

**HUDSON PUBLIC LIBRARY  
AGENDA-JANUARY 17,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (NOVEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Approve Resolution #01-1 (open meeting law)**
  - b. Purchase PC instead of catalog computer**
  - c. Beth Hager's visit to library**
  - d. Joann's appointment to Library Board**
  - e. Salaries & Goal setting**
- 6. OLD BUSINESS:**
  - a. Receive copies of Budget**
- 7. BOARD COMMENTS?**
- 8. ADJOURNMENT**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
NOVEMBER 15, 2000**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:15 PM

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

**MINUTES:** The minutes from the October meeting were approved with a motion from Gail and a second from Joann.

**FINANCIAL REPORT:** **Checking:** \$10,900.89      **Savings:** \$ 53,182.63  
The bills totaled \$3,573.50. A motion for payment of the bills came from Joann with a second from Dot.

**LIBRARIANS REPORT:** Circulation for October: 938, Patrons: 677, Cards Issued: 12, Fines Collected: \$58.95, Book Sales: \$11.50, Copywork: \$8.50.

**NEW BUSINESS:**

1. Terri and Bev shared their experiences at the annual retreat held earlier in the month. Terri said they heard some good ideas for story time and also talked to others about the possibility of a "grant" to purchase the last third of the library building.
2. She advised the board of the purchase of a new printer for the computers and added The old one was being repaired.
3. With a motion from Dot and a second from Jan it was agreed to cancel the December board meeting. If anything unusual comes up before January a Phone vote can be done. The meeting in January will be held at Joann's. We will Accomplish "employee evaluations and goals" at this meeting leading towards salary Increases. Terri will attempt to find out some information about salaries and evaluation forms from the District at the meeting on Friday, November 17<sup>th</sup>.
4. The board agreed that we should give Crystal a \$25.00 gift certificate at Christmas. Joann offered a motion and Jan seconded it.

**OLD BUSINESS:**

1. Terri and the board members went through the new budget and with a motion from Joann and a second from Dot approved the amended budget to be sent to the Town of Hudson. Terri will have copies for the board at the January meeting.

**BOARD COMMENTS:**

With a motion from Virginia and a second from Jan, Terri was given permission to delete The card catalog. She will attempt to sell the cabinet.

The meeting on January 17<sup>th</sup> will begin at 2:00 PM with a *potluck dinner* following.

**ADJOURNMENT:** The meeting was adjourned at 5:20 PM with a motion from Gail and A second from Dot.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA-FEBRUARY 21,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JANUARY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Juvenile Diversion Program**
  - b. DSU/CSU telephone line?**
  - c. volunteer has left (Crystal)**
  - d. DEAR program**
  - e. paper-back & children's bookshelves?**
  - f. copier is "terminal"**
  - g. election of officers**
- 6. OLD BUSINESS:**
  - a. Goals for the year from library staff.**
- 7. BOARD COMMENTS?**
- 8. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JANUARY 17,2001**

**Prior to the meeting, the Library Board met to evaluate employee's performance and the yearly increase in wages.**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:35 PM

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarians Terri Redden & Bev Judd and Town Representative Judy McGill.

**MINUTES:** The minutes from the November meeting were approved with a motion from Sally and a second from Gail. (There was no meeting in December.)

**FINANCIAL REPORT: Checking: \$13,809.49                      Savings: \$ 44,014.76**  
The bills totaled \$2,363.62. A motion for payment of the bills came from Virginia with a second from Dot.

**LIBRARIANS REPORT:** Circulation for December: 945, Patrons: 687, Cards Issued: 10, Fines Collected: \$80.73, Book Sales: \$4.50, Copywork: \$13.65.

**NEW BUSINESS:**

- a. A motion from Virginia and a second from Sally approved Resolution #1-01. This resolution sets the time and place for the monthly Library Board meetings with a public notice posted monthly outside the Hudson Town Hall.
- b. Terri asked for the board's permission to order a "PC" instead of a "catalog computer" (they are becoming obsolete). A motion from Virginia and a second from Joann approved this request.
- c. Terri talked about Beth Hager's visit to the library and the ideas she had about rearranging the library to make the best use of space available.
- d. Joann submitted a "letter of intent" to the Hudson Town Board to approve her re-appointment to the Library Board.
- e. The increases in salaries were approved with a motion from Gail and a second from Dot. Terri will receive \$9.25 per hour as well as health/dental/life insurance package required by the Hudson Town Board. This package will cost in the neighborhood of \$4,900.00. Bev will be raised to \$7.50 per hour and Marcie to \$6.70 per hour. Goal setting forms were given to the three employees to be returned to the board at the February meeting.

**OLD BUSINESS:**

- a. Terri handed copies of this year's budget to the board members.
- b. Terri will call *Cardinal Academy* to see if the charter school can use the old card catalog.
- c. Sally had a conversation with George Kennedy about the sale of the remaining third of his building. He is willing to sell (for the right price) and he reminded Sally the library does have *right of first refusal*. The board discussed spending money for an assessor. No decision at this time.

**ADJOURNMENT:** The meeting was adjourned at 5:20 PM with a motion from Gail and a second from Jan.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA-MARCH 21 ,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (FEBRUARY & MARCH MEETINGS)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Plans for National Library Week**
  - b. Status of "Timberwood library".**
  - c. Head Start visited library.**
- 6. OLD BUSINESS:**
  - a. Status on purchases of DSU/CSU line.**
  - b. Explanation of Federal Internet screening law.**
  - c. Update on building purchase.**
- 7. CORRESPONDENCE: Thank-you from Cardinal Academy.**
- 8. BOARD COMMENTS.**
- 9. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
FEBRUARY 21,2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:15 PM

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarians Terri Redden & Bev Judd and Town Representative Judy McGill. Sally Harms was absent for this meeting.

**MINUTES:** The minutes from the January meeting were approved with a motion from Joann and a second from Jan.

**FINANCIAL REPORT: Checking: \$12,598.44                      Savings: \$ 41,366.44**

The bills totaled \$3,707.24 A motion for payment of the bills came from Virginia with a second from Joann.

**LIBRARIANS REPORT:** Circulation for January: 1090, Patrons: 822 , Cards Issued: 17, Fines Collected: \$39.65, Book Sales: \$10.75, Copywork: \$10.00.

**NEW BUSINESS:**

- a. The District Attorney's office has asked Hudson library to join the Weld County Juvenile Diversion Program. Terry will *over-over-see* the children assigned to the library doing "community service" as part of their sentences. This will be on a trial basis for the time being.
- b. Terry asked for permission to either donate or sell the DSU/CSU monitor (we no longer need) to someone who can use it along with networking computers. A suggestion was given to contact Cardinal Academy.
- c. On an information basis Terry informed the board that Crystal Tepoel has left her volunteer position at the library. Andy Wuertz has taken her place.
- d. Terry talked about the *DEAR* program set for February at the library, (Drop Everything and Read).
- e. With a motion from Joann and a second from Jan, Terri will order two revolving paperback shelves and two browsers for the library.
- f. Terri will also check further into the prices and type of copier to replace the one "on it's last legs". She will do a *phone poll* with the board members if necessary.
- g. Ellen suggested Terri make arrangements to invite *Neva Andrews* for a book signing at the library.
- h. Ellen also asked Terri to look into moving some of the libraries savings into another account that draws more interest. It was agreed to move \$25,000 into a CD, or money market fund.
- i. Elections were held for library board. Ellen Korthuis was re-elected Board Chairperson with a motion from Virginia and a second from Joann. Virginia Swift was re-elected Secretary with a motion from Joann and a second from Jan. Joann will continue as Treasurer.

**OLD BUSINESS:**

- a. Ellen read the goals from the library staff to the other board members. The staff Was directed to have the goals ready for this meeting.
- b. Judy McGill announced the town has switched to Blue Cross/Blue Shield for the Town's health insurance. Terri is now covered by health insurance as part of her Benefits.

**BOARD COMMENTS:** Several board members commented on the painting commissioned by The library board using "memorial funds" from Carolyn Peter's funeral.

**ADJOURNMENT:** The meeting was adjourned at 5:50 PM with a motion from Joann and a second from Dot.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
FEBRUARY 28, 2001**

**CALL TO ORDER:** Gail Copeland called the meeting to order at 4:10 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Dot Sarchet, Virginia Swift, Librarians Terri Redden, Bev Judd and Town Representative Judy McGill. Ellen Korthuis was unable to attend.

**NEW BUSINESS:** George Kennedy has a "buyer" for the last third of the building. Because the library board had planned to purchase the final third for the library, the meeting was called to discuss the purchase. Judy McGill contacted Platte Valley Bank about the possibility of a "lease-purchase" agreement (municipal lease) between the library and the bank. Joann Dunker talked to Russ Rathman at Colorado East (Keenesburg bank) about the same agreement. According to Russ it is not necessary for an appraisal because the purchase price is under \$100,000. Following a period of discussion, it was agreed to use Colorado East for the municipal lease. A motion from Sally and a second from Virginia approved the motion. The board proceeded to discuss the sale with George (he was invited to join the discussion at this point). The next 30 minutes involved intense conversation between the board and Mr. Kennedy. When the board offered (at his suggestion) to rename the library Ruby Kennedy Memorial Library he did agree to sell the final third of the building to the library for \$90,000. He signed a statement agreeing to the sale under the "renaming condition". The sale was approved with a motion by Sally and a second by Dot. He refused two offers of *earnest money suggested* by the board. Joann will begin work on the purchase of the building with the help of the Town's attorney, Cory Hoffmann immediately.

The board also approved the purchase of a new copier from Bratton's in Greeley with a motion from Dot and a second from Jan.

**ADJOURNMENT:** The meeting was adjourned at 5:30 pm. With a motion from Dot and a second from Joann.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
MARCH 14, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, Librarians Terri Redden, Bev Judd and Town Representative, Judy McGill.

**CONTINUING BUSINESS:** Joann began the meeting bringing us up to date on the status of the "municipal purchase agreement" with the library and *Colorado East Bank & Trust*. Judy McGill brought copies of the "Agreement to Buy and Sell Real Estate" furnished by the town's attorney, Cory Hoffmann. George Kennedy and son George Allen arrived and we began reading the agreement. George had some questions about the wording of the agreement and wanted to add some additions and deletions to the agreement. George would like to have the name on the library as: Ruby Mae Kennedy Public Library and he is also going to put a bronze plaque on the east side reading Kennedy Building – 1985. George and his family will absorb the cost of the signs. He also wants a dedication ceremony towards the end of March or early April (the cost of the dedication ceremony will also be carried by the Kennedy family). The board appointed Ellen Korthuis as the contact person between the library board and Mr. Kennedy with a motion from Gail and a second from Dot. *The saga continues.*

**ADJOURNMENT:** The meeting was adjourned at 6:00 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.



**HUDSON PUBLIC LIBRARY  
AGENDA-APRIL 18,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (MARCH MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Permission to purchase TV/VCR for library use.**
  - b. Volunteers from library board for story time this summer?**
- 6. OLD BUSINESS:**
  - a. Update on Gates Computer grant.**
  - b. Discussion about purchase of building.**
- 8. BOARD COMMENTS?**
- 9. ADJOURNMENT.**





**HUDSON PUBLIC LIBRARY  
AGENDA-,MAY 16,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (APRIL MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Certificate of Deposit for library funds.**
  - b. Old printer, Terri wants permission to "throw it away."**
  - c. Guidance on content for "puppet show" (summer reading program).**
- 6. OLD BUSINESS:**
  - a. Status on purchase of TV/VCR? *sales tax exemption form***
- 7. BOARD COMMENTS?**
- 9. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
APRIL 18,2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:10 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Sally Harms was absent.

**MINUTES:** The minutes from the March meeting was approved with a motion by Dot and a second by Jan.

**FINANCIAL REPORT: Checking:** \$15,461.66 **Savings:** \$51,818.90

The bills totaled \$1,781.03. A motion from Virginia and a second from Joann approved the payment of the monthly bills.

**LIBRARIAN'S REPORT:** Circulation for March: 1468, Patrons: 1181, Cards Issued: 30, Fines Collected: \$87.85, Book Sales: \$27.70, Copywork: \$27.75. (Kudos to Terri for the new formatted Librarian's Report!)

**NEW BUSINESS:**

- a. Terri asked permission from the board to purchase a TV/VCR for the libraries use. She explained the need especially during *Summer Reading*. Dot suggested she should purchase the units separately, her experience at RE3J taught her this was the better purchase. Joann was not thrilled with the idea of a TV in the library but agreed it could help with educational videos and for meeting purposes. With a motion from Virginia and a second from Dot, Terri was instructed to find and purchase the two units not to exceed \$500.00.
- b. Terri asked for volunteers from the library board to read at "story time" this summer. She has an ambitious schedule including crafts, special readers, movies, etc.

**OLD BUSINESS:**

- a. Terri announced the library has been given a new computer from the Gates Computer Grant program.
- b. Ellen discussed at length the problems arising with the purchase of the last Section of the building. The total cost would not be in the best interest of the library or the best use of taxpayer money. It was agreed to put the purchase "on hold" for the present. Ellen will contact the Town's attorney and explain everything to him.

**ADJOURNMENT:** The meeting was adjourned at 4:45 pm with a motion from Gail and a second from Jan.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY  
AGENDA-JUNE 20,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (MAY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Electrical lines - United Power information**
- 6. OLD BUSINESS:**
  - a. Summer reading program**
  - b. Status on TV/VCR**
  - c. Security mirror**
  - d. More information on "filters issue"**
  - e. Money Market account**
- 7. BOARD COMMENTS?**
- 9. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 16, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Dot Sarchet was absent.

**MINUTES:** The minutes from the April meeting were approved *as amended* (include comments made by George Kennedy regarding sale of building) with a motion by Gail and a second by Joann.

**FINANCIAL REPORT: Checking:** \$9,687.44 **Savings:** \$55,585.08.

The bills totaled \$1,795.10. A motion from Joann and a second from Virginia approved the payment of the monthly bills.

**LIBRARIAN'S REPORT: Circulation** for April: 1191, Patrons: 893, Cards Issued: 15, Fines Collected: \$3.70 (*amnesty month*), Book Sales: \$9.50, Copywork: \$30.35 (*majority from computer printers*).

**NEW BUSINESS:**

- a. A Certificate of Deposit for \$25,000 was opened at Valley Bank (Hudson branch) With a rate of 4.75%. With a motion from Gail and a second from Virginia it was approved to move the remainder of savings to Valley Bank and continue the checking account at Colo. East on a temporary basis. Joann will follow up when it is convenient to move the checking account.
- b. The board agreed with Terri about disposing of the old printer but reminded her to delete the serial number from the inventory listing and to add the new equipment to the inventory as well.
- c. Terri asked for guidance from the board concerning a Christian based puppet show for the summer reading program. The consensus was to "table" the idea for this year allowing further investigation through proper channels.

**OLD BUSINESS:**

- a. Regarding the purchase of the TV/VCR; Terri will have the results at the next Meeting (June).

**BOARD COMMENTS:** A discussion followed about Summer Reading program (starts June 4 with ambitious plans from the staff including face painting, extra story times and theatre.

**ADJOURNMENT:** The meeting was adjourned at 4:50 pm with a motion from Gail and a second from Joann.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary

**HUDSON PUBLIC LIBRARY  
AGENDA-JULY 18,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JUNE MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. NEW BUSINESS:**
  - a. Gates Grant meeting (computer) scheduled for August 16.  
Terri on vacation - send Bev?**
  - b. Community Service Individual, handy man who can build  
shelves, box for outside electrical box, etc? he will have 24  
hours of service, any suggestions?**
- 6. BOARD COMMENTS - more information on filtering systems for the  
Internet. (Virginia)**
- 7. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 20, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill.

**MINUTES:** The minutes from the May meeting were approved with a motion by Gail and a second by Joann.

**FINANCIAL REPORT: Checking:** \$15,249.43 **Savings:** \$60,241.68.

The bills totaled \$2,093.82. Suggestions from the board were made to include the name of the "line item" instead of the notation "empty" in the *Expense Description of the spreadsheet*. A motion from Virginia and a second from Sally approved the payment of the monthly bills.

**LIBRARIAN'S REPORT: Circulation** for May: 1277, Patrons: 1132, Cards Issued: 12, Fines Collected: \$42.60, Book Sales: \$16.50, Copywork: \$16.75

**NEW BUSINESS:**

- a. Terri talked about the recent vandalism to the libraries electrical lines and how to prevent further damage. A suggestion to build a screen or box to cover the outside switch was made, Sally will look into the possibility (with the help of her husband).
- b. Terri asked if it would be possible to reschedule August's board meeting, she will be on vacation during the week of August 13. The board agreed to hold the meeting on August 8.

**OLD BUSINESS:**

- a. A money market account has been set up at Valley Bank (\$60,241.68).
- b. A TV & VCR has been purchased for the library (\$231.80).
- c. At present 153 young patrons have signed up for the "summer reading program". Terri credits much of the success to the visit at the schools by Marcie & Crystal.
- d. The library has received some information on the "filtering issues" but will attempt to get more before any decision can be made.
- e. Terri will follow up on a letter from Marjorie Curtis.
- f. The library is limiting time on the computers and will possibly begin using a *sign-up* sheet for time spent. Terri also said the new *security mirror* has helped the staff Keep track on web-sites being used.

**BOARD COMMENTS:** The board discussed possible improvements in the outside book-drop. No decision was made.

**ADJOURNMENT:** The meeting was adjourned with a motion from Gail and seconds from Joann and Dot.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary



**HUDSON PUBLIC LIBRARY  
AGENDA-AUGUST 8,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JULY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Community Service Volunteer**
  - b. Summer Reading Program**
- 6. NEW BUSINESS:**
  - a. Volunteer Appreciation**
  - b. Checking Account Transfer**
  - c. Concrete work: sidewalks, etc.**
- 7. BOARD COMMENTS?**
- 8. ADJOURNMENT**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JULY 18, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:10 pm.

**TRUSTEES PRESENT:** Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Jan Brunette was absent.

**MINUTES:** The minutes from the June meeting were approved with a motion by Dot and a second by Sally.

**FINANCIAL REPORT: Checking:** \$10,182.18 **Savings:** \$65,182.18.

The bills totaled \$1,829.72. A motion from Virginia and a second from Joann approved the payment of the monthly bills.

**LIBRARIAN'S REPORT: Circulation** for June: 1648, **Patrons:** 1265, **Cards Issued:** 32, **Fines Collected:** \$115.90, **Book Sales:** \$9.50, **Copywork:** \$41.75.

**NEW BUSINESS:**

- a. The *Gates Grant* meeting is scheduled for August 16 in Sterling. In order to qualify for a *free* computer attendance is mandatory, Terri will be on vacation that week so the board agreed to send Bev and Marci, the library will close on that day (August 16).
- b. Terri has agreed to accept another *community service* individual for help in the library. He is a "handy man" and the plan to use him to build shelves in the store-room and repair the front door was approved by the board. He will have 24 hours of service to fulfill.

**BOARD COMMENTS:**

Virginia attended a meeting concerning the federal law on filtering systems for schools and libraries. Libraries have a reprieve at the present time (ACLU has initiated a civil action on behalf of libraries. Schools had to comply by July 1, 2001. She brought some information to the library concerning types of "filtering hardware" available. No decision need be made at this time.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Joann and a second from Virginia at 4:50 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA-SEPTEMBER 19,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (AUGUST MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Party for volunteers.**
  - b. Bids for landscaping project.**
  - c. Instructional video & bookbooks on shelves**
- 6. NEW BUSINESS:**
  - a. Purchase chairs**
  - b. Bid for carpet cleaning**
  - c. Library Director meeting for Terri (Bev will work for Terri)**
  - d. Condo Agreement**
  - e. E-Books and Data Line access**
- 7. FYI: Groundbreaking for new library (9-22-01)**
- 8. BOARD COMMENTS?**
- 9. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
AUGUST 8, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Sally Harms was absent.

**MINUTES:** The minutes from the July meeting were approved with a motion by Joann and a second by Jan.

**FINANCIAL REPORT: Checking:** \$6,128.48 **Savings:** \$90,898.11.

The totals for the monthly bills were not available for this meeting since it was held a week earlier than normal. The approval for payment was made by a motion from Virginia and a second from Dot. The spreadsheet for August will be included in September's packet.

**LIBRARIAN'S REPORT:** Circulation for July: 1383, Patrons: 1051, Cards Issued: 17, Fines Collected: \$94.65, Book Sales: \$12.00, Copywork: \$7.10.

**OLD BUSINESS:**

- a. The library will not have the *community service* person as thought. However this individual is still interested in building shelves and repairing the doors. With a motion from Virginia and a second from Jan, Terri will approach him about doing this work.
- b. Terri reported on the success of the "summer reading program". There were a total of 166 signed up with 78 completing the program.

**NEW BUSINESS:**

- a. Terri asked permission to show the volunteers for the "summer reading program" our appreciation in some way (gift certificate, etc.) A motion from Virginia and a second from Joann approved this idea.
- b. A motion from Jan and a second from Joann approved the transfer of the checking Account from Colorado East in Keenesburg to Valley Bank in Hudson.
- c. Terri was instructed to get three bids for landscaping and concrete work on the south side of the library.

**BOARD COMMENTS:**

The library board watched a video from a selection of educational materials which include both workbooks and videos donated by Ellen Korthuis.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Virginia and a second from Gail at 5:15 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA-OCTOBER 17,2001**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (SEPTEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Cement work & landscaping**
  - b. Condo agreement**
  - c. Internet policy**
  - d. Library Directors meeting**
- 6. NEW BUSINESS:**
  - a. Preliminary Budget**
- 7. BOARD COMMENTS?**
- 8. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
SEPTEMBER 19, 2001**

**CALL TO ORDER:** Joann Dunker called the meeting to order at 4:10 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Ellen Korthis and Dot Sarchet were absent.

**MINUTES:** The minutes from the August meeting were approved with a motion by Gail and a second by Jan.

**FINANCIAL REPORT: Checking:** \$4,654.65 **Savings:** \$91,044.93. A motion from Virginia and a second from Gail and also from Jan approved the payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for August: 1075, Patrons: 900, Cards Issued: 5, Fines Collected: \$108.23, Book Sales: \$2.50, Copywork: \$17.75.

**OLD BUSINESS:**

- a. Terri talked about the success of the party for the "Summer Reading Program" Volunteers; pizza and soft drinks...it was well received.
- b. One bid has been received for the landscaping it was suggested to table this until October.

**NEW BUSINESS:**

- a. Terri asked permission to purchase new chairs for the library tables and computer work stations. A motion from Virginia and a second from Jan approved the purchase of 20 chairs. Bev and Judy McGill will buy them from *Sam's* using the town's tax deferment number.
- b. A motion from Virginia and a second from Jan approved the bid for carpet cleaning (\$375.00).
- c. Terri will be attending a Library Director meeting on September 27, Bev will work for her.
- d. Board members will go over the "condo agreement" at October's meeting.
- e. Terri talked about the new *E-Books and Data Line Access* program recently installed in the library. She also touched on *Internet Rules*, more information next month.
- f. An invitation was extended to all board members to attend the ground breaking ceremony for the new West Greeley library on September 22.
- g. Trustee Karla Huston from Hudson Town Board and Virginia were appointed to represent Hudson Public Library on the nominating committee for Weld County Library District. The meeting will take place October 15 in Greeley.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Gail and a second from Sally at 5:30 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA, NOVEMBER 28, 2001**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES (OCTOBER MEETING)**

**3. APPROVE PAYMENT OF BILLS**

**4. LIBRARIANS REPORT**

**5. OLD BUSINESS:**

*Jan 5. 10:00*  
*approved*  
a. Discuss Condo Agreement

b. Approve Budget for 2002

**6. NEW BUSINESS:**

*Sally Ellen*  
*yes*  
a. Letters of "intent" to Hudson Town Board for approval.  
(Ellen, Dot & Sally)

b. Purchase smaller Christmas tree?

c. After school program on Wednesday afternoons.

*talk to*  
*Eaton*  
*yes*  
*later*  
d. Discuss building and content insurance.

e. Gift certificates for three individuals.

f. Chamber of Commerce (Leonard Roskop) "landscaping".

g. December Library Board meeting?

**7. Correspondence: Letter from A.L.A.**

**8. ADJOURNMENT.**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
OCTOBER 17, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:10 pm.

**TRUSTEES PRESENT:** Jan Brunette, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Gail Copeland was absent.

**MINUTES:** The minutes from the September meeting were approved with a motion by Joann and a second from Jan.

**FINANCIAL REPORT:** **Checking:** \$2,274.51 **Savings:** \$78,079.13 **CD:** \$25,294.27. The total bills for the month was \$1,878.68. A motion from Joann and a second from Ellen approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for September: 1154, Patrons: 752, Cards Issued: 14, Fines Collected: \$89.70, Book Sales: \$6.00, Copywork: \$15.85.

**OLD BUSINESS:**

- a. The board continued discussing the replacement of sidewalks and landscaping. Edie Pittman plans to replace the sidewalk on the east side of the building but the consensus from the board is to wait until spring to do the cement work and landscaping.
- b. Each board member was given a copy of the "condo agreement" to read over for the November meeting. Any action was tabled until the next meeting.
- c. Terri made the suggestion to eliminate "chat-rooms" on the library's computers. A motion was brought forth and approved by Joann with a second from Virginia.
- d. Terri shared some insights from the *Library Directors* meeting she attended the previous month.

**NEW BUSINESS:**

- a. The board and library staff went through the new budget increasing line items (supplies and operating/maintenance). Total projected income for 2002 is \$115,179.
- b. Discussion about painting the building met with favor from the board. A motion from Sally and a second from Joann approved the project.
- c. A suggestion to move the November meeting to the 28<sup>th</sup> was approved by the board

**BOARD COMMENTS:** Jan Brunette will not be at the November meeting.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Virginia and a second from Joann at 5:00 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
NOVEMBER 28, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Dot Sarchet was absent.

**MINUTES:** The minutes from the October meeting were approved with a motion by Joann and a second from Jan.

**FINANCIAL REPORT: Checking:** \$4,211.01 **Savings:** \$70,181.03 **CD:** \$25,592.01. The total bills for the month was \$1,911.07. A motion from Joann and a second from Virginia approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for October: 1343, Patrons: 951, Cards Issued: 10, Fines Collected: \$65.69, Book Sales: \$17.00, Copywork: \$16.00.

**OLD BUSINESS:**

- a. The board members began updating the "condo agreement" and quickly decided it would require more time than possible at this meeting, a *workshop* was set for January 5, 2002 to concentrate on the updating of the "condo agreement" between Edie Pittman and the library.
- b. The annual budget for the library (2002) was approved with a motion from Virginia and a second from Jan.

**NEW BUSINESS:**

- a. *Letters of Intent* from Ellen & Sally were given to Judy McGill to present to the Hudson Town Board for approval. Dot will hand deliver her letter. Ellen, Sally & Dot's terms expire December 2001.
- b. A motion from Sally and a second from Gail approved the purchase of a smaller Christmas tree for the library.
- c. The board approved an "after school program" on Wednesday afternoons for students.
- d. The building & contents insurance was tabled at this time.
- e. Terri asked for permission to buy three gift certificates for Lloyd, the courier, and cleaning lady. \$25.00 gift certificates were approved by Gail and a second by Sally.
- f. The board members also approved \$50.00 bonuses for the three librarians.
- g. The December meeting was cancelled by agreement from the board. The next meeting is scheduled for January 23, at which time the board will accomplish the annual *employee performance appraisals* for the three employees. The meeting will be held beginning at 3:30 at Joann Dunker's home with a potluck dinner following.

**CORRESPONDENCE:** Terri shared a letter from A.L.A. discussing the Freedom of Information Legislation being discussed at the national level.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Ellen and a second from Sally at 5:45 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE REGULAR MEETING NOVEMBER 19, 2001, 4:45 P.M.**

The meeting was called to order by the President, Margery Curtiss, at 4:50 P.M. at the Elizabeth A. Bowers Meeting Room, Centennial Park Branch Library in Greeley, Colorado.

**PRESENT:** Margery Curtiss, Brian Larson, Geri Mellon, Nomie Ketterling, Rosalie Martinez, Linda Smith  
Steve Cottrell, Kristi Helzer, Charlene Parker, Marsha Moore-Jazayeri, Jennifer Hottinger, Rita Kadavy  
Ken Whitney, John Bookman-Lincoln Park Friends, Jackie Johnson-Attorney, Theresa Myers-WLD Friends

**ABSENT:** Dianna Pennington

**PUBLIC DISCLOSURE** notification was met as required.

**AGENDA** was approved as amended, adding 5.5 Executive Session to discuss Personnel Matters (moved by Linda, seconded by Geri, passed unanimously).

**MINUTES** of the October 15, 2001 meeting were approved as written (moved by Geri, seconded by Rosalie, passed unanimously).

**CITIZENS COMMUNICATIONS:** Steve received a letter from United Way thanking the Weld Library District for participating in the Pacesetter Campaign. Margery received a letter from the Platte & Prairie group asking for donations. Kristi Helzer thanked the Board for sending her to the CLA conference in October.

**FRIENDS REPORTS:** Theresa Myers and Ann Norman are the new Co-Presidents of the Weld Library District Friends group. Theresa reported the next Friends meeting is November 8<sup>th</sup>, with Connie Willis, local science fiction author, as featured speaker. The next quarterly meeting of the group will be in February of 2002.  
The WLD Friends collected \$1400 at the garage book sale.

**FINANCIAL REPORTS:** As printed.

**DIRECTOR'S REPORT:** Steve

- Steve presented the statistics from August through October. Bookmobile statistics will increase with the addition of a second bookmobile and Lincoln Park circulation may increase due to the new Gates Computer Lab.
- Steve has been serving on the committee for the CLA Library Law Task Force. The goal of the committee is to revise and make changes to the Colorado State Library Law.
- Gates Computer Lab Open House is December 13<sup>th</sup> from 10 am to 12 Noon, and 4-6 pm. at the Lincoln Park Branch.

**PRESIDENT'S REPORT:** Margery

- Margery attended Sue Hurt's Retirement celebration at Centennial Park on Sunday, November 18. She thanked Jennifer for coordinating the event.

**WELD LIBRARY DISTRICT  
BOARD AGENDA  
PREPARED FOR THE REGULAR MEETING  
CENTENNIAL PARK BRANCH, ELIZABETH A. BOWERS MEETING ROOM  
2227 23<sup>RD</sup> AVENUE, GREELEY, CO  
WEDNESDAY, DECEMBER 12, 2001, 5:00 P.M.**

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Public Disclosure Notification
- 1.3 Adoption of Agenda
- 1.4 Adoption of Minutes
- 1.5 Citizens Communications

"It is the policy of the Board to allow participation in discussion and questions from the audience during a 10-minute portion of the Agenda set aside as "Citizens Communications". This policy can be altered by the Board when it is obvious that longer discussion is needed. The time limit for comments from an individual will be three minutes."

**2.0 FRIENDS REPORT**

**3.0 FINANCIAL REPORT**

**4.0 DIRECTOR'S REPORT**

**5.0 ITEMS FOR INFORMATION/ACTION**

- 5.1 President's Report
- 5.2 Election of Officers for 2002
- 5.3 Consider finalizing 2002 contract with Library Director
- 5.4 Consider Resolution to Adopt 2002 Budget
- 5.5 Consider Resolution to Appropriate Sums of Money
- 5.6 Consider Resolution to Set Mill Levies
- 5.7 Staff Report on Federal Telecommunications Service Discounts for Libraries

**6.0 ADJOURNMENT**

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE SPECIAL MEETING DECEMBER 3, 2001, 4:45 P.M.**

The meeting was called to order by the President, Margery Curtiss, at 4:55 P.M. at the Elizabeth A. Bowers Meeting Room, Centennial Park Branch Library in Greeley, Colorado.

**PRESENT:** Margery Curtiss, Rosalie Martinez, Nomie Ketterling, Brian Larson,  
Dianna Pennington, Linda Smith, Geri Mellon  
Steve Cottrell, Kristi Helzer, Jennifer Hottinger  
Jesse Fanciulli, Greeley Tribune, Jackie Johnson, Attorney

**ABSENT:** None

**PUBLIC DISCLOSURE** notification was met as required.

**AGENDA** was adopted as printed (moved by Geri, seconded by Rosalie).

**ADJOURNED TO EXECUTIVE SESSION: 4:57 P.M.** to discuss contractual and personnel matters pursuant to CRS 24-6-402(4)(e) and CRS 24-6-402(4)(f) (moved by Dianna, seconded by Rosalie).

**EXECUTIVE SESSION:** Board discussed contractual and budgetary personnel matters. No policy, position, resolution, rule, regulation or formal action occurred during the Executive Session.  
Executive Session was adjourned at 5:45 p.m. (moved by Linda, seconded by Geri, Passed unanimously).  
Special meeting was reconvened at 5:50 p.m.

**CONTRACT FOR LIBRARY DIRECTOR:**

The contract between the Weld Library District Board and Director Steve Cottrell was approved as presented and modified by Jackie Johnson, Attorney (moved by Rosalie, seconded by Geri, roll call vote, passed unanimously).

**SALARY FOR LIBRARY DIRECTOR:** The Board gave approval to increase the salary of Steve Cottrell, Library Director, by 6% for the year 2002 (moved by Brian, seconded by Geri, roll call vote, passed unanimously).

**REGULAR DECEMBER MEETING** will be held December 12, 2001 at 5:00 p.m

**MEETING ADJOURNED:** 6:00 p.m. (moved by Linda, seconded by Nomie).