

Hudson Library Board Meeting



January 18, 2012

1. Librarian's Report:

a. Circ. : December 2,592 Ill 1,082	YTD 50,964
b. Patrons: December 1,564	YTD 23,690
c. Cards issued: A 16	YTD 197
d. Cards issued: J 3	YTD 122
e. Card renewed online: 37	YTD 455
f. Computer uses December 459	YTD 459
g. Fines collected: \$41.76	YTD \$650.32
h. Book sales: \$83.00	YTD (\$1,1216.18) 1216.18
i. Copies: \$60.35	YTD \$882.10
j. Coffee: \$160.95	YTD \$595.50

k. Mr. Ray Patch, Veterans Memorial 1,000.00

(l) Staffing & raises. Extra hours for classes.

(m) policy changes

Insurance - 3,100 HSA - 3500 deductible (1/2 Jan) 1/2 Jul

FYI - Computer classes starting in February, every other Tuesday 6 to 7 and Saturday 9-10, in addition to Excel classes every Saturday.

Small Business classes every second Wednesday of the month from 12:30 p.m. to 4:30p.m.

Craft it with Love - February 3, 11:00 a.m. to 1:00 p.m.

(ESL classes starting February 27, Monday nights 5:30-7:00)

Check calendar at www.mylibrary.us for our events and all of the district events.

Tami - 32 hrs a week = full time

Site selection committee

Old business: Computer repurpose

CD \$698,152.24

Money Market \$1,094,909.67 ~~(\$6,409.01)~~

Checking \$42,214.81

M&R 6,409.01

Judy will Bill 2 p ymts

approved

approved

Library

Hudson Public Library

Agenda, February 15, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from January 19, 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 15, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

January 18, 2012

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

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

MINUTES: The minutes of the November 16, 2011 meeting were approved upon motion made by Carol, seconded by Joann and carried.

FINANCIAL REPORT: Money Market: \$1,094,909.67 **CD:** \$698,152.24
Checking: \$42,214.81 **Maintenance and Repair Fund:** \$6,409.0. Terri reviewed the bills for December 2011 and January 2012 and upon motion made by Sally, seconded by Joann and carried the bills were approved for payment.

LIBRARIAN'S REPORT: January with year end totals: Circulation: 2,592
(Interlibrary loans) 1,082 **Patrons:** 1,564 **Cards issued: adults** 16 **juvenile** 3
Cards renewed online: 37 **Fines collected:** \$41.76 **Book sales:** \$83.00
Copies: \$60.35 **Coffee:** \$160.95

- a) Ray Patch, representing the Town of Hudson, reported to the Board on the Veteran's Memorial the town will construct in the park. Yule Marble Company is donating the marble. Donations are being solicited from individuals and groups who can purchase customized engraved brick pavers or contribute cash. It is planned that the memorial will be complete by Veterans' Day, 2012.
- b) Terri reported that computer classes would be starting in February. They will be held every other Tuesday 6:00 – 7:00 PM and Saturdays 9:00 AM – 10:00 AM. Excel classes continue every Saturday.
- c) Small Business classes are held every second Wednesday of the month from 12:30 – 4:30 PM.
- d) English as a Second Language classes will be taught by Susan Machuca, Monday evenings 5:30 – 7:00 PM starting February 27.
- e) A craft class – Craft it with Love – will be held February 3, from 11:00 AM to 1:00 PM.
- f) Staffing hours for these additional programs will be as follows: Tami will cover Tuesdays; Elaine will cover Mondays; Tami and Terri will cover Saturdays.
- g) Terri reminded everyone to check www.mylibrary.us for listing of events.

- h) Upon motion made by Ellen, seconded by Joann and carried, a donation of \$1000.00 to be put towards the purchase of flagpoles for the Hudson Town War Memorial was approved.

OLD BUSINESS:

- a) A vote was held in November 2011 to donate two old computers to Schaeffer Enterprises. There was further discussion about having a staff drawing for the computers. Upon motion made by Sally, seconded by Carol and carried, the previous motion was rescinded. Upon motion made by Sally, seconded by Carol and carried, it was agreed to have a staff drawing for the two computers.
- b) Joann reported on the Town of Hudson Site Selection Committee meeting hosted by Joe Racine. Discussions are beginning on the process of selecting a site for a town hall and library.
- c) Thursday 1/19/12 will be a farewell party for Rebekah. She is leaving for her second semester of college.

NEW BUSINESS:

- a) Judy reported on new Town policies regarding health insurance for town employees. This year the HSA deposit is \$3100.00. Upon motion made by Ellen, seconded by Carol and carried, it was agreed to pay \$3100.00 for Terri's HSA in two payments, one in January and one in July.
- b) The Board reviewed the staff evaluations and Terri's self-evaluation. There was discussion of Terri's evaluation. Cathy will go over the evaluation with Terri.
- c) Upon motion made by Joann, seconded by Ellen and carried, the following salary changes were approved: 10% hourly raises for Marci to \$12.40; Bev to \$13.49; Elaine to \$11.02; 15% hourly raise for Tami to \$11.52; Terri's yearly salary raised to \$51,950.
- d) Upon motion made by Ellen, seconded by Sally and carried, Tami's hours were increased to 32 hours per week starting immediately.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Policy changes discussion

ADJOURNMENT: Upon motion made by Ellen, seconded by Carol and carried, the meeting was adjourned at 7:00 PM.

Respectively submitted: Sally Harms, secretary

Library

Send owl - e-mail
Ladies Detective Agenda DVD
Hudson Public Library

Agenda, March 21, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from February 15, 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 - April 18, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 15, 2012**

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

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

MINUTES: Terri's annual salary in the minutes was corrected to \$36,800 and Carol's name was inserted in item a) under New Business. The corrected minutes of the January 19, 2012 meeting were approved upon motion made by Leonard, seconded by Joann and carried.

FINANCIAL REPORT: Money Market: \$1,283,655.12 **CD:** \$698,829.50 **Checking:** \$33,794.77 **Maintenance and Repair Fund:** \$6,409.83. Terri reviewed the bills. Upon motion made by Joann, seconded by Carol and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,919 (interlibrary loans) **Patrons:** 1,793
Computer uses: 621 **Cards issued: adults** 9 **juvenile** 5 **Cards renewed online:** 36
Fines collected: \$24.40 **Book sales:** \$118.75 **Copies:** \$62.20 **Coffee:** \$108.00 **Fax:** \$34.50

- a) Erin Kirchoefer from Highplains presented a report on the Public Computer Centers. As long as the centers are used and funded, the program will continue.

OLD BUSINESS:

- a) Joann and Leonard reported on the Town of Hudson Site Selection Committee. They are researching sites and will meet again on March 7th.
- b) Since Tami will be working 32 hours per week, she is eligible for health insurance. Upon motion made by Joann, seconded by Carol and carried, it was agreed to pay \$1,550.00 for Tami's first HSA payment.

NEW BUSINESS:

- a) Upon motion made by Joann, seconded by Carol and carried, it was agreed to install the slate of officers for the coming year. Ellen Korthuis – Chairperson; Carol Bryant – Vice-Chairperson; Sally Harms – Secretary and Joann Dunker – Treasurer.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Policy changes discussion

ADJOURNMENT: Upon motion made by Carol, seconded by Joann and carried, the meeting was adjourned.

Respectively submitted: Cathy Bollers

Library

Region
Keenesburg

1st May 3 -
Thurs 6:30

what is a
Quorum

Hudson Public Library

Agenda, April 18, 2012 at 5:00 pm

Book

Matterhorn - Viet Nam War

1. **Call to order**
2. **Approve Minutes from March 21, 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 - May 16, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
March 21, 2012**

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

TRUSTEES PRESENT: 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. Carol Bryant was absent.

MINUTES: Upon motion made by Joann, seconded by Sally and carried, the minutes of the February 15 meeting were approved.

FINANCIAL REPORT: Money Market: \$1,069,804.78 **CD:** \$699,192.88
Checking: \$14,177.66 **Maintenance and Repair Fund:** \$6,410.59
Terri reported on the bills. Upon motion made by Cathy, seconded by Leonard and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2696 (interlibrary loans) 1263 **Patrons:** 1468 **Computer Uses:** 501 **Cards issued: adults 15 juvenile Cards:** 2 **renewed online:** 32 **Fines collected:** \$26.35 **Book sales:** \$45.20 **Copies:** \$73.45 **Coffee:** \$80.00 **FAX:** \$23.00 **Discs polished:**

- a) Terri is joining the Chamber of Commerce as Hudson Public Library so members of the staff and board can attend meetings and events as members. March 28 meeting will be lunch and a discussion of the Common Read.
- b) The Small Business Development Center (SBDC) has received additional funding from Valley Bank, United Bank, Town of Hudson, Town of Lochbuie, Town of Keenesburg, and United Power. This enables Jesse Esparza to add extra days. He will now be working with clients on the second, third and fourth Wednesdays of each month from 12:30 – 4:00 PM.
- c) High Plains Library District will have a training session with Bill Edwards on all the aspects of the planning process. This session would be for staff as well as trustees who were interested in attending. Date to be determined.
- d) Easton Public Library has asked for a meeting of member libraries' trustees to discuss common and/or unique problems. This meeting date will be determined. This meeting proposal includes Eaton, Ault, Platteville, Fort Lupton, Johnstown and Hudson. Consensus is that a Saturday would work best. The agenda would include money and board decisions apart from the District decisions.
- e) Erin sent a photo of the locker storage system. This is still in the studying process.

OLD BUSINESS: The Town/Library planning meeting was postponed to April. Joann and Leonard will attend.

NEW BUSINESS:

- a) Curtis Mork, the Lego Man, will be at the Library on April 4,5 and 6.
- b) Movie Matinee program will start April 2 from 1 – 3 PM.
- c) Card making session is March 27 from 10:30 – 12:30 PM.
- d) The ESL sessions with Susan Machuca are working well. They are held Mondays after hours.

CORRESPONDENCE / PATRON COMMENTS: Terri shared a thank you from Hudson Elementary School.

FUTURE AGENDA ITEM: Dates for meeting of member libraries and District Training session.

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

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, May 16, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from April 18, 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 – June 20, 2012 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

April 18, 2012

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthis.

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

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

**FINANCIAL REPORT: Money Market: \$1,191,091.20 CD: \$699,556.38
Checking: \$31,409.05 Maintenance and Repair Fund: \$6,411.43**
Upon motion made by Leonard, seconded by Sally and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: 2750 (interlibrary loans) 1422 Patrons:
1836 Cards issued: adults 22 juvenile 3 Cards renewed online: 47 Fines
collected: \$40.00 Book sales: \$33.20 Copies: \$55.70 Coffee: Discs
polished: FAX: \$33.06**

- a) The Memo of Understanding for the Public Computing Centers in Keenesburg and Lochbuie is up for renewal. It was reviewed and signed by Chairperson Ellen.
- b) HPL has agreed to purchase a locker unit so books can be picked up and dropped off at the Keenesburg Town Hall. They will be checked out online and delivery of books to the locker will have to be worked out.
- c) Staff is discussing installing a display case in time for the HPL Common Read in September. The book is *Unbroken* by Lorie Hillenbrand; a story about World War II. The display case would contain memorabilia gathered from community members. The Common Read program begins in September.
- d) The State Library provided free books for four year olds in a program called "One Book 4 Colorado" during April.
- e) The month of May is "Military Month. Named to honor veterans. The staff is discussing how to honor vets in the Library.
- f) Terri has provided flowers for long-time board member Eileen McPeek.

OLD BUSINESS:

- a) David Sloan (Eaton Library Trustee) has invited member libraries to a meeting at the Doubletree Restaurant in Platteville June 2 from 9 – 11 AM to discuss "How we can help each other be better libraries" as one topic for consideration. Currently there are five member libraries. One item for discussion will be if regular meetings will be scheduled.
- b) A meeting suggested by Eaton Library Director Jerry Krois is still in discussion with speaker Bill Edwards invited to identify and teach planning steps and processes.
- c) Joann and Leonard reported that the town Site Selection Committee has not met yet. Leonard has investigated the old beet dump property was or is owned by the Pastelaks. It would need to be annexed and would need a sidewalk along the highway.

NEW BUSINESS:

- a) Terri has joined the Hudson Chamber of Commerce. She asked if the Library should also join the Keenesburg Chamber. Upon motion made by Leonard, seconded by Ellen and carried Terri was directed to join the Keenesburg Chamber of Commerce.

CORRESPONDENCE / PATRON COMMENTS: Terri read a letter from the High School Year Book Committee thanking the Library for the advertisement.

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, secretary

Library

Hudson Public Library

Agenda, June 20, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from May 16, 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 – July 18, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

May 16, 2012

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

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

MINUTES: The minutes of the April 18, 2012 meeting were approved upon motion made by Joann, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$1,145,445.75 CD: \$700,228.67 Checking: \$51,610.46 Maintenance and Repair Fund: \$6,412.20. Terri reviewed the bills. Upon motion made by Leonard, seconded by Carol and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,756 (interlibrary loans) 1,377 Patrons: 1,649 Computer uses: 506 Cards issued: adults 15 juvenile 2 Cards renewed online: 31 Fines collected: \$37.96 Book sales: \$32.00 Copies: \$75.95 Coffee: \$91.00 Fax: \$20.00

- a) Andrew Romero reported that 51% of our tax revenue has been received. Terri received a check for over \$200,000. Upon motion made by Leonard, seconded by Ellen and carried, it was agreed to obtain two CDs for \$100,000 each. Joann and Terri will contact the bank about the CDs.
- b) Terri talked to the Hudson Town Administrator Joe Racine, who indicated that they want the library to continue to be part of the town.
- c) Upon motion made by Joann, seconded by Carol and carried, a booth for the teen area will be purchased for \$2,000.
- d) We discussed purchasing a table with benches for the front of the building. Terri will ask Tami Crossen to research sizes and costs.

OLD BUSINESS:

- a) Joann and Leonard reported that the Town of Hudson Site Selection Committee is waiting for responses from land owners and/or developers before having another meeting.
- b) The member library meeting will be at the Doubletree Restaurant in Platteville June 2 from 9 – 11 AM.
- c) Marci Weeks presented information on a case to display World War II memorabilia for the Common Read program. Upon motion made by Leonard, seconded by Joann and carried it was agreed to purchase a new display case not to exceed \$750.
- d) Businesses have donated \$625 for the Summer Reading program.

NEW BUSINESS:

- a) Excellent articles about the library have been printed in the paper and Hudson newsletter. Ellen suggested submitting book reviews.

b) The town will designate a handicapped parking spot near the library.

CORRESPONDENCE / PATRON COMMENTS: Eileen McPeck sent a thank you note and picture of the flowers that she received from the library.

FUTURE AGENDA ITEM: Policy changes discussion

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

Respectively submitted: Cathy Bollers

Library

Hudson Public Library

Agenda, July 18, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from June 20, 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 – August 15, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

June 20, 2012

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

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

MINUTES: The minutes of the May 16, 2012 meeting were approved upon motion made by Carol, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$1,534,894.51 **CD:** \$700,621.16 **Checking:** \$47,399.65 **Maintenance and Repair Fund:** \$6,412.94. Terri reviewed the bills. Upon motion made by Carol, seconded by Leonard and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,132 (interlibrary loans) 1,314 **Patrons:** 1,911 **Computer uses:** 496 **PCC K:** 81 **PCC L:** 84 **Cards issued:** adults 22 juvenile 8 **Cards renewed online:** 50 **Fines collected:** \$23.87 **Book sales:** \$136.25 **Copies:** \$127.90 **Coffee:** \$ **Fax:** \$28.00

- a) Upon motion made by Ellen, seconded by Cathy and carried, the library will close at 3:00 pm on June 26th to allow the staff to prepare for the Summer Reading celebration at the fairgrounds in Keenesburg.
- b) The Summer Reading signup total was over 300 with an average of 50 children attending each craft session.
- c) We discussed a bid from Jerry Van Riper for ceiling repairs and drywall patching. Upon motion made by Leonard, seconded by Carol and carried, we will contract with Jerry Van Riper for the repairs at a cost of \$3,469.
- d) Terri will get more information about how the sponsorship money is used for the Weld Central booster club.
- e) We discussed paying for the training and insurance for several staff members to be notary public. Terri will get more detail on the cost and training.
- f) Terri received a second revenue check for about \$200,000. Upon motion made by Ellen, seconded by Carol and carried, it was agreed to obtain two CDs for \$100,000 each. Joann and Terri will contact the bank about the CDs.
- g) Upon motion made by Leonard, seconded by Ellen and carried, a 40' by 30' concrete table with two benches will be purchased for \$725.

OLD BUSINESS:

- a) Joann and Leonard reported that the Town of Hudson Site Selection Committee met with Carlsons about a site in the Andrews Farm development. Two acres would be donated to the town and four acres would be sold for \$12,000 an acre. The Carlson would also receive the current town hall location. A market analysis will be done before the two Boards make a commitment.

- b) Leonard shared information from a website on designing public library buildings. Our current collection is 16,000 volumes.
- c) The display case has been ordered
- d) The booth for the teen area will be delivered in July.

NEW BUSINESS:

- a) Terri attended the community dinner at GEO prison and encouraged us to attend future dinners.
- b) Terri will distribute copies of the Board of Trustees Handbook to Board members for review.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Policy changes discussion

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

Respectively submitted: Cathy Bollers

Library

Hudson Public Library

Agenda, August 15, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from July 18, 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 – September 19, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 18, 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: The minutes of the June 20, 2012 meeting were approved upon motion made by Joann and seconded by Ellen.

FINANCIAL REPORT: Money Market: \$1,595,469.26 **CD:** \$700,621.16
Checking: \$21,573.29 **Maintenance and Repair Fund:** \$6,413.59
Terri reviewed the bills. Upon motion made by Sally, seconded by Carol and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 4,199 (**Interlibrary loans**) 1,346 **Patrons:** 3,011 **Computer Uses:** H 619 K 91 L 45 **Cards issued:** adults 24 juvenile 9
Cards renewed online: 51 **Fines collected:** \$108.44 **Book sales:** \$43.35
Copies: \$74.53 **Fax:** \$18.50 **Coffee:** \$50.21

- a) Terri reviewed the proposal to purchase Carlson land/Andrew's farm for the Town Hall and Library. \$48,000 will hold four acres for the library. The town would purchase two acres. The whole parcel is thirty-six acres. Upon motion made by Leonard and seconded by Joann, \$48,000 will be committed to hold the four acres for the library. The motion carried with one opposing vote.
- b) The Hudson Harvest Festival will be held September 22, 2012. The event will be held from 2:00 PM to dusk. Terri asked if the Library should reserve a \$35.00 booth space. That will be decided at the next meeting. Upon motion made by Ellen, seconded by Joann and carried, it was agreed to donate \$100.00 to the Hudson Chamber for the Harvest Festival.

OLD BUSINESS:

- a) Sponsorship level for Harvest Festival – continue discussion in September.
- b) The display case as arrived. It will be made available for a month at a time to Library patrons.

NEW BUSINESS:

- a) The concrete table for the outside patio area will arrive July 26.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Agenda, September 19, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August 15, 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 – October 17, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

~~September 19, 2012~~

August 15

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: The minutes of the July 18, 2012 were approved upon motion made by Carol, seconded by Joann and carried.

FINANCIAL REPORT: Money Market: \$1,273,860.83 **CD:** \$1,101,309.46
Checking: \$24,371.13 **Maintenance and Repair Fund:** \$6,414.23. Terri reviewed the bills. Upon motion made by Joann, seconded by Sally and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,109 (interlibrary loans) **Patrons:** 2,051
Cards issued: adults 20 **juvenile** 2 **Cards renewed online:** 50 **Fines collected:** \$43.88
Book sales: \$60.15 **Copies:** \$97.10 **Coffee:** \$59.00 **Discs polished:**

- a) Joe Racine answered questions about the proposed purchase of the Carlson land parcel. **1)** Site plan and property lines will be drawn. Total purchase of six acres with four for Town or Hudson and two for Library. **2)** \$48,000 would be Library share. **3)** Cost sharing agreement would be drawn between Town and Library for water, etc. **4)** Town does not have a plan at this time. **5)** If the Library land price were lowered, the Library would help with other costs up to \$48,000. **6)** The Town prefers two buildings rather than a possibility of one building with a community center, Town Hall and Library.
- b) Terri presented the preliminary budget. The figures show very little change from 2011. The final budget must be presented to the Town by October 1.
- c) There has been discussion of putting a satellite library in Lochbuie. Rita Kadavy looked at the proposed site and said it wouldn't meet requirements.
- d) The Hudson Harvest Festival is September 22 from 2:00 PM to dusk. The Library will have a booth staffed by volunteers and staff.

OLD BUSINESS:

NEW BUSINESS:

- a) Upon motion made by Ellen, seconded by Carol and approved, \$500.00 will be donated to Bev Judd as a memorial for her Daughter Cathy who died in August.

CORRESPONDENCE / PATRON COMMENTS: Terri read an invitation from Valley Bank for an After Hours at the Bank, 9-22-12 from 5:30 – 7:30 PM. There was also a note from a patron thanking staff for help on the computer.

FUTURE AGENDA ITEM: The possibility of changing the October meeting date will be discussed in September.

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

Respectively submitted: Sally Harms, Secretary

Bill Webb -

Librarian

wcww202@AOL.COM

Hudson Public Library

Agenda, October 10, 2012 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 19, 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 - November 21, 2012 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 19, 2012**

CALL TO ORDER: Vice Chairperson Carol Bryant at 5:00 PM

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

MINUTES: The date for the minutes of the August 15, 2012 meeting was corrected and upon motion made by Cathy, seconded by Joann and carried, the minutes were approved as corrected.

FINANCIAL REPORT: Money Market: \$1,265,304.86 **CD:** \$1,101,702.46
Checking: \$28,623.02 **Maintenance and Repair Fund:** \$6,414.94. Terri reviewed the bills and upon motion made by Leonard, seconded by Sally and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,875 (**interlibrary loans**) 1,449 **Patrons:** 2,074 **Computer Uses:** H 638 K 75 L 132 **Cards issued:** adults 20 **Juvenile** 14 **Cards renewed online:** 52 **Fines collected:** \$440.10 **Book sales:** \$34.65
Copies: \$111.95 **Coffee:** \$45.00 **Discs polished:**

- a) Estimated income: \$829,026.00. Finalize budget at October meeting.
- b) Change October meeting to October 10 starting at 4:00 PM for budget discussion.
- c) Hudson Harvest Festival is Saturday, 9/22. Ron Harms and Erin K will staff beginning at 2:00 PM. Marcie and Leonard from 3:30 – 4:30 PM. Joann and Sally from 4:30 – 6:00 PM. Terri and Cathy close down at 6:00 PM.
- d) Terri suggested that since many programs that are available to the Library need more room than is available at the Library she is considering asking if the programs could be presented at the schools. She said perhaps the schools could hold reading contests to “win” the privilege of having the program. Upon motion made by Joann, seconded by Leonard and carried, Terri is directed to meet with RE3 (J) school administrators to discuss this proposal and see if there is interest.
- e) There will be a reception, tours and program at the Aero Museum on Saturday, November 3 to honor area veterans. Upon motion made by Sally, seconded by Joann and carried, the Library will contribute \$5.00 of the cost of the event for each veteran who attends.
- f) The deck at the rear of the Library and the front railings need repairs. The bid for the work includes \$485.00 for the railings and \$350.00 for

the deck for a total of \$835.00. Upon motion made by Leonard, seconded by Cathy and approved, Terri will schedule the repair work.

OLD BUSINESS:

- a) Elaine and Tami have registered to take a training class for notaries public. Once they have their licenses the Library will offer their services for free.
- b) The five-year Intergovernmental Agreement with High Plains Library District must be signed by November 2012. It will be discussed and signed at the October meeting.
- c) Lochbuie has discussed the possibility of having a library in town. Rita Kadavy will be invited to attend the October meeting to discuss this issue.
- d) Jo Bowen, resident of Hudson, has expressed an interest in serving on the Library Board. She will attend the October meeting.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS: Thank you note from Bev Judd was read.

FUTURE AGENDA ITEM:

- a) IGA
- b) Budget
- c) Lochbuie Library

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

Respectively submitted: Sally Harms, Secretary

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CORRESPONDENCE / PATRON COMMENTS: Thank you note from Bev Judd was read.

FUTURE AGENDA ITEM:

- a) IGA
- b) Budget
- c) Lochbuie Library

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

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, October 10, 2012 at 4:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 19, 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 – November 28, 2012 at 5:00 pm

*✓ transfer
20,000*

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

~~October 10, 2012~~
Nov. 28, 2012

CALL TO ORDER: Chairperson Ellen Korthuis, at 4:00 PM for budget meeting. Regular meeting called to order at 6:00 PM by Ellen Korthuis.

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

MINUTES: Upon motion made by Joann, seconded by Carol and carried, the minutes for the October 10 meeting were approved.

FINANCIAL REPORT: Money Market: \$1,248,555.91 **CD:** \$1,101,702.46

Checking: \$30,253.80 **Maintenance and Repair Fund:** \$6,415.51

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

LIBRARIAN'S REPORT: Circulation: 2,263 (interlibrary loans) 1,397 **Patrons:** 1,649 **Computer Uses:** H 483 K 49 L 97 **Cards issued:** adults 19 juvenile 4 **Cards renewed online:** 33 **Fines collected:** \$47.26 **Book sales:** \$8.20 **Copies:** \$57.90 **Coffee:** \$37.75 **Discs polished:** NA

- a) Terri reported on upcoming needs in the budget portion of the meeting. **1)** Six new computers are needed at an approximate cost of \$10,000. **2)** A printer may also be needed. **3)** The HOLDS Locker System (ECBU -PECH) will cost approximately \$7,195.00 each. Yearly service for the units will be \$300; electric hook-up will be needed. \$10,000 budget line item should cover several years of service charges for the units. **4)** A staff person at Lochbuie for 20 hours at \$8.50 per hour would be \$8840.00 per year. \$11,000 per year line item includes payroll expenses. **5)** Salaries will be on the agenda at the November meeting.
- b) Change the date for the next meeting from November 21 to November 28.
- c) Rita Kadavy, Outreach Manager for HPLD, and Bill Webb, with the Lochbuie Senior Center, attended the meeting. The possibility of expanded library services for Lochbuie was discussed. Currently the Lochbuie Computing Center is open 20 hours per week. **1)** The discussion about expanding services included either using the Senior Center or an available building at 152 Poplar offered by the town. The Senior Center was the favored site. **2)** The next steps include working with the town. A meeting including a HPLD board member, Hudson Library board member, a Senior Center board member and

the Town of Lochbuie should be set up. **3)** The District has to evaluate the building. **4)** Determine actual space needs.

- d)** There was discussion about use of E Books. Terri will have the usage figures at the end of the year.
- e)** It is time to renew the IGA agreement. There are some typos and issues Terri will discuss with HPLD. Upon motion made by Sally, seconded by Leonard and approved the agreement will be signed.
- f)** The Member Services document lists all the services offered by HPLD.

OLD BUSINESS:

- a)** Elaine and Tami are taking classes to become Notary Publics. The course will be completed in six months.
- b)** Tami and Terri will meet with Susie Townsend and other school administrators to discuss presenting some library programs in the schools.

NEW BUSINESS:

- a)** Jo Bowen has submitted an application to become a Hudson Library Board member.

CORRESPONDENCE / PATRON COMMENTS: A thank you was received from the Hudson Chamber of Commerce for the Library staff and board participation in Hudson Harvest Days.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Joann, seconded by Ellen and carried, the meeting was adjourned at 7:00 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Library Board Meeting

December stats 12/15/12

1. Librarian's Report

a. Circ. : Nov 2,474 ILL 1,549	Ytd. 46,746
b. Patrons: Nov 1,710	Ytd. 20,989
c. Computer uses: 423	Ytd. 5,302
d. Pcc computer uses: K 43	Ytd. 671
e. Pcc computer uses: L 36	Ytd. 1,209
f. Cards Issued: A 14	Ytd. 196
g. Cards Issued: J 9	Ytd. 62
h. Cards renewed online: 23	Ytd. 399
i. Fines collected \$22.25	Ytd. \$455.16
j. Book sales \$15.55	Ytd. \$544.15
k. Copies \$62.70	Ytd. \$764.65
l. Fax \$69.00	Ytd. \$427.80
m. Coffee	Ytd.

n. Met at Joanns December 19th for Christmas celebration. No formal meeting

o.

p.

q.

r.

CD

Checking

Money Market

M & R