

Library

Hudson Public Library

Agenda, January 19, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from November 17 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 16, 2011 at 5:00 pm

Hudson Library Board Meeting



1/19/11

Hudson Library
member of
High Plains
Library Dist
my library, u.
Hours
Phone at Both

1. Librarian's Report:

- | | |
|---|---------------|
| a. Circ. : Nov. 2977, Ill 855, Dec. 2967 Ill 1105 | YTD 52,681 |
| b. Patrons: Nov. 1634 Dec. 1728 | YTD 25860 |
| c. Cards issued: A Nov. 7 Dec. 10 | YTD 205 |
| d. Cards issued: J Nov. 11 Dec. 8 | YTD 152 |
| e. Card renewed online: Nov. 31 Dec. 24 | YTD 498 |
| f. Fines collected: Nov. \$92.38 Dec. \$7.75 | YTD \$1353.63 |
| g. Book sales: Nov. \$21.50 Dec. \$23.50 | YTD \$ 513.37 |
| h. Copies: Nov. \$73.15 Dec. \$61.95 | YTD \$729.97 |
| i. Coffee: Nov. \$77.40 Dec. \$60.00 | YTD \$919.52 |
| j. Library bags: Nov. \$5.00 Dec. \$5.00 | YTD \$10.00 |
| k. Employee appraisals | |
| l. Updated budget | |
| m. Sign, double sided too heavy for existing poles, would sign with hours facing main street be okay? Estimated to cost around \$200.00 | |
| n. Electric lights inside on west side obsolete by 2012 | |
| o. Report from Cathy on building next door - | |

FYI: mylibrary.us

2/10/11, - card making

2/18/11, 2:00 p.m. Anne Lincoln performs a family entertainment program.

3/12/11- time tbd- Irish themed tea and coffee event

Correspondence: Thank you from Weld Food Bank, Allstate Permit Services

Correction: Money market \$733,622.14 not \$ 783,662.14 from last meetings minutes

CD \$692,121.80

Money Market \$713,550.72

Checking \$38,750.56

M& R \$6,399.02

713550.72

Hours
phone
Anodized metal
match book
drop

Tribune
Mt. Calvary

Library

Hudson Public Library

Agenda, February 16, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from ^{January 26}~~November 17~~ 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 16, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
January 26, 2011**

CALL TO ORDER: Chairperson Cathy Bollers called the meeting to order at 5:00 PM. Note: postponed from January 19 because of snow.

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

MINUTES: Upon motion made by Ellen, seconded by Maureen and carried the minutes of the November 17, 2010 meeting were approved. Upon motion made by Carol, seconded by Ellen and carried, the minutes of the December 15, 2010 meeting were approved.

FINANCIAL REPORT: Money Market: \$713,550.72 CD: \$692,121.80

Checking: \$38,750.56 Maintenance and Repair Fund: \$6,399.02

- a) Terri reviewed the bills for December 2010 and upon motion made by Sally, seconded by Maureen and carried the bills were approved.
- b) Terri reviewed the bills for January 2011 and upon motion made by Maureen, seconded by Ellen and carried the bills were approved.
- c) Upon motion made by Leonard, seconded by Carol and approved, the payment of the \$3,000 Health Savings Account for Terri through the town of Hudson was approved.

LIBRARIAN'S REPORT: Circulation: Nov: 2977; Dec: 2967 (interlibrary loans)

Nov: 855; Dec: 1105 Patrons: Nov: 1634; Dec: 1728 Cards issued: adults

Nov: 7; Dec: 10 juvenile Nov: 11; Dec: 8 Cards renewed online: Nov: 31;

Dec: 24 Fines collected: Nov: \$92.38; Dec: \$7.75 Book sales: Nov. \$21.50;

Dec: \$23.50 Copies: Nov: \$73.15 Dec: \$61.95 Coffee: Nov: \$77.40; Dec:

\$60.00 Discs polished: NA Library Bags: Nov: \$5.00; Dec: \$5.00

- a) The amended budget for 2011 was reviewed. Upon motion made by Sally, seconded by Ellen and carried, the budget was approved.
- b) The new outdoor sign is up but could not be made double-sided because of weight. The backside of the sign can be finished for an estimated \$200. This will be discussed at the February meeting.
- c) The interior fluorescent lights on the west side of the library will be obsolete by 2012 because of new regulations. An estimate on the replacement costs will be obtained.
- d) Joann's husband Wayne's memorial service is Saturday, January 29. Upon motion made by Leonard, seconded by Ellen and carried, \$100 will be donated to Mount Calvary Lutheran Church in Fort Lupton.

- e) Upon motion made by Maureen, seconded by Leonard and carried, the library will be closed from 10:00 AM until noon on January 29 so staff can attend the Dunker memorial service.
- f) Note the corrected money market amount in the November 17, 2010 meeting minutes. Figure should be \$733,662.14.
- g) Upcoming programs at the Library include: 2/10-card making; 2/18-family entertainment with Anne Lincoln; 3/12-Irish themed tea and coffee.
- h) Cathy reported on discussions regarding the purchase of the building next door. Market research by Christine Curl with CO Tenderfoot Properties II, Inc. valued the building and lots at \$85,000 - \$95,000. The building has currently been rented so it is not on the market. A letter will be sent to the real estate agency representing the property stating that should the building come on the market for purchase the Hudson Public Library is interested in purchasing it.

OLD BUSINESS:

NEW BUSINESS:

- a) Allstate Permit Services sent notices to all businesses and residents in Hudson about proposed seismic testing in Hudson. Judy will report further on this in a future meeting.
- b) Staff evaluations completed by Terri were reviewed. Upon motion made by Sally, seconded by Ellen and carried, Beverly Judd, Marci Weeks, Tami Crossen and Elaine McIrvn will receive 5% raises.
- c) Upon motion made by Leonard, seconded by Carol and carried, Rebekah King's hourly wage will be raised to \$8.50.
- d) Terri's self-evaluation was reviewed with additional comments added by the Trustees. Upon motion made by Maureen, seconded by Ellen and carried, Terri's new yearly salary will be \$33,500.00.
- e) Upon motion made by Sally, seconded by Ellen and carried, all raises are effective January 1, 2011.

CORRESPONDENCE / PATRON COMMENTS: Correspondence was received from Weld Food Bank thanking for the donation.

FUTURE AGENDA ITEM:

- a) Replacement of interior lights on west side.
- b) Sign board changes.
- c) Seismic testing proposal in Hudson.

ADJOURNMENT: Upon motion made by Maureen, seconded by Ellen and carried, the meeting adjourned at 6:30 PM

Respectively submitted: Sally Harms, secretary

February

Hudson Public Library

Agenda, March 16, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from February 16, 2011 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 20, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

February 16, 2011

CALL TO ORDER: Called to order at 5:00 PM by Chairperson Cathy Bollers.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Library Director Terri Redden. Maureen Lockett and Judy McGill were absent.

MINUTES: Upon motion made by Leonard, seconded by Joann and carried the minutes were approved.

**FINANCIAL REPORT: Money Market: \$753,715.4-53 CD: \$693,095.34
Checking: \$44,420.59 Maintenance and Repair Fund: \$6,400.10**
Terri reviewed the bills and upon motion made by Carol, seconded by Ellen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3333 (interlibrary loans) 1204; Patrons: 1772 Cards issued: adults 14 juvenile 4 Cards renewed online: 32 Fines collected: \$30.70; Book sales: \$37.50 Copies: \$67.65; Coffee: \$56.50; Discs polished: 0.

- a) Terri reviewed Attorney Corey Hoffmann's letter dated January 11, 2011 re: the Memorandums of Understanding concerning the Public Computer Centers in Keenesburg and Lochbuie. He has no concerns about Hudson Public Library's obligations.
- b) There was discussion concerning the Computer Centers and upon motion made by Leonard, seconded by Sally and carried it was agreed to accept the Memorandum of Understanding (MOU MOUs) and sign them both.
- c) Brighton Sign will complete the outdoor sign (\$200.00) and install it for \$45.00. The vinyl letters can be changed easily. Upon motion made by Leonard, seconded by Carol and carried it was approved to purchase the sign.
- d) Leonard made a "Library Happenings" sign to attach to the top of the outdoor sign. Thanks to Leonard for the sign.
- e) The Town of Hudson has changed its minimum part-time hours for employees to be eligible for health care from 20 to 30. The Library's Employee Handbook will have to be changed accordingly. Upon motion made by Ellen, seconded by Joann and carried, Terri will change the part-time hours in the Library's Employee Handbook so it complies with the Town's policy. It was agreed that the Employee Handbook should be reviewed in the future to see if any other sections should be changed.

- f) A winter Adult Reading Program will be launched in March. The theme will be *March in Like a Lion*. Elaine is working on prizes for the program.
- g) The Seismic permit question will be held until Terri can ask Judy more about it.

OLD BUSINESS:

- a) Cathy and Sally will write a letter to the Real Estate Agency regarding our interest in the property to the north of the Library.
- b) Cathy has completed the copy of Terri's evaluation and will forward it to board members.

NEW BUSINESS:

- a) Four staff members attended the Staff Meeting at High Plains Library District. It was very informative for them.
- b) Terri discussed the possibility of purchasing e-book readers (Kindle) for the library. Platteville is testing the idea.
- c) Upon motion made by Ellen, seconded by Carol and carried, it was agreed to retain the current slate of officers for the coming year. Cathy Bollers – Chairperson; Carol Bryant – Vice-Chairperson; Sally Harms – Secretary and Joann Dunker – Treasurer.

CORRESPONDENCE / PATRON COMMENTS: Terri read comments from the Patron Suggestion Box and a letter from Joann Dunker.

FUTURE AGENDA ITEM:

- a) Review the Employee Handbook.

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

Respectively submitted: Sally Harms, Secretary

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
March 16, 2011**

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: Upon motion made by Ellen, seconded by Joann and carried the minutes of the February 16, 2011 meeting were approved.

FINANCIAL REPORT: Money Market: \$833,475.78; **CD:** \$693,660.17; **Checking:** \$39,524.66; **Maintenance and Repair Fund:** \$6,400.95. Terri reviewed the bills and upon motion made by Ellen, seconded by Joann and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2808; **(Interlibrary loans)** 728; **Patrons:** 1882; **Cards issued: adults:** 22; **juvenile:** 24; **Cards renewed online:** 34; **Fines collected:** \$99.68; **Book sales:** \$26.50; **Copies:** \$55.75; **Coffee:** \$47.30; **Discs polished:** 0; **Library Bags:** 0

- a) Dan Hamsmith, Management Assistant for the Town of Hudson, attended the meeting to discuss a proposed Small Business Development Center that would be housed at Hudson Public Library. The proposed Center would be open one day per month for one-on-one counseling and training with small business owners and entrepreneurs hoping to establish new businesses in the area. The town would have to raise the money to fund the Center from grants, loans and other businesses. Questions were asked about space needs and publicizing. Dan said all of those questions would be addressed as the project develops. He hopes that this will start the discussion about the proposed Center.
- b) There was discussion about building the storage shed on the north side of the building. Jerry Von Riper estimates the cost at \$10,000 for an 8'x16' addition. Questions asked included the possibility of a longer addition; clarification of size; actual survey dimensions must be determined. Terri was directed by the trustees to proceed getting the information needed to build the addition.
- c) The Peach system was discussed. The cost for the system is \$7200 with a \$900 annual fee. Terri will get the bid for the electric part of the installation. Terri will ask for more information for future board meeting.

Hudson Public Library

Agenda, April 20, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from March 16, 2011 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 18, 2011 at 5:00 pm

library

Hudson Public Library

Agenda, May 18, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from April 20, 2011 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 15, 2011 at 5:00 pm

covering and siding. She will get an electrical bid. The shed cannot be built until the property lines are established.

- c) The Peach System will cost approximately \$700.00.
- d) The computers were delivered to the Keenesburg and Lochbuie. computer center sites. Grand openings will be held in June.

NEW BUSINESS: No new business.

CORRESPONDENCE / PATRON COMMENTS: Letters were read from Rebekah King, Carol Bryant and the High School Yearbook Committee.

FUTURE AGENDA ITEM:

- a) Storage Shed
- b) Property Survey
- c) Peach System

ADJOURNMENT:

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, June 15, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from May 18, 2011 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 20, 2011 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 18, 2011**

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

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

FINANCIAL REPORT: Money Market: \$821,410.83; **CD:** \$694,742.10; **Checking:** \$42,532.06; **Maintenance and Repair Fund:** \$6,402.59. Upon motion made by Leonard, seconded by Maureen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,143; **(interlibrary loans)** 1241; **Patrons:** 1980; **Cards issued: adults** 11 **juvenile** 5 **Cards renewed online:** 26 **Fines collected:** \$5.00 **Book sales:** \$235.65 **Copies:** \$68.05 **Coffee:** \$84.75 **Discs polished:**

- a) Tami Crossen gave a presentation on the up-coming plans for the 2011 summer reading program.

Tami first expressed her concern that the library was not meeting the needs of the patrons by getting the information and the services available to them in a timely manner. She proposed the idea of a TV mounted on the west wall in the children's section and connected to a laptop computer running a continuous power-point presentation with up-coming events and services available at the library. This would be visible upon entry to the library and provide much needed communication for serving the patrons.

She then presented her plans for the 2011 summer reading program:

- ✓ Sign up next week
- ✓ Elaine and Tami will go the schools next week to present a skit and encourage the students to sign up.
- ✓ Each child will receive a T-shirt when enrolling. Local business sponsors are listed on the back of Tees.
- ✓ Donations were \$1275.00 from local merchants – above last year's donations.
- ✓ Activity programs will be on Tuesdays and Thursdays from 10:30 AM to 1:30 PM.
- ✓ Performing programs will be on Wednesday mornings except one that will be at 1:00 PM on June 1.

- ✓ The *Around the World Carnival* will be held at the Fairgrounds in Keenesburg on Thursday, June 23 from 4:00 – 7:00 PM
- ✓ Children will be given a "passport" and encouraged to visit other libraries in the district; have the "passport" stamped and receive a prize for visiting the most other libraries.
- ✓ Adult summer reading sign up is also next week.

The board members expressed complements to Tami for presenting a very interesting and delightful plan. A lot of hard work went into her plans and the implementation of them.

- b) An invitation is extended to the board to attend a surprise birthday and graduation party for Rebekah, June 3 at 9:00 AM at the library.
- c) Books left at the end of the book sale ~~will be sold~~ ^{gave} to the prison.

OLD BUSINESS:

- a) The Hudson Fire Department will be kept apprised of our progress to bring the library up to code.
- b) The survey was delayed because of weather.
- c) Computing centers grand openings to be announced.
- d) Jerry VanRiper will submit a new bid after survey is completed.
- e) Progress on the Peach System at Johnstown will be observed.

NEW BUSINESS:

- a) Upon motion made by Leonard, seconded by Maureen and carried, the library will purchase a flat screen TV for the wall and possibly a laptop, not to exceed \$2,000.00.
- d) Discussion was held regarding depositing library funds in Colotrust. Colotrust only handles municipalities' monies. Joann will contact Bruce Ely for more information. Questions to ask include: How is money insured? What is the difference between "trust" and "bank"? Are there ratings for trusts? Advantages? Disadvantages? Report at June meeting.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

- a) Storage shed information
- b) Peach System information
- c) Colotrust report

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

Respectively submitted: Joann Dunker, temporary Secretary

Library

Hudson Public Library

Agenda, July 21, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from June 15, 2011 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 17, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 15, 2011**

CALL TO ORDER: 5:00 Pm by Chairperson Cathy Bollers.

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

MINUTES: The minutes of the May 18 meeting were corrected to state that books left after the book sale were donated to the Prison. Upon motion made by Maureen, seconded by Carol and carried the minutes were approved as corrected.

FINANCIAL REPORT: Money Market: \$1,103,421.22 **CD:** \$695,326.86
Checking: \$42,806.32 **Maintenance and Repair Fund:** \$6,403.38. Terri reviewed the bills and upon motion made by Maureen, seconded by Joann and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3849 (**interlibrary loans**) 1065 **Patrons:** 2043 **Cards issued:** adults-14 **juvenile-**14 **Cards renewed online:** 43
Fines collected: \$22.00 **Book sales:** \$201.90 **Copies:** \$63.45 **Coffee:** \$46.00.

- a) The summer reading program will wrap up June 30. Attendance is up 20% this summer.
- b) The *Around the World Carnival* will be held at the Keenesburg Fair Grounds on June 23 from 4:00 PM to 7:00 PM. Upon motion made by Joann, seconded by Carol and carried, the Library will close at 2:30 or 3:00 PM on June 23 in order to allow staff to prepare for the Carnival.
- c) Marcie will host a *Cultural Recipe Exchange* on 6/24/2011. Patrons are invited to bring food from their culture to share, along with the recipes, which will be compiled for the participants.
- d) The Public Computing Centers are open and already have had patrons using the computers. Keenesburg will have its grand opening on 6/28/2011; Lochbuie on 7/2/2011.
- e) Terri has joined the Hudson Events Committee. She mentioned several upcoming events including a Garage Sale, Open Mic and Free Movie Night in the Town Park on July 16 from 10:00 AM to 6:00 PM.

OLD BUSINESS:

- a) The property survey has been completed. The proposed storage addition would be 4.5 feet. The bid, with the requested changes, is \$20,295.00. The decision, following discussion, is to take no action.
- b) Leonard will talk to the Town Administrator, Don Reed and the barber about the possibility of putting a storage building at the back of the property next door. There may be town rules about storage buildings.
- c) Dan Hamsmith told Terri there are delays in obtaining grants for the Small Business Help Center but he will be setting up one-on-one training sessions until they can set up the permanent center.
- d) Terri will be attending a workshop on PCCs (Public Computing Centers) sponsored by the State Library.
- e) The Peach System is still not up and running in Johnstown. We are still waiting for information on how well it works.

NEW BUSINESS:

- a) Joann reported on ColoTrust. They only take money from municipalities. They invest the money; funds are guaranteed; there is a fee to invest funds. Joann and Maureen will also check with CO East for information on depositing library funds there.
- b) There was discussion about investing funds in land with the idea of building later. Cathy will talk to Carlson Development regarding available land in the area and what it is selling for currently.
- c) Terri is buying a second laptop for the library. The TV has not been purchased yet.

CORRESPONDENCE / PATRON COMMENTS: Invitation from Rebekah King to her High School graduation.

FUTURE AGENDA ITEM:

- a) Peach system
- b) Fund report – Colorado East and Land investment.
- c) Storage shed report

ADJOURNMENT: Upon motion made by Maureen, seconded by Joann and carried the meeting was adjourned at 6:15 PM.

Respectively submitted: Sally Harms, secretary

Library

Hudson Public Library

Agenda, August 17, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from July 20, 2011 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 – September 21, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

July 20, 2011

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers

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

MINUTES: Upon motion made by Maureen, seconded by Ellen and carried the minutes were approved as presented.

FINANCIAL REPORT: Money Market: \$1,155,450.23 **CD:** \$695,388.81
Checking: \$41,757.32 **Maintenance and Repair Fund:** \$6,404.16. Terri reviewed the bills and upon motion made Sally, seconded by Joann and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 4826 (interlibrary loans) **843 Patrons:** 2914 **Cards issued:** adults 16 juvenile 7 **Cards renewed online:** 36 **Fines collected:** \$28.24 **Book sales:** \$23.00 **Copies:** \$53.90 **Coffee:** Discs polished:

- a) Discussion about timed-out computers. There are two hard drives and 1 monitor available. Suggestions include selling to local patron with a lottery if there is a lot of interest; add to Carbon Valley Library pool or donate them – possibly to the school.
- b) Rebekah is leaving. There was discussion about hiring someone for Saturdays – five hours per week. It was suggested to set the pay at \$8.00 per hour and to advertise the position by posting it in the Library.
- c) A pizza and scrabble party for volunteers will be held on Tuesday, August 2 at 6:00 PM at the Library.
- d) Summer reading program drew in a large number of participants: A total of 690 attended the programs with 254 children and teens and 84 adults signed up.

OLD BUSINESS:

- a) There was continuing discussion about a storage shed. The Reed family is willing to let the Library put a storage building on the back of their lot and will discuss rent. Leonard will determine dimensions possible for the lot and Maureen will get estimates on cost of buildings at Lowe's.

- b) The new Hudson Fire Department Chief met with Terri and is not concerned about compliance issues.
- c) The Small Business Development Center (SBDC) opening will be put off until fall. The Center will be funded through grants.
- d) Terri will be "going to jail" August 18 as part of the fundraising efforts for Muscular Dystrophy. Donations will get her out of jail.
- e) Joann and Maureen found that CO East Banks policy states that public funds (like our library's money) receive a lower interest rate than regular funds. Discussion centered on looking at investment possibilities like land. More discussion to follow.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

- a) Land investment possibilities
- b) Storage shed
- c) Will Terri get out of jail on August 18?
- d) Small Business Development Center

ADJOURNMENT: Upon motion made by Maureen, seconded by Joann and carried the meeting was adjourned at 6:10 PM.

Respectively submitted: Sally Harms, secretary

Hudson Public Library

Agenda, September 22, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August 17, 2011 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 19, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

August 17, 2011

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers

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. Maureen Lockette was absent.

MINUTES: The minutes of the July 20, 2011 meeting were approved upon motion made by Leonard, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$1,207,308.05 **CD:** \$696,310.32
Checking: \$42,549.17 **Maintenance and Repair Fund:** \$6,404.98
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: 3874 (interlibrary loans) 723 **Patrons:** 2242 **Cards issued: adults** 21 **juvenile** 6 **Cards renewed online:** 35 **Fines collected:** \$53.45 **Book sales:** \$108.83 **Copies:** \$65.45 **Coffee:** \$80.50

- a) Terri reported that the official kickoff for the Small Business Development Center (SBDC) would be October 6 at the Fair Grounds in Keenesburg. Jesse Esparza, the Field Office Counselor, is visiting businesses in the area to promote the Center. The Library District is also promoting it throughout the District. The Development Center will be free until the end of the year with a grant from the CO Small Business Development Center (www.sbcd.gov) The town is looking for funding through businesses and corporations. Possibly the Library could help with some funding if needed.
- b) The Public Computing Center gave Hudson Library four computers for public use.
- c) High Plains Library District is giving our library a 42-inch TV they are not using.
- d) Hudson Harvest Festival is September 24 (Saturday) in the town park. There will be a dog walk in the parade organized by Marcie Weeks. The Library will have a booth. Volunteers will be needed to staff it.

OLD BUSINESS:

- a) There was discussion about retention of records. The Library should keep one complete set of minutes and agendas indefinitely.
- b) Regarding the storage shed on the property next to the Library. Don Green has agreed to \$100.00 per month for six months with the option

to renew. Terri will complete the lease agreement and have Corey Hoffmann (town attorney) look it over. Leonard will pass it by the Town and then give it to Don Green. The Library may owe for paving the area with asphalt. There was discussion regarding size and cost of the storage unit. Upon motion made by Ellen, seconded by Joann and carried, it was agreed to purchase a 10-foot by 20-foot shed from Farm and Home Lumber in Hudson. The cost should not exceed \$5,000.00.

NEW BUSINESS:

- a) Continuing education classes for Terri were discussed. For now Terri will take free small business development classes and workshops and classes on financial management and library management. A committee of Cathy, Joann and Sally will meet to discuss guidelines for continuing education policies for Library staff.

CORRESPONDENCE / PATRON COMMENTS: Terri read a note from Rebekah King thanking the board and staff for their support. A notice about the Valley Bank pancake breakfast was passed around.

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, secretary

Library
copy

Hudson Public Library

Agenda, October 19, 2011 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 21, 2011 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 16, 2011 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 21, 2011**

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: The minutes from August 17 were corrected from Don Green to Don Reed regarding the property next door. Upon motion made by Ellen and seconded by Joann the minutes were approved as corrected.

FINANCIAL REPORT: Money Market: \$1,147,226.33 **CD:** \$696,896.16
Checking: \$45,333.75 **Maintenance and Repair Fund:** \$6,405.80.
Terri reviewed the bills. Upon motion made by Sally, seconded by Ellen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3153 (interlibrary loans) 0 **Patrons:** 2028
Cards issued: adults 16 **juvenile** 4 **Cards renewed online:** 36 **Fines collected:** \$77.93 **Book sales:** \$221.40 **Copies:** \$67.45 **Coffee:** 0

- a) Staff and board members celebrated Bev's birthday.
- b) Terri reported that the banner for the Hudson Harvest Days booth had arrived. Sally, Carol, Joann and Ellen volunteered to staff the booth from 9:30 AM – 1:30 PM.
- c) The copy machine needs replacing. Bratton's Office Equipment in Greeley, has a used one for sale that will fit our needs. Upon motion made by Joann, seconded by Maureen and carried, Terri is authorized to use the book sales money to purchase the copy machine. Purchase is not to exceed \$900.00.
- d) The new TV arrived and Ron Redden installed it. Sally will send a thank you card to Ron.
- e) Joe Racine, Hudson's Town Administrator, wants to start a conversation about the possibilities of building a shared Town Hall and Library for Hudson. A committee is being set-up to explore options and Joe would like two Library Board members on it. Joann expressed an interest and Terri suggested that, as many board members as possible should attend the Town Meeting, Wednesday, October 5. More information will follow by email.
- f) Terri handed out the preliminary budget proposal. She also compiled some information on salary ranges from HPLD. The budget will be

discussed and voted on in October. It must be in place by November 2011. Salaries are voted on in January.

- g) HPLD is proposing to buy all our computers, rather than continuing as we do now to purchase them through the Library District. Terri will ask other district libraries what they are doing. It will require some discussion before deciding to proceed.
- h) The locker units are working in Milliken. They cost \$10,000 per year. They started using them in August. We will continue to monitor how they are working.
- i) Terri will email the HPLD Service Agreement for us to study for further discussion.
- j) Town Attorney Cory Hoffmann approved the lease agreement with Don Reed for the storage shed on the property next door. Cathy signed the lease as Board Chairperson. The lease agreement is \$100.00 per month.
- k) The Memo of Understanding for the Keenesburg and Lochbuie PC centers had to be signed again by Cathy Bollers as Board Chairperson because the original agreement was misplaced at the Library District.

OLD BUSINESS:

NEW BUSINESS:

- a) Maureen Lockette and her family are moving to the Colorado Springs area this fall. Her husband is on active duty in the Colorado Air National Guard and will be stationed there. She will submit a letter of resignation in October.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, secretary

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**
October 19, 2011

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: The minutes of the September 21, 2011 meeting were approved upon a motion made by Ellen, seconded by Carol and carried.

FINANCIAL REPORT: Money Market: \$1,137,470.16 **CD:** \$696,896.16
Checking: \$44,461.19 **Maintenance and Repair Fund:** \$6,406.64
Terri reviewed the bills. Upon motion made by Sally, seconded by Ellen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2627 (interlibrary loans) Sept: 1245; Aug. 1125 Patrons: 1690 Cards issued: adults 10 juvenile 10 Cards renewed online: 36 Fines collected: \$92.41 Book sales: \$111.55 Copies: \$50.95 Coffee: \$59.50 Discs polished:

- a) There was discussion regarding whether the *insurance benefits line item* in the budget is adequate especially if we add a full time employee. Upon motion made by Leonard, seconded by Ellen and carried, it was agreed to add \$2000 to the insurance line item.
- b) Terri and Joe Racine from the town will staff the Town of Hudson Site Selection Committee. Possible dates for the first meeting are December 7 or January 4. Joann and Leonard will represent the Library Board on the committee. Terri will ask for staff participation on the committee.
- c) Terri thanked board members for their help at the Hudson Harvest Festival. It was a very good event.
- d) The I76 Development Committee event was well attended with interesting information shared.
- e) The Library has purchased a Kindle and an I-Pod. Terri will participate in an 8-hour summit on using devices like the Kindle.
- f) Marci has had good attendance at three Excel classes.
- g) The Playground Theater will be back for a performance on Friday October 21. Wear costumes.
- h) A knitting group will start in November, meeting Thursdays from 10:30 – 12:30.
- i) A scrap-booking group will be meeting Friday evenings, after hours.

- j) The Small Business Development Classes will start after the first of the year with classes in e-mail, job search, health, e-readers, computer basics and Internet searching.

OLD BUSINESS:

- a) The copy machine has been installed. Century Link and Fax Line installed but not using it yet.
- b) The discussion about whether all computers should be purchased by the HPLD is held over until next month to decide whether we agree with this.
- c) The storage shed will be done in the next two days. The cement pad makes the building more stable. The building is still moveable. Leonard will install the shelves next.

NEW BUSINESS:

- a) It was decided to suggest that the Site Development Committee meet on December 7 for the first meeting.

CORRESPONDENCE / PATRON COMMENTS: Thanks from Bev for the birthday party. Maureen announced by letter that she would be resigning to move to Colorado Springs.

FUTURE AGENDA ITEM: Discuss a farewell dinner for Maureen. Discuss the purchase of computers by HPLD.

ADJOURNMENT: Meeting was adjourned at 6:00 PM upon motion made by Carol, seconded by Ellen and carried.

Respectively submitted: Sally Harms, secretary

Hudson Library Board Meeting

December - 2011

1. Librarian's Report:

11/11	a. Circ. : 11/11 - 2622 ¹²²⁷	YTD ¹¹ 47290
	b. Patrons: 1639	YTD 22126
	c. Cards issued: A 20	YTD 181
	d. Cards issued: J 12	YTD 119
	e. Card renewed online: 46	YTD 418
	f. Fines collected: 11.00	YTD 608.56
	g. Book sales: 66.55	YTD 1133.18
	h. Copies: 43.75	YTD 821.75
	i. Coffee:	YTD 434.55
	j.	

computing centers L-82 K-55

193.53
193.53
193.53
1.23

CD 697,570.42 +
581.82 698,152.24
Money Market 1,106,094.12
Checking 43,140.55
M&R 6,408.19