

**HUDSON PUBLIC LIBRARY**

**AGENDA January 19, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM NOVEMBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, February 16, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 17, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:00 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Dot Sarchet, Ellen Korthuis, Joann Dunker, Carol Bryant, and Cathy Bollers. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$183,070.63 Checking: \$9,784.39 CD: \$27,599.98  
**Maintenance & Repair Fund:** \$3,068.39 The bills for October were \$4,960.47. The itemized list of expenses for October was reviewed. A motion from Joann and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for October: 1719 and 60 (interlibrary loans), Patrons: 997, Cards Issued: 6, Fines Collected: \$69.25, Book Sales: \$23.00, Copies: \$24.40.

**OLD BUSINESS:**

- a) We discussed increasing the insurance coverage on the books, furniture, and computers. A motion from Dot and a second from Carol to increase our insurance coverage from \$124,000 to \$200,000 for an estimated \$95.00 premium increase was passed.
- b) The proposed budget was reviewed. A motion from Joann and a second from Ellen to approve the 2005 budget passed.
- c) The District meeting was held on November 12<sup>th</sup> at the Hudson Public Library.
- d) The filtering software will be installed by the District before the deadline.
- e) The nurse is not available for the blood pressure clinic, but a representative from Bonell may be interested.

**NEW BUSINESS:**

- a) A motion from Joann and a second from Ellen to remove Gail Copeland and to add Cathy Bollers as a signer on the checking account was passed.
- b) We reviewed the library holidays and discussed the importance of honoring our veterans. A motion from Cathy and a second from Joann to include Veterans Day as a holiday passed.
- c) Carol made a motion to give \$25.00 Christmas gifts to the courier, G&J, lawn maintenance person, trash service, and newspaper carrier. The motion failed. A motion from Joann to give \$25.00 gifts to the courier, G&J, lawn maintenance person and to give \$10.00 gifts to the trash service and newspaper carrier was seconded by Ellen and passed.
- d) Judy commented that Christmas bonuses have to part of the payroll. A motion from Joann to give \$50.00 bonuses to each of the three staff was seconded by Dot and passed.
- e) A motion from Dot and a second from Joann to cancel the December meeting and to meet on January 19<sup>th</sup> at 3:30 for the staff evaluations passed.
- f) Janine Reid and Beth Hager from the Weld Library District will meet with Dr. Wade to discuss the proposal for a joint-use public library at the high school.

**CORRESPONDENCE / PATRON COMMENTS:**

Thank you notes from Cardinal Community Academy for donating the library books and from Marci Weeks were shared.

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Joann and a second from Ellen adjourned the meeting at 6:00 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA February 16, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JANUARY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, March 16, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
January 19, 2005**

**CALL TO ORDER:** In the absence of President Virginia, Carol Bryant called the meeting to order at 5:25 pm at Joann Dunker's home.

**TRUSTEES PRESENT:** Dot Sarchet, Ellen Korthuis, Joann Dunker, and Carol Bryant. Judy McGill from the town of Hudson and librarians Terri Redden, Bev Judd, and Marcie Weeks were also present.

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

**FINANCIAL REPORT:** Savings: \$173,763.70 Checking: \$9,931.83 CD: \$27,599.98  
**Maintenance & Repair Fund:** \$3,697.53 The bills for January were \$8,676.51. A motion from Ellen and a second from Joann approved the financial report and payment of the December bills. A motion from Joann and a second from Dot approved the payment of the January bills.

**LIBRARIAN'S REPORT:** Circulation for December: 1624 and 199 (interlibrary loans), Patrons: 1060, Cards Issued: 8, Fines Collected: \$61.00, Book Sales: \$33.75, Copies: \$13.90. We were excited to see the circulation at 22,971 and patrons at 14,084! Circulation was up 4,625 from last year and patrons were up 1,307.

**OLD BUSINESS:**

- a) Terri has first blood pressure clinic set at the library location for the second Friday of each month.
- b) There was discussion about the library at the new high school. Janine Reid and Beth Hager did a facility study and suggested Weld Central would not be a good location, and would have to staff year around which they are not prepared to do. At this point it looks as if proposal will be dropped. The school had planned 6,000 sq. ft, but 9,000 would be needed. Putting the library there would call for a vote from the library district or county.

**NEW BUSINESS:**

- a) Terri presented a proposed new hours plan of 10-6, Monday through Friday, except Wednesday, 10-7 and Saturday 9-12. Her idea is to inform patrons with a notice and possibly checked out book inserts. The motion by Dot, was to put before the public the proposed new schedule, and that schedule would include two librarians working the evening hours. Seconded by Joann. Terri asked if we could approve Carrie as storyteller taking the place of Marcie. The motion is to offer Carrie 3-4 hours a week at \$8.00 an hour as storyteller. Seconded by Carol. Carrie needs to fill out a time card and tax form.
- b) There is a grant available to libraries for 10% of new building cost if a certain % of funds are already available. Terri will file this info for future use as we investigate the possibilities of a new library in the future.
- c) Terri read Virginia Swift's letter of resignation. The members are saddened to see her leave the board. There is the possibility of two women who may be interested in serving.
- d) Terri informed the board of the increase in the cleaning services rates. It increased by \$20.00 per month.

**CORRESPONDENCE / PATRON COMMENTS:**

Thank you notes were read from G & J Janitorial (they in turn brought in a plant for the library), Marcie, Terri, and Bev.

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Dot and a second from Carol adjourned the meeting at 6:20 pm. The meeting was followed by a dinner at Joann's.

**ADDENDUM:** At the board meeting the members agreed to the salary increases for the three staff members beginning January, 2005. Terri's salary was raised by \$.50 to \$11.25 per hour, Bev by \$.35 to \$9.25, and Marcie by \$.40 to \$8.50. Due to an oversight by the board, the increase for Bev should have been \$.40 to \$9.30. A phone poll of the board members on January 25<sup>th</sup> approved the salary increases for the three staff members. The board apologizes to Bev for our mistake.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA March 16, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM FEBRUARY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, April 20, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 16, 2005**

**CALL TO ORDER:** Joann Dunker called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Ellen Korthuis, Joann Dunker, Maureen Lockette, and Carol Bryant. Judy McGill from the town of Hudson and librarian Terri Redden was also present.

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

**FINANCIAL REPORT: Savings:** \$178,047.32 **Checking:** \$4,444.86 **CD:** \$27,599.98  
**Maintenance & Repair Fund:** \$4,325.72 The bills for February were \$6,278.71. A motion from Carol and a second from Maureen approved the financial report and payment of the February bills.

**LIBRARIAN'S REPORT:** Circulation for January: 1707 and 263 (interlibrary loans), Patrons: 1071, Cards Issued: 11, Fines Collected: \$138.60, Book Sales: \$8.00, Copies: \$23.15.

**OLD BUSINESS:**

- a) The first blood pressure clinic at the library was February 11<sup>th</sup> and another is planned for March 11<sup>th</sup>.
- b) Lunch with Virginia Swift (who resigned as of Dec 31<sup>st</sup>) will be March 23<sup>rd</sup> at the Pepper Pod at noon. Each board member will contribute \$5.00 toward a gift certificate from Borders as a parting gift for Virginia.
- c) Terri presented a proposed new hours plan of 10-6, Monday through Friday, except Wednesday, 10-7 and Saturday 9-12. The motion was made by Ellen and seconded by Joann that the new hours for the library be adopted and commence April 1. Terri will speak to Carrie about adding hours to her schedule or looking into the possibility of hiring one more part time person. The board was reminded that if Terri works more than 40 hours she must be paid either time and one half or given comp time and one half.

**NEW BUSINESS:**

- a) Terri explained the new check out policy suggested by Weld Library District. Their idea is to implement an unlimited renewal policy and to withdraw the teacher's one month check-out period. Since this policy does not have to be uniform Hudson library board decided this library use a policy suited to our needs as a community.
- b) Weld Central High School asked if we'd like to put an ad in the yearbook. Since we do not have a specific line item for advertising the expense will be listed under miscellaneous. Maureen made the motion for a one half page ad for \$100.00. Seconded by Ellen. Terri will work with the school on graphics for the ad.
- c) Karen, librarian at Ault, told Terri Weld library is suggesting outlying libraries become branches. After the meeting with Ault, Weld used what seemed to be a threat that if the small libraries did not voluntarily cooperate they (Weld District) would go to the community and convince them to turn their local library over to the Weld district. This would mean Hudson would lose the present governing board, control of money, and control of the building. Judy McGill explained that the town board signed the agreement with Weld District, and would not be willing to give up this asset. It was the county commissions who set up the library district, and the library is basically under commissioners' jurisdiction. Judy will bring this item to the next work sessions of the town board.



- d) Lucille Arnusch has applied to be on the library board. Joan made the motion, seconded by Maureen that the board recommend Lucille be accepted by the town board. Motion carried.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Maureen and a second from Carol adjourned the meeting at 6:00 pm.

Respectively submitted: Cathy Bollers, secretary

Thank you to Ellen Korthuis for taking the minutes at the meeting.

**HUDSON PUBLIC LIBRARY**

**AGENDA April 20, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM MARCH MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, May 18, 2005 at 5:00 PM**

*Copy of Bill Janine spoke of  
Branch*

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
March 16 16, 2005**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:07 pm.

**TRUSTEES PRESENT:** Ellen Korthuis, Joann Dunker, Lucille Arnusch, Dot Sarchet, and Cathy Bollers. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$206,478.94 Checking: \$4,067.22 CD: \$27,599.98  
Maintenance & Repair Fund: \$4,579.03 The total for the March bills will be available at the April meeting. A motion from Dot and a second from Joann approved the financial report and payment of the March bills.

**LIBRARIAN'S REPORT:** Circulation for February: 1425 and 209 (interlibrary loans), Patrons: 1094, Cards Issued: 10, Fines Collected: \$101.65, Book Sales: \$8.75, Copies: \$27.10.

**OLD BUSINESS:**

- a) The new library hours will start April 1<sup>st</sup>. Terri showed the new design for the library magnets.
- b) Terri showed a copy of the library ad that was created by the students for the yearbook.

**NEW BUSINESS:**

- a) Lucille Arnusch was welcomed to the board.
- b) The Weld Library District Executive Director Janine Reid will attend our April meeting.
- c) The Metro Brokers building will be available for 3 years at \$1,100 a month. The amount is too high for the library to consider at this time.
- d) Terri and Bev will be attending a full-day Excel class. The cost is \$235 each, but the District provides coupons.
- e) A motion to have the Rural Parish Nurse Robbie have a Summer Safety class for elementary students at the library on May 13<sup>th</sup> was made by Ellen and seconded by Cathy.
- f) The last item of business was election of officers. A motion to nominate Dot for Chairperson was made by Joann and seconded by Cathy. A motion to nominate Ellen for Vice-Chairperson was made by Joann and seconded by Cathy. A motion to nominate Joann for Treasurer was made by Cathy and seconded by Dot. A motion to nominate Cathy for Secretary was made by Joann and seconded by Dot. All motions were approved.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Dot and a second from Joann adjourned the meeting at 5:50 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA May 18, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM APRIL MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, June 15, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
April 20, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:00 pm.

**TRUSTEES PRESENT:** Lucille Arnusch, Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette, and Dot Sarchet. Librarians Terri Redden and Bev Judd were also present. Weld Library District Executive Director Janine Reid and Associate Director Beth Hager were guests. Please see attached notes for discussion with Janine and Beth.

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

**FINANCIAL REPORT:** Savings: \$257,281.15 Checking: \$5,128.77 CD: \$27,599.98  
Maintenance & Repair Fund: \$4,582.92 The bills for April were \$7,030.05. A motion from Cathy and a second from Joann approved the financial report and payment of the April bills.

**LIBRARIAN'S REPORT:** Circulation for March: 1957 and 280 (interlibrary loans), Patrons: 1408, Cards Issued: 14, Fines Collected: \$78.10, Book Sales: \$19.80, Copies: \$25.25.

**OLD BUSINESS:**

a) The Summer Safety class is Friday, May 13<sup>th</sup> at 3:30.

**NEW BUSINESS:**

- a) A committee has been formed to plan the Weld Library District 20<sup>th</sup> year celebration in 2006.
- b) We discussed replacing one of the patron computers and adding a fourth computer. A motion from Maureen and a second from Joann to replace one patron computer and to purchase a fourth patron computer was passed. A motion from Cathy and a second from Ellen to purchase a printer and/or upgrades at Terri's discretion was passed.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Maureen and a second from Ellen adjourned the meeting at 7:00 pm.

Respectively submitted: Cathy Bollers, secretary

*Jeri*

**HUDSON PUBLIC LIBRARY**

**AGENDA June 15, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM MAY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, July 20, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 18, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Lucille Arnusch, Cathy Bollers, Ellen Korthuis, Maureen Lockette, and Dot Sarchet. Librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the April meeting were approved with a motion from Ellen and a second from Lucille.

**FINANCIAL REPORT:** Savings: \$249,993.32 Checking: \$5,810.91 CD: \$27,804.28  
Maintenance & Repair Fund: \$4,586.81 The bills for May were \$9,837.41. A motion from Ellen and a second from Lucille approved the financial report and payment of the May bills.

**LIBRARIAN'S REPORT:** Circulation for April: 1726 and 264 (interlibrary loans), Patrons: 1285, Cards Issued: 17, Fines Collected: \$86.30, Book Sales: \$12.30, Copies: \$36.30.

**OLD BUSINESS:**

- a) Robbie Skidmore from Bonell taught the Summer Safety class on Friday, May 13<sup>th</sup>. The class was enjoyed by 26 young patrons and their parents.
- b) The replacement computer and the fourth patron computer have been installed.
- c) We received Weld Library District policy and employee information.
- d) We reviewed letters from the Pierce and Ault mayors to the Weld Library District. We will have a work session on June 8<sup>th</sup> at 5:00 pm to draft a letter to the Hudson Board of Trustees. We asked Judy to add us to the Town Board work session on June 15<sup>th</sup> at 6:00 pm.

**NEW BUSINESS:**

- a) Summer Reading starts June 1<sup>st</sup>. The Denver Zoo will be presenting two programs on reptiles (June 30<sup>th</sup> and July 14<sup>th</sup>).
- b) We discussed adding a story time for summer reading with 10:30 for toddler and 2:00 pm for the older kids. A motion from Maureen and a second from Lucille to extend Carrie Fye's hours to not exceed 10 hour per week was passed.
- c) Maureen suggested starting a teen book club that would meet bi-weekly in the summer and monthly in the fall. Maureen and Lucille volunteered to help with the Teen Book Club. Ft. Lupton currently has a teen book club. Lucille has book sets.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Ellen and a second from Maureen adjourned the meeting at 5:45 pm.

Respectively submitted: Cathy Bollers; secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA July 20, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JUNE MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, August 17, 2005 at 5:00 PM**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 15, 2005**

**CALL TO ORDER:** Joann Dunker called the meeting to order at 5:09 pm.

**TRUSTEES PRESENT:** Lucille Arnusch, Cathy Bollers, Carol Bryant, Joann Dunker, and Dot Sarchet. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the May meeting were approved with a motion from Lucille and a second from Carol.

**FINANCIAL REPORT:** Savings: \$247,426.30 Checking: \$6,089.41 CD: \$27,599.98  
Maintenance & Repair Fund: \$4,591.04 The bills for June were \$5,261.99. A motion from Carol and a second from Joann approved the financial report and payment of the June bills.

**LIBRARIAN'S REPORT:** Circulation for May: 1833 and 260 (interlibrary loans), Patrons: 1477, Cards Issued: 31, Fines Collected: \$124.65, Book Sales: \$13.55, Copies: \$38.75.

**OLD BUSINESS:**

- a) The Summer Reading program has 107 children/teens and 40 adults. The story times, morning for toddlers and afternoon time for older children, are well attended. Janet is reading to the older children in the morning.
- b) We reviewed our letter recommending that we continue as a Weld Library District member library. We will present the letter at the Town of Hudson Board of Trustees work session on June 15<sup>th</sup>.
- c) Terri shared an email from Beth Hagar. The representative for the southern part of the Weld Library District is Rosalie Martinez, who lives in Ft. Lupton and can be contacted at [rosaliemart@msn.com](mailto:rosaliemart@msn.com).

**NEW BUSINESS:**

- a) The cost for an 18 inch by 24 inch sign for the front of the building is \$84.00. We decided a sign is not necessary at this time.
- b) The Weld Library District is gathering information and pictures for the anniversary celebration in 2006. They want to include the history of the Hudson Public Library. We will talk to Eileen McPeck and Linda Walters. Terri will look through the boxes for stories and pictures.
- c) The Book Club suggested we purchase book kits. We decided to buy *The Kite Runner*.
- d) The Money Market rate is 1.25% for a balance over \$50,000.
- e) Terri distributed a copy of the Hudson Borrowing Privileges.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Carol and a second from Cathy adjourned the meeting at 5:50.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA August 17, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JULY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, September 21, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
July 20, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette, and Dot Sarchet. Librarians Terri Redden and Marci Weeks were also present.

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

**FINANCIAL REPORT:** Savings: \$249,372.05 Checking: \$6,375.29 CD: \$27,599.98  
Maintenance & Repair Fund: \$4,595.34 The bills for July were \$7,313.81. A motion from Ellen and a second from Carol approved the financial report and payment of the July bills.

**LIBRARIAN'S REPORT:** Circulation for June: 3000 and 308 (interlibrary loans), Patrons: 1990, Cards Issued: 24, Fines Collected: \$177.86, Book Sales: \$65.67, Copies: \$42.25. The new hours are benefiting the patrons. A record number of 300 **checkout items in one day** was reached!

**OLD BUSINESS:**

- a) Pictures and written history from Hudson Public Library for the Weld Library District 20<sup>th</sup> anniversary celebration are due by September 15. We will meet later to review the materials.
- b) A traveling exhibit for the anniversary begins in 2006. The exhibit will be displayed at all libraries with an open house at each location. Terri will request January or a non-summer month.
- c) Our letter recommending that we continue as a Weld Library District member library was presented at the Town of Hudson Board of Trustees work session on June 15<sup>th</sup>. The trustees agreed with our recommendation and will write a letter to the WLD.
- d) Terri will invite Rosalie Martinez, who is the representative for the southern part of the Weld Library District, to our board meeting. Some questions to discuss with Rosalie are:
  - What are the responsibilities of a Weld Library District Board member?
  - How can our representative help us?
  - How would we get access to copies of the minutes from the WLD Board meetings?
  - How do the decisions of the WLD Board affect our library?
- e) Thank you to the board members for distributing books at the Pioneer Arts Festival.

**NEW BUSINESS:**

- a) The volunteer (Kelly) from Schaeffer Enterprises will start shelving books on Thursday.
- b) The end of summer reading celebration is Friday, July 29<sup>th</sup> from 10:00 am until noon at the park. A motion from Joann and a second from Ellen to close the library on July 29<sup>th</sup> from 10:00 until the completion of the celebration was passed.
- c) A motion from Cathy and a second from Maureen to approve Terri attending a work shop for managers on August 12<sup>th</sup> was passed. Weld will reimburse the \$75.00 fee.
- d) We discussed moving \$125,000 from the Money Market account into CDs. A motion from Ellen and a second from Maureen to move \$125,000 into CDs with values of \$50,000, \$50,000, and \$25,000 for 48, 36, and 24 months or whatever time periods are considered best was passed.
- e) Due to other activities, we will not participate in the Fair parade on August 13<sup>th</sup>.

- f) Becky from the Weld Library District Board will meet with the Hudson Board of Trustees on Wednesday, August 3 at 6:00 pm to discuss changes in selecting WLD Board members.

**CORRESPONDENCE / PATRON COMMENTS:**

A traveler purchased some books to distribute at hospitals and donated \$50 to the library.

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Joann and a second from Ellen adjourned the meeting at 5:50.

Respectively submitted: Cathy Bollers, secretary

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA September 21, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM AUGUST MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, October 19, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 17, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Lucille Arnusch, Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette, and Dot Sarchet. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$117,108.53 Checking: \$7,038.46 CD: \$152,998.41 Maintenance & Repair Fund: \$4,599.46 The bills for August were \$6,032.43. A motion from Maureen and a second from Lucille approved the financial report with the correction of moving the \$614.28 from Building Expenses to Health & Dental Insurance and payment of the August bills.

**LIBRARIAN'S REPORT:** Circulation for July: 2788 and 339 (interlibrary loans), Patrons: 1624, Cards Issued: 16, Fines Collected: \$115.40, Book Sales: \$13.08, Copies: \$43.45.

**OLD BUSINESS:**

- a) The Hudson Planning Commission approved the Andrews Farm rezoning and preliminary plat. The town is considering leasing land to the Library for a new building.
- b) Terri sent several emails inviting Rosalie Martinez, who is the representative for the southern part of the Weld Library District, to our board meeting. Rosalie has not responded.
- c) Marci is returning to work at the school, and the volunteer from Schaeffer Enterprises is not able to work at the library. Terri will ask about high school students helping at the library.
- d) The Summer Reading party was very successful and FUN! The Adult Summer Reading encouraged more adults to read.
- e) Terri reported on the manager workshop. The manager's toolkit will be beneficial for the library.
- f) The \$125,000 from the Money Market account was moved into CDs.

**NEW BUSINESS:**

- a) Terri reported on the member libraries' monthly meeting on August 10<sup>th</sup> and how beneficial it is to have good communications between the libraries.
- b) Janine from the Weld Library District Board will meet with the Hudson Board of Trustees on Wednesday, August 17 at 6:00 pm to discuss changes in selecting WLD Board members.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Ellen and a second from Joann adjourned the meeting at 5:47.

Respectively submitted: Cathy Bollers, secretary

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA October 19, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM SEPTEMBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, November 16, 2005 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 21, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:00 pm.

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, and Dot Sarchet. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the August meeting were approved with a motion from Ellen and a second from Carol.

**FINANCIAL REPORT:** Savings: \$132,372.23 Checking: \$6,493.68 CD: \$152,998.41  
Maintenance & Repair Fund: \$4,604.24 The bills for September were \$5,567.74. A motion from Cathy and a second from Ellen approved the financial report.

**LIBRARIAN'S REPORT:** Circulation for August: 2347 and 341 (interlibrary loans), Patrons: 1385, Cards Issued: 19, Fines Collected: \$152.85, Book Sales: \$9.95, Copies: \$34.45.

**OLD BUSINESS:**

- a) The Hudson Town Board approved the first reading of the Andrews Farm rezoning and preliminary plat. The second reading will be on September 21<sup>st</sup>. The final plat will probably be recorded in the spring.
- b) Terri read a very entertaining article from the view of the Hudson Public Library to be included in the Weld Library District 20<sup>th</sup> Anniversary publication. Thank you for sharing your creative writing talent!

**NEW BUSINESS:**

- a) Terri presented the 2006 Tax Distribution with the total amount of \$267,478.14. We reviewed and modified the proposed 2006 Budget, which will be finalized at the October meeting.
- b) Carrie Fye has accepted a full-time business position and will not be available to work at the library. The board members expressed their appreciation for Carrie's successful children's story time presentations. She will be greatly missed at the library!
- c) With Carrie leaving and the expanded hours at the library, the board evaluated the need for a part time person and storyteller. A motion from Ellen and a second from Joann to hire one person to work a total of 13 hours (5 hours on Monday, 5 hours on Friday, 3 hours on Thursday), and a person to work 3 hours for story time on Thursday was passed. The position could be filled by one or two people. Terri will advertise for two weeks in the two local newspapers.
- d) The teen pizza party for summer reading was on September 13<sup>th</sup>.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Ellen and a second from Joann adjourned the meeting at 5:47. Respectively submitted: Cathy Bollers, secretary



*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA November 16, 2005**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM OCTOBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Do we want a meeting on Wednesday, December 21, 2005?  
If not, our next meeting will be Wednesday, January 18, 2006 at Joann's  
home.**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 19, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:20 pm. Before the meeting, Bev Judd was recognized for 10 years of service at the Hudson Public Library. Thank you, Bev!

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette and Dot Sarchet. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$126,912.04 Checking: \$6,029.29 CD: \$152,998.41  
Maintenance & Repair Fund: \$4,608.84 The bills for September were \$5,164.66. A motion from Cathy and a second from Maureen approved the financial report.

**LIBRARIAN'S REPORT:** Circulation for September: 1989 and 339 (interlibrary loans), Patrons: 1257, Cards Issued: 23, Fines Collected: \$89.15, Book Sales: \$17.35, Copies: \$34.60.

**OLD BUSINESS:**

- a) A motion from Joann and a second from Ellen to adopt the 2006 Budget was approved.
- b) Terri has received several applications for the part time employee. She also presented a job description and list of questions for the interviews.

**NEW BUSINESS:**

- a) Several libraries have experienced book thefts by individuals with new library cards. To discourage such actions, Terri presented a sample of a Library Card Eligibility and Circulation Policies. We will discuss the policies at the November meeting.

**CORRESPONDENCE / PATRON COMMENTS:**

A patron commented that she appreciated the book recommendations suggested by the staff.

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Joann and a second from Ellen adjourned the meeting at 5:55. Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA January 18, 2006**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM NOVEMBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, February 15, 2006**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 16, 2005**

**CALL TO ORDER:** Dot Sarchet called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Lucille Arnusch, Cathy Bollers, Carol Bryant, Joann Dunker, Maureen Lockette and Dot Sarchet. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$129,121.68 Checking: \$6,409.08 CD: \$154,387.37  
**Maintenance & Repair Fund:** \$4,613.03 The bills for October were \$5,040.69. A motion from Maureen and a second from Lucille approved the financial report.

**LIBRARIAN'S REPORT:** Circulation for October: 2125 and 340 (interlibrary loans), Patrons: 1446, Cards Issued: 17, Fines Collected: \$98.75, Book Sales: \$5.00, Copies: \$33.75.

**OLD BUSINESS:**

- a) A new library card policy will start immediately. All new library cardholders will be issued a temporary library card for 60 days, which allows 2 items per checkout.
- b) From the 24 applicants for the two part time library positions, Elaine McIrvin and Tami Crossen were hired.

**NEW BUSINESS:**

- a) The library was broken into and the petty cash was stolen. New locks were purchased for the front doors and dead bolts will be installed on the back doors.
- b) Terri reported that the Weld Library District is not sharing foundation money with the member libraries.
- c) The Weld Library District Board redefined the districts based on population. We will have a new representative in January.
- d) Terri will ask about developing a website for the Hudson Library.
- e) We will not have a meeting in December. The January meeting will be at 3:30 pm at Joann's home. Joann will send the employee evaluations worksheets before the meeting.
- f) We will walk in the Hudson parade of lights on Saturday, December 17<sup>th</sup>.
- g) A motion from Joann and a second from Lucille to give Terri, Bev, and Marcie each a \$50 Christmas bonus, and to give Elaine and Tami each a \$25 Christmas bonus was passed.
- h) After the meeting, we voted to give \$25.00 gifts to the courier, G&J, lawn maintenance person and to give \$10.00 gifts to the trash service and newspaper carrier.

**CORRESPONDENCE / PATRON COMMENTS:**

A thank you note from Ed Judd for the Pepper Pod gift certificate was read.

**FUTURE AGENDA ITEM:**

Amend Employee Handbook for Veterans Day holiday.

**ADJOURNMENT:** A motion from Maureen and a second from Joann adjourned the meeting at 6:00. Respectively submitted: Cathy Bollers, secretary