 AM.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by Sally, seconded by Cathy and carried, the meeting adjourned at 6:30 PM.

Respectively submitted: Sally Harms, Secretary

# **Hudson Public Library**

**Agenda, April 13, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from February 20, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – May 15, 2013 at 5:00 pm**



## **Hudson Public Library**

**Agenda, May 20, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from April 17, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – June 19, 2013 at 5:00 pm**

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES

*May*

~~April 17, 2013~~ *Chw*

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis

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

**MINUTES:** Corrections included the date and absence of Judy McGill. Upon motion made by Cathy and seconded by Ellen the minutes were approved as corrected.

**FINANCIAL REPORT: Money Market:** \$1,199,269.14 **CD:** \$1,104,652.66  
**Checking:** \$52,849.19 **Maintenance and Repair Fund:** \$6,418.49  
Terri reviewed the bills and upon motion made by Carol, seconded by Sally and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2417 (interlibrary loans) 1494 **Patrons:** 1,726 **Computer Uses:** H 468 K 33 L 69 **Cards issued:** adults 15 juvenile 13  
**Cards renewed online:** 28 **Fines collected:** \$95.69 **Book sales:** \$6.60 **Copies:** \$87.20 **Fax:** \$96.50 **Coffee:** \$54.00

- a) There was discussion of HPLD figures for computer usage and cost at the PC Computing Centers throughout the district.
- b) There was discussion of the proposed scholarship plan. Upon motion made by Leonard, seconded by Ellen and carried, it was agreed that Terri will rewrite the draft proposal to state that the Hudson Public Library will offer one \$500.00 scholarship to a Weld Central Senior who meets the criteria outlined in the Scholarship Program document. The scholarship will be awarded starting with the 2013-2014 school year. The rewritten document will be reviewed and adopted in the May meeting.
- c) The three architectural firms that were chosen through the scoring plan handed out by Town Manager Joe Racine, were Anderson Hallas, Barker Rinker Seacat and Humphries Poli. The next steps will be to visit some of their projects and interview the three firms in a public meeting.

**OLD BUSINESS:**

- a) Tammy and Elaine missed the deadline for their notary exam so they will reschedule classes and the exam.
- b) There are 274 library patrons with Lochbuie addresses; 683 patrons with Keenesburg addresses.

**NEW BUSINESS:**

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:** Discussion of scholarship document wording.

**ADJOURNMENT:** Upon motion made by Cathy, seconded by Joann and carried the meeting adjourned at 6:30 PM.

Respectively submitted: Sally Harms, Secretary

*February*

## **Hudson Public Library**

**Agenda, June 19 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from May 15, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – July 17, 2013 at 5:00 pm**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES**

May 15, 2013

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korhuis

**TRUSTEES PRESENT:** Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms 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 Joann and carried, the minutes for the April 17, 2013 meeting were approved as written.

**FINANCIAL REPORT: Money Market:** \$1, 233, 895.17 **CD:** \$1,105,923.21

**Checking:** \$39,265.30 **Maintenance and Repair Fund:** \$6,418.91

Upon motion made by Leonard, seconded by Cathy and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2687 (interlibrary loans) 1574 **Patrons:**

2983 **Computer Uses:** H 503 K 29 L 76 **Cards issued: adults** 8 **juvenile** 0

**Cards renewed online:** 15 **Fines collected:** \$29.84 **Book sales:** \$15.55

**Copies:** \$80.95 **Fax:** \$67.00 **Coffee:** \$33.60

- a) Joe Racine, Hudson Town Manager, reviewed the meeting held between the Weld County Commissioners and High Plains Library District. The discussion centered on the HPLD, the Town of Fort Lupton and Fort Lupton Public Library agreements. The three IGAs had expired in December and were extended through April 27. HPLD agreed to extend the IGAs for two months and renegotiate with Fort Lupton Library Board and the Town. The probability is that the agreements between the town of Fort Lupton, the Fort Lupton School District and the Library Board will be signed and the library will remain a member library.

Joe said that HPLD Director Janine Reed would like to be included in discussions about the new Hudson Public Library building. There was discussion but no action.

- b) The Small Business Development Center, (SBDC) managed by Jesse Esparza, has had good financial support from a group of area businesses. A total of \$75,000 has been donated. Terri has suggested hosting a reception after Summer Reading to thank the supporters and to generate more publicity for the center.
- c) There was discussion of the Memorandum of Understanding between HPLD and Hudson Public Libraries governing the PC Computing Centers at Keenesburg and Lochbuie. Upon motion made by Sally, seconded by Ellen and carried, the MOUs will be signed extending the agreements until 2014.

**OLD BUSINESS:**

- a) There was discussion about the proposed HPL scholarship proposal for seniors at Weld Central High School. Upon motion made by Leonard, seconded by Jo and carried, the scholarship documents were approved with the scholarship program to begin with the 2013-2014 school year.

**NEW BUSINESS:**

- a) There was discussion of the Summer Reading Program. Sign-up is the last week of May, with the final program to be held at the Keenesburg Fairgrounds with a date to be announced at the end of June. Adult Summer Reading will also be held in June. The sponsors for the Summer Reading Program have donated \$965.00
- b) The meeting with the final three architectural firms is set for May 22, 5:30 – 8:30 PM at the Hudson Town Hall. Upon motion made by Joann, seconded by Carol and carried, it was agreed to purchase sandwiches to serve at the meeting.
- c) A trip to tour the library at Gypsum, CO is scheduled for May 31, leaving the Library at 8:00 AM.
- d) Ellen suggested compiling statistics from the Librarian's Report, adding additional information about Hudson Public Library services and sending it to the Board of County Commissioners, to the attention of Ms. ~~Kirkpatrick~~. *Kirkmeyer*

**CORRESPONDENCE / PATRON COMMENTS:** Letters from administrators and students in Weld Central RE (3) J were reviewed. They were commenting favorably on the programs HPL presented at the various schools.

Terri circulated the copy for the ad that will go in the Chamber Booklet.

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by Leonard, seconded by Joann and carried, the meeting was adjourned at 6:30 PM.

Respectively submitted: Sally Harms, Secretary

*Library*

## **Hudson Public Library**

**Agenda, July 17, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from June 19, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – August 21, 2013 at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 19, 2013**

**CALL TO ORDER:** by Chairperson Ellen Korthuis at 5:00 PM

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

**MINUTES:** The minutes for May 15, 2013 were corrected in the Librarian's Report to show that \$7,500.00 was contributed to the Small Business Development Center and in New Business to correct Commissioner Barbara Kirkmeyer's name. Upon motion made by Cathy, seconded by Carol and carried the minutes were approved as corrected.

**FINANCIAL REPORT: Money Market: \$1,809,797.38 CD: \$1,106,444.52**

**Checking: \$27,125.72 Maintenance and Repair Fund: \$6,419.37**

Upon motion made by Sally, seconded by Joann and carried, it was agreed to give Keith Weeks a \$100.00 Gift Card and pay his mileage as thanks for being the relief driver on the trip to Gypsum, CO to tour the library. Upon motion made by Leonard, seconded by Carol and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: 2,810 (interlibrary loans) 1,390 Patrons: 1,796 Computer Uses: H 499 K 44 L 53 Cards issued: adults 17 juvenile 23 Cards renewed online: 38 Fines collected: \$18.90 Book sales: \$313.83 Copies: \$88.83 Fax: \$37.00 Coffee: \$39.15**

- a) Bill Webb, Town of Lochbuie Senior Center representative, discussed how to publicize library services to the town residents. Some suggestions that were discussed included working with English learners on the computers and possibly offering ESL classes. Information should be included in the Town newsletter.
- b) Summer Reading Wrap Up will be June 25 at the fairgrounds in Keenesburg beginning at 3:30 PM. The Library will close at 3:00 PM that day. There were 201 children (L 13, H 73, Hoff 53), 63 teens and 104 adults signed up this year.
- c) Terri gave everyone a schedule of architect's schedule of meetings. The architects want ideas from everyone. They need **1)** our estimate of square footage to begin planning. Consensus of Board is for 10,000 square feet; **2)** number of items. Currently we have 17,000 items. We agree to double items to 34,000 items. **3)** Our cost estimate/budget is \$2 million.

d) There was discussion about reimbursing the Lochbuie Senior Center for their budget shortfall. This will be discussed further.

**OLD BUSINESS:**

**NEW BUSINESS:**

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by Leonard, seconded by Carol and carried, the meeting was adjourned at 6:25 PM.

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
DATE: July 17, 2013**

**CALL TO ORDER:** by Chairperson Ellen Korthuis at 5:00 PM

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

**Guests:** Candice Veldhuizen and Lois Lanter from the Lochbuie Town Board and Bob Grand, editor of the *Lost Creek Journal*.

**MINUTES:** Upon motion made by Carol, seconded by Joann and carried, the minutes of the June 19, 2013 meeting were approved.

**FINANCIAL REPORT: Money Market:** \$1,792,014.94 **CD:** \$1,106,444.52

**Checking:** \$42,527.15 **Maintenance and Repair Fund:** \$6,419.77

Terri reviewed the bills. Upon motion made by Leonard, seconded by Ellen and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 3609 (interlibrary loans) 1425 **Patrons:** 2824 **Computer Uses:** H 630 K 33 L 44 **Cards issued: adults** 15 **juvenile** 19 **Cards renewed online:** 39 **Fines collected:** \$117.95 **Book sales:** \$44.98 **Copies:** \$47.40 **Fax:** \$32.50 **Coffee:** \$38.25

- a) The discussion with Ms. Veldhuizen and Ms. Lanter centered on questions of how the needs of library patrons in Lochbuie are determined and how decisions are made regarding the towns served by the Hudson Public Library. Ms. Veldhuizen stated that 46% of Lochbuie residents have library cards at Anythink in Brighton. Mr. Grand also discussed Lochbuie issues and the use of the Senior Center for Library Services.
- b) It was discussed putting a story in the *Lost Creek Guide* regarding Library statistics and services.
- c) The Architects selected for the Library and Town Hall project are Barker, Rinker Seacat. One joint planning meeting has been held. The next meeting with the architects will be August 14 and will be separate meetings with each board and conclude with a joint meeting.

**OLD BUSINESS:** Terri showed everyone the certification she is preparing for the Small Business Development Center.

**NEW BUSINESS:**

Hudson Public Library Minutes July 17, 2013

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by (attackative) Leonard, seconded by Sally and carried, the meeting was adjourned at 6:20 PM.

Respectively submitted: Sally Harms, Secretary

# **Hudson Public Library**

**Agenda, September 18, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from August 21, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting October 16, 2013 at 5:00 pm**



*Library*

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES**

August 21, 2013

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis.

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

**MINUTES:** Upon motion made by Cathy, seconded by Carol and carried, the minutes of the July 17, 2013 meeting were approved.

**FINANCIAL REPORT: Money Market:** \$1,897,117.08 **CD:** \$1,107,700.05

**Checking:** \$13,335.88 **Maintenance and Repair Fund:** \$6,420.20. Terri reviewed the bills. Upon motion made by Sally, seconded by Joann and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 3,561 (interlibrary loans) **1,578 Patrons:**

2,040 **Computer Uses:** H 745 K 47 L 70 **Cards issued: adults 16 juvenile 15**

**Cards renewed online:** 32 **Fines collected:** \$95.95 **Book sales:** \$56.06

**Copies:** \$62.01 **Fax:** \$42.00 **Coffee:** \$44.00

- a) Terri reported that it has been suggested that there should be eight adult PCs and six Teen PCs in the new library.
- b) The Chamber of Commerce is hosting an energy seminar at the Pepper Pod on August 29 from 11:30 – 1:00 PM. There is one space open.
- c) In the upcoming Hudson Town Newsletter there will be a survey including questions regarding the library. People will be asked to respond about suggested hours and whether self-checkout should be available.
- d) Library staff will once again be hosting a reading and crafts area during Christmas in Keenesburg on December 7. There may also be a tree to decorate as there was last year.
- e) "Food for Fines" will be held from October 13 – 26. Any patron who has a book fine can donate food to the Weld Food Bank in lieu of the fine.
- f) **The Northern Colorado Health Alliance** will be in the library every Wednesday during October from 3:00 – 7:00 PM to assist patrons to sign up for the Affordable Health Care Act.

**OLD BUSINESS:**

- a) There will be a meeting of member libraries and HPLD Trustees on Saturday, 8-24, at the Branding Iron in Platteville starting at 8:30 AM.
- b) Carey Williams, Weld Central High School Counselor, thanked the Library for the scholarship that will be awarded in 2014.
- c) Kathleen McIrvine will be teaching a Women's Self-Defense Class at the Library on September 21.

**NEW BUSINESS:**

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by Carol, seconded by Joann and carried, the meeting was adjourned at 5:45 PM.

Respectively submitted: Sally Harms, Secretary

# **Hudson Public Library**

**Agenda, October 16, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from \_\_\_\_\_ meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting November 20, 2013 at 5:00 pm**

*Library*

**Change to 9/18 minutes**

SALLY HARMS [srharms@msn.com]

**Sent:** Saturday, October 12, 2013 2:23 PM

**To:** Carol Bryant [cbcountr@q.com]; Cathy Bollers [bollersc@msn.com]; Ellen Korthuis [rkorthuis@juno.com]; Jo Bowen [j\_a\_bowen\_1007@q.com]; Joann Dunker [jodunk38@earthlink.net]; Judy McGill [jmcgill@hudsoncolorado.org]; Leonard Roskop [lroskop@yahoo.com]; Terri Redden [taredden@yahoo.com]; Terri Redden

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Hi all,

Mandy at Valley Bank told Terri that in order to close the Maintenance and Repair Account we have to have a more detailed motion. Here is the motion as I rewrote it. We will vote on it next Wednesday.

Sally

**FINANCIAL REPORT: Money Market: \$1,886,786.45 CD: \$1,107,937.60 Checking: \$12,196.48 Maintenance and Repair Fund: \$6,420.00**

Terri reviewed the bills. There was discussion about whether we need the line item "Maintenance and Repair". Upon motion made by Sally, seconded by Ellen and carried, it was agreed that Hudson Public Library wishes to close the Maintenance and Repair account # 129500268 that is currently open at the Valley Bank & Trust. The Greeley Tribune has increased the subscription rate. Upon motion made by Carol, seconded by Joann and carried the bills were approved for payment.

Sally and Ron Harms 17486 County Road 8 Brighton, CO 80603-9547 303-659-4949  
srharms@msn.com "War is a cowardly escape from the problems of peace." novelist Thomas Mann

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES**  
September 18, 2013

*Sally will correct*

**CALL TO ORDER:** 5:00 PM by Chairperson Ellen Korthuis

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

**MINUTES:** Upon motion made by Cathy, seconded by Carol and carried the minutes of the August 21, 2013 meeting were approved.

**FINANCIAL REPORT: Money Market:** \$1,886,786.45 **CD:** \$1,107,937.60  
**Checking:** \$12,196.48 **Maintenance and Repair Fund:** \$6,420.00  
Terri reviewed the bills. There was discussion about whether we need the line item "Maintenance and Repair". Upon motion made by Sally, seconded by Ellen and carried, the M & R line item will be closed and funds transferred to the Money Market line item. The Greeley Tribune has increased the subscription rate. Upon motion made by Carol, seconded by Joann and carried the bills were approved for payment.

*Before  
3:00  
mandy at  
Valley  
Bank*

**LIBRARIAN'S REPORT: Circulation:** 2,749 (interlibrary loans) 1,423 **Patrons:** 1,913 **Computer Uses:** H 749 K 99 L 77 **Cards issued:** adults 12 juvenile 22 **Cards renewed online:** 32 **Fines collected:** \$.50 **Book sales:** \$31.45 **Copies:** \$70.35 **Fax:** \$65.00 **Coffee:** \$41.55

- a) The preliminary estimate for revenue is \$1,083,991.00.
- b) The prison is closing September 27, 2013. The owners will still pay property tax. It is possible it will reopen with California prisoners.
- c) For budget purposes Terri will figure 2014 budget with 2012 income figures.
- d) Erin Kirchofer is retiring from HPLD. She has been overseeing the Public Computing Centers.
- e) When HPLD no longer manages the PCCs, Hudson Public Library will be responsible for service. Future discussion should center on whether an extra staff person will be needed and should additional hours or an extra day be added at the Lochbuie PCC center?
- f) Judy McGill is retiring as full-time Clerk at the end of this year. She will continue working two days a week at the city.
- g) Upcoming events at the library include a Self-Defense class Saturday, 9-21-13 and Fire Prevention Week program for kids 10-10-13.
- h) Terri toured the Colorado Talks Books open house.

**OLD BUSINESS:**

- a) Sally, Ellen and Carol reported on the Member Library meeting with HPLD board members.
- b) There was discussion of flood issues.

**NEW BUSINESS:**

- a) The meeting with the architects and Town Board will be Thursday, 9-18 at 4:00 PM at the Fire Hall.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

**ADJOURNMENT:** Upon motion made by Carol, seconded by Jo and carried the meeting was adjourned at 6:00 PM.

Respectively submitted: Sally Harms, Secretary

## **Hudson Public Library**

**Agenda, November 20, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from October 16, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting December 18, 2013 at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 16, 2013**

**CALL TO ORDER:** at 5:00 PM by Chairperson Ellen Korthuis

**TRUSTEES PRESENT:** Cathy Bollers, Jo Bowen, Joann Dunker, Sally Harms, Ellen Korthuis 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 Cathy, seconded by Joann and carried, the minutes of the September 18, 2013 meeting were approved.

**FINANCIAL REPORT: Money Market:** \$1,871,033.43 **CD:** \$1,107,952.38  
**Checking:** \$5,867.03 **Maintenance and Repair Fund:** \$6,420.95. Terri reviewed the bills. Upon motion made by Leonard, seconded by Ellen and carried the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2,199 (interlibrary loans) 1,520 **Patrons:** 1,528 **Computer Uses:** H 522 K 51 L 51 **Cards issued:** adults 22 juvenile 17 **Cards renewed online:** 99 **Fines collected:** \$32.99 **Book sales:** \$39.35 **Copies:** \$70.35 **Fax:** \$28.00 **Coffee:** \$52.30

- a) Terri discussed the program to get High School students acquainted with the data bases available online.
- b) Bev wants to cut her hours to two days a week in 2014.
- c) Terri proposes to hire an event planner. The job would be fifteen hours a month and the employee could work from home or the library. This will be on the agenda for additional discussion at next month's meeting.
- d) There was discussion of 2014 budget. Terri will add the library construction appropriations to the budget. Upon motion made by Leonard, seconded by Ellen and carried, the preliminary budget figures were approved.
- e) There was discussion of the construction project including cost, kind of roof, siding and finish.
- f) The community open house to present the building plans will be held October 29, at the Library. The architects will bring detailed drawings and be in attendance to answer questions from the community.
- g) The printer at the front desk has to be replaced. Cost will be \$1513.54 through the HPLD. Upon motion made by Leonard, seconded by Jo and carried, the purchase of a new printer was approved.



# Library

- h) Terri will meet with HPLD staff Susan Staples and Rita Kadafy to discuss computer hookups for the new library.

## OLD BUSINESS:

- a) Christmas in Keenesburg is Saturday, December 7 from 2:00 – 6:00 PM. The library will again be doing crafts and reading. Volunteers are needed for 3:30, 4:30 and 5:30 sessions. The parade will be at 6:00 PM. Terri asked if the Library should have a float in the parade.
- b) Terri has been visiting the schools. The total enrollment in the district is 2311. The enrollment breakdown is: High School – 608; Junior High – 455; Lochbuie – 505; Hudson – 317; Hoff – 264; Cardinal Academy – 162. Library cards have been handed out and the students are learning about the databases. The students need a library card to use the databases at home but they are available without a card at the schools.

*correct  
Terri set  
up Terri  
has taken  
over  
school  
visit*

## NEW BUSINESS:

- a) Mr. Lucero at El Faro restaurant, and a patron of the library, has made a donation to the library. Terri suggested that the donation be given to Susan Machuca, the Spanish Teacher who volunteers at the Library teaching English classes once a week.

## CORRESPONDENCE / PATRON COMMENTS:

### FUTURE AGENDA ITEM:

- a) Discussion of proposed Event Planner position.

**ADJOURNMENT:** Upon motion made by Joann, seconded by Sally and carried, the meeting was adjourned at 6:45 PM.

Respectively submitted: Sally Harms, Secretary

*Library*

**Hudson Public Library**

**Agenda, December 18, 2013 at 5:00 pm**

- 1. Call to order**
- 2. Approve Minutes from November 20, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

**Next Meeting – December 18, 2013 - at 5:00 pm**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 20, 2013**

**CALL TO ORDER:** 4:55 PM by Chairperson Ellen Korthuis.

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

**MINUTES:** The minutes should be corrected to show that Tami Crossen is the staff member visiting the schools. Upon motion made by Carol, seconded by Jo and carried, the minutes were approved as corrected.

**FINANCIAL REPORT: Money Market:** \$1,851,367.03 **CD:** \$1,108,925.33  
**Checking:** \$22,793.33 **Maintenance and Repair Fund:** \$6,421.27. Terri reviewed the bills. Upon motion made by Leonard, seconded by Joann and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation:** 2337 (interlibrary loans) 1689 **Patrons:** 1806 **Computer Uses:** H 624 K 50 L 53 **Cards issued:** adults 15 juvenile 24  
**Cards renewed online:** 42 **Fines collected:** \$45.39 **Book sales:** \$48.58  
**Copies:** \$70.35 **Fax:** \$86.50 **Coffee:** \$73.95

- a) School visits paying off with increased cards issued. The library is providing services to the schools that are struggling with low budgets.
- b) The next architects' meeting will be December 3 at 2:00 PM at the Library.
- c) The Fourth Graders will be designing posters to celebrate Hudson's centennial. The Library Board will judge the posters.
- d) Marcie will be leading a book club at LochBuie. Upon motion made by Leonard, seconded by Sally and carried, Marcie's hours will be increased two hours per week beginning in 2014.
- e) Member Library breakfast will be at the Doubletree in Platteville December 14, 8:30 AM; all board members and directors invited.
- f) The Fort Lupton Library will now be under the jurisdiction of the Town of Fort Lupton instead of the School District. It is still a member library.
- g) A proposed webinar work session will be scheduled to discuss proposed service models. The agreements must be signed by December 31.

**OLD BUSINESS:** *January 31*

- a) Christmas in Keenesburg is December 7 from 2:00 – 5:00 PM. Let Terri know if board members can help with reading stories.
- b) The Platteville Library will be part of the Smithsonian Journey Stories program through January 2014.
- c) There are 30 members on the Committee for Hudson's 100 Year Celebration.
- d) There was discussion regarding the Event Planner position. It will not be a Library Staff position. A job description will be written for 15-20 hours monthly. This discussion will be held over to January, 2014 meeting.

**NEW BUSINESS:**

- a) Upon motion made by Ellen, seconded by Leonard and carried, \$50.00 gift certificates were approved for Grey Brothers, the Courier, the Paper Boy, Mary, Susie and Judy. \$100 will go to Colorado Talking Books and \$100.00 to Susan Machuca (ESL).
- b) Upon motion made by Carol, seconded by Jo and carried, \$50.00 bonuses were approved for Marci, Tami, Elaine and Bev; Terri will receive a \$100.00 bonus.

**CORRESPONDENCE / PATRON COMMENTS:** Thank you notes were received from Susan Machuca and Sally.

**FUTURE AGENDA ITEM:** Staff raises will be voted on at the December 18 meeting. A January meeting agenda item will be the Event Planner position.

**ADJOURNMENT:** Upon motion made by Ellen, seconded by Carol and carried, the meeting was adjourned at 6:30 PM.

Respectively submitted: Sally Harms, Secretary