

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DECEMBER 16, 1998**

The meeting was called to order at 4:40 p.m. in the Hudson Library by Betty Sisson.

TRUSTEES PRESENT: Sally Harms, Virginia Swift, Joann Dunker, Ellen Korthuis, Betty Sisson Dot Sarchet, Gail Copeland and Librarian Carolyn Peters were present. Judy McGill attended as the Town representative.

FINANCIAL REPORT:

Checking - \$518.69

Savings - \$24,992.92

ACTION TAKEN:

1. The minutes were presented and approved with a motion by Virginia Swift and second by Sally Harms.
2. The bills in the amount of \$1,968.17 were presented. Dot Sarchet moved that the bills be paid. Joann Dunker seconded the motion.

LIBRARIAN'S REPORT:

1. Carolyn thanked everyone for their support during her recovery from her first chemotherapy treatment.
 2. George paid for one third of the furnace repair.
 3. Our computer is in Greeley and should be installed here soon.
 4. Depending on her health, Carolyn may need to ask someone to take the responsibility of the computers and circulation desk.
3. The library will be closed both Christmas Eve and Christmas day and New Year's Day.
vote.

OLD BUSINESS:

1. Joann Dunker and Ellen Korthuis studied the agreement the Library Board made with George when they purchased the two sections of the Library. We are responsible for our own snow removal. Also, there is mention of a repair fund to which \$250 should be deposited each month until \$2,500 is available for repairs. As far as anyone remembered, this had never been done. Betty will invite George to a Board meeting to discuss the agreement and make adjustments as needed.
2. Weeds are again appearing in the front area. Winter freeze should take care of them for now.

NEW BUSINESS:

1. Gail presented a book her church has been using "Colorado Grants Guide" and asked if it would be all right to have them send a free copy to the library when new ones come out. Carolyn said yes. Gail will notify the people of the library address.
2. Terry's evaluation was completed at a meeting prior to the regular board meeting. Joann Dunker made the motion and Sally Harms seconded that Terry receive a 35 cent per hour raise. Her evaluation was given her and questions were answered.

The meeting was adjourned at 5:25.

Respectfully submitted,


Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JANUARY 20, 1999**

The meeting was called to order at 4:10 p.m. in the Hudson Library by Betty Sisson.

TRUSTEES PRESENT: Sally Harms, Virginia Swift, Joann Dunker, Ellen Korthuis, Betty Sisson, Dot Sarchet, Gail Copeland and Librarian Carolyn Peters were present. Judy McGill attended as the Town representative.

FINANCIAL REPORT:

Checking - \$927.54

Savings - \$22615.03

ACTION TAKEN:

1. The minutes were presented and approved with a motion by Virginia Swift and second by Ellen Korthuis.
2. The bills in the amount of \$2131.65 were presented. Joann Dunker moved that the bills be paid. Dot Sarchet seconded the motion.

LIBRARIAN'S REPORT:

1. Carolyn reported that 915 more books were checked out in 1998 than were in 1997.
2. Carolyn received a bill listing \$774 due for licenses and various computer related equipment for 1997 and the same for 1998, \$1008.81 due for phone line installation and \$5745.96 for equipment related to the new computer but which does not include the computer. Terry Graves approved Carolyn's request to pay one bill at a time, spreading them out over the year.
3. Our computer is not in Greeley. Carolyn will contact Jerry Smith about getting one.
4. Sue Hurt will provide guidelines to Carolyn to assist her in training for book selection.
5. On Friday, January 23, internet training will be given in Platteville. Carolyn asked for approval to pay Bev Judd so that she could accompany her and Terry to the training. Joann made the motion to approve Carolyn's request and Dot seconded.
6. Carolyn requested permission to select a computer table for the new computer. Dot made the motion and Ellen seconded.


OLD BUSINESS:

1. When George returns, he will be invited to a Board meeting to discuss the condominium agreement we have with him.

NEW BUSINESS:

1. Gail was approved for another five year term as trustee.
2. Betty announced that she will be resigning her trustee position effective with the February meeting. Virginia will continue to "advertise" in the "South Weld Sun". Gail will write an article for the "Advertiser" and Betty will check with Hudson Elementary School about putting something in the parent newsletter. Since Betty is the only representative who lives in the Town of Hudson, general consensus is that we should try to replace her with someone from Hudson. All other areas served by the Library are represented.

The meeting was adjourned at 4:50!

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
FEBRUARY 17, 1999**

The meeting was called to order at 4:25 p.m. in the Hudson Library by Chairperson Betty Sisson.

TRUSTEES PRESENT: Sally Harms, Joann Dunker, Betty Sisson, Gail Copeland and Librarian Carolyn Peters were present. Judy McGill attended as the Town representative. Absent were Ellen Korthuis, Dot Sarchet and Virginia Swift.

FINANCIAL REPORT:

Checking - \$898.25

Savings - \$20,615.03

ACTION TAKEN:

1. The minutes were presented and approved with the change of Jerry Smith to Jeff Smith, computer expert, with a motion by Joann Dunker and second by Sally Harms.
2. The bills in the amount of \$2176.55 were presented. Sally Harms moved that the bills be paid. Joann Dunker seconded the motion.

LIBRARIAN'S REPORT:

1. The Library District has canceled plans to campaign for a new library but instead will ask voters to approve a 1.25 mill levy.
2. Internet training is being offered at each Book Selection meeting. Carolyn asked if Bev Judd could attend the meeting so she could get training on the internet also. Joann made the motion that Bev be allowed to attend. Sally seconded.
3. Carolyn asked if she could dispose of the study carrel which was used for the old computer. Sally will check with the school to see if they could use it.
4. Carolyn again expressed a need for shelves in the workroom. Carolyn will contact Leonard Roskopf and Newt McPeck to see if either would be interested in putting them in. Gail will contact the woodworking teacher at Weld Central to see if they would be willing to do it as a community service project.
5. Jeff Smith got our new computer, set it up, moved and rearranged furniture, purchased a table at Sams and discovered that the new computer has a virus! He will take care of it.

OLD BUSINESS:

1. Ellen checked with a friend who is very familiar with computers on the prices quoted us for our new system. He said that the prices given are not "grossly out of line".
2. There have been a couple of people who have expressed an interest in the trustee position vacated by Betty Sisson.

NEW BUSINESS:

1. Election of officers was held. The Chairperson is Dot Sarchet; Secretary is Sally Harms.
2. Because this is Betty Sisson's last meeting, it was voted by the Board to close the Library for an hour and fifteen minutes so all Board members and Librarians could take Betty out to dinner. Sally made the motion, Joann seconded.

The meeting was adjourned at 5:05.

3-25-99 Party for Carolyn - gift in her honor for library tribute

Respectfully submitted,

Gail Copeland, Secretary

HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MARCH 24, 1999

The meeting was called to order on March 24, 1999 at 4:15 PM by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

The minutes were read and were approved upon motion by Joann and seconded by Ellen.

FINANCIAL REPORT: Checking: \$3131.55

Savings: \$18415.03

Upon motion made by Virginia and second by Ellen, the bills were approved for payment.

LIBRARIAN'S REPORT:

The Librarian's report was presented by Terry Redden in the absence of Carolyn Peters.

1. Carolyn Peters has submitted a letter of resignation effective March 31, 1999.
2. An Internet policy governing use by patrons is needed.
3. During National Library Week, April 11-17, use of the Internet will be promoted.
4. The E-Rate paperwork is due at the end of March. A board signature is needed. The e-rate will allow savings of 80% on the phone bill.
5. Mary Paiz from Hudson, has submitted a letter of interest in serving on the board.
6. A trial use of the Electronic Library began March 9. It offers on-line services and will be evaluated following the trial period.
7. The new Weld Library District logo was presented to the board.
8. Steve Cottrell, Weld Library District Director, has asked all libraries to present a list of how increased revenue would be spent if a bond was passed.

Upon motion made by Virginia and seconded by Joann, the report was accepted as presented.

OLD BUSINESS:

1. Sally will contact Mary Paiz regarding serving on the board. She will be asked to attend the meeting on April 21.
2. Gail will call Weld Central regarding having the shop students build shelves for the store room. Bev Judd mentioned that her husband might be able to build the shelves.
3. Terry will talk to Terry Greaves in Greeley regarding phone lines and the computer bill. It is necessary to determine what arrangements Carlen made to pay the bills.

NEW BUSINESS:

1. Upon motion made by Ellen, seconded by Joann, Platteville Library's policies governing use of the Internet were adopted.
2. Upon motion by Virginia and seconded by Joann, Carolyn's resignation was reluctantly and sadly accepted. There was discussion about giving a gift to the library in her name as a tribute to remember her many years of dedicated service. *First weekend in June -*
3. Applications will be taken for the staff vacancy left by Carolyn's resignation. An ad will be placed stating that letter and resumes should be sent to Dot. Deadline is April 14.

CORRESPONDENCE:

Carolyn Peter's letter of resignation was read.

The meeting was adjourned at 5:30 p.m. upon motion made by Virginia and seconded by Joann.

RESPECTFULLY SUBMITTED:

Sally Harms
Sally Harms, Secretary

ask George about grass

HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES,
APRIL 21, 1999

The meeting was called to order on April 21, 1999 at 4:20 PM by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

The minutes were read and were approved upon motion by Virginia and seconded by Ellen.

FINANCIAL REPORT: Checking: \$3422.66 Savings: \$27,020.39

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

LIBRARIAN'S REPORT:

The Librarian's report was presented by Terry Redden.

1. National Library Week was well received. Used books were sold for 10 for \$1.00.
2. Gates corporation is offering computers to libraries. the only requirement is to submit paperwork and attend an informational meeting. The computers will come with technical support. Weld Library District will help with the application.
3. Terry discussed a computer payment plan with Weld Library District. Payments would amount to \$1333.00 yearly to pay off the computers.
4. The High Plains Library System Annual Meeting is May 11. Lunch for one participant is free. There is no registration fee. Bev and Terry will attend.
5. Terry will attend a one-day class on the Windows operating system. She will then look into attending additional classes.
6. Craig Judd is building shelves in the store room.

OLD BUSINESS:

1. Upon motion made by Gail and seconded by Joann, it was agreed to make four payments on the computers. Payments will be made every other month beginning in May, 1999.
2. Upon motion made by Ellen and seconded by Sally, it was agreed to send both Terry and Bev to the High Plains Annual meeting and to pay for one lunch.
3. A farewell party will be held on June 5 for Carolyn Peters. It will be determined whether to hold it in the Library so Library patrons can attend, or at Brighton Care Center.

NEW BUSINESS:

1. Upon motion made by Joann and seconded by Sally, it was agreed to hire Terry Redden as head Librarian.
2. Upon motion made by Ellen, and seconded by Joann, salary was set at \$8.25 per hour, effective April 16, 1999.
3. Upon motion made by Gail and seconded by Joann, Bev Judd was hired to be assistant Librarian.
4. Upon motion made by Virginia and seconded by Joann, Bev's salary was set at \$6.75 per hour effective April 16.
5. A third person will be hired to fill in as needed at Terry and Bev's discretion, with a minimum of six hours per week. Upon motion made by Gail and seconded by Joann the third person's salary will be set at \$6.00 per hour. Starting date is Monday, April 27.

Dot will call all applicants except Ashley Moore. The position will be offered to Marcie Weeks with Pam Kraus as a second choice.

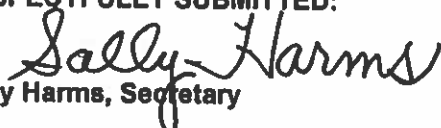
Sally will call Ashley and offer her the job of yard work around the Library. She will work two hours per week and will be paid minimum wage. Start as soon as possible.

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Joann, and seconded by Ellen, the meeting was adjourned at 5:35 p.m.

RESPECTFULLY SUBMITTED:


Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MAY 19, 1999**

The meeting was called to order on May 19, 1999 at 4:20 p.m. by Chairperson Dot Sarchet.

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

MINUTES: (Approved as distributed or amended.)
Upon motion made by Virginia and seconded by Joann, the minutes were approved.

FINANCIAL REPORT: Checking: \$974.77 Savings: \$39,758.79
Upon motion made by Joann and seconded by Ellen, the May bills were approved for payment.

LIBRARIAN'S REPORT:

1. The retirement party for Carolyn Peters will be at Brighton Care Center, June 5, 1999, from 3:00 to 5:00 p.m. Board members will bring cookies. The patrons are invited.
2. Weld Library District will hold a meeting to discuss the District's bond issue at a meeting June 10 at 4:00 p.m. Dot will attend.
3. Summer Reading will begin June 1 and continue through July 26. The theme is Tital Wave. Marcie Weeks will read on Thursdays during the Summer Reading Program
4. Amber Stewart is doing Community Service work in the Library.

OLD BUSINESS:

1. Terry reported that staff continues to work on the Gates computer proposal and are following the required steps to obtain the free computers.
2. A grant is available if the Library becomes a member of the State Library Association.
3. Marcie Weeks will be hired as the third staff person in the Library. She will fill in as needed.

NEW BUSINESS:

1. Judy will contact Mary Piazz to see why she didn't come to the past two meetings and ask her if she still wishes to be appointed on the Library Board.

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Virginia and seconded by Ellen, the meeting adjourned at 5:15 p.m.

RESPECTFULLY SUBMITTED:


Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JUNE 16, 1999**

The meeting was called to order on June 16, 1999 at 4:30 p.m. by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, , Sally Harms, Dot Sarchet, Virginia Swift, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: (Approved as distributed or amended.)

Upon motion made by Virginia and seconded by Sally, the minutes were approved.

FINANCIAL REPORT: Checking: \$1252.09

Savings: \$37,258.79

Upon motion made by Gail and seconded by Virginia, the May bills were approved for payment.

LIBRARIAN'S REPORT:

1. The next Library Bond campaign committee meeting will be July 1, 1999 at Centennial Library.
2. 60 participants have signed up so far for the summer reading program, "Title Wave".
3. A gift will be given to Amber Stewart for her community service work in the Library. **She was very conscientious in completing her duties.**
4. **A letter has been received from Citizens Insurance. Terri will follow up on insurance coverage. The town insurance covers the contents of the building.**

OLD BUSINESS:

1. The Gates computer grant is ongoing.
2. **Upon motion made by Gail and seconded by Sally, it was agreed to apply for membership in the Colorado Library Association. This will allow Terri to apply for a grant which requires membership in CLA.**
3. **The Library was notified that the application paper work was received. Notice will be sent upon acceptance. This grant pays 70% of phone lines and bills.**
4. **Eileen McPeek has said she will consider becoming a board member again. Mary Piaz has moved to Brighton so is unavailable to serve.**

NEW BUSINESS:

1. Dot and Sally reported on the campaign for the Library District bond election. Money and supporters are needed. The next meeting will be July 1. They will attend.
2. The Library Board is on the Hudson Town Board agenda June 23, 1999 at 7:30 p.m.
3. **The town wants to give a gift to the Library in Carolyn Peters' name. A picture collage was discussed. It could hang in Carolyn's "reading corner".**

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Virginia and seconded by Gail, the meeting adjourned at 5:30 p.m.

RESPECTFULLY SUBMITTED:



Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JULY 21, 1999**

The meeting was called to order on July 21, 1999 at 4:40 p.m. by Ellen Korthuis in the absence of Dot Sarchet.

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

MINUTES: (Approved as distributed or amended.)

Upon motion made by Virginia and seconded by Gail, the minutes were approved.

FINANCIAL REPORT: Checking: \$1702.76

Savings: \$36,717.09

Upon motion made by Sally and seconded by Joann, the July bills were approved for payment.

LIBRARIAN'S REPORT:

1. The August meeting will be held on August 25 because Terri will be gone.
2. A volunteer, Crystal, is helping on storytime days. She has been a good helper.
3. A new Internet policy will be posted. It is the policy currently in effect at the Weld Library District libraries.
4. A face painter from Eaton will be at Hudson for the last day of the Title Wave Summer Reading Program.
5. Some kind of landscaping in front of the Library is needed. The buffalo grass planted in the early summer has not worked out. Money will be budgeted for next year.

OLD BUSINESS:

Terri reported that the Library has \$50,000 insurance coverage on the contents of the building through the Town policy. George Kennedy's policy covers the building property and liability. An inventory of computers and other electronic equipment is needed for insurance purposes.

The Library has been approved for an e-rate of 64% of the phone line charges. This is an annual application process.

Eileen McPeck will consider accepting a board appointment in the fall.

Dot Sarchet reported on the Library District Bond election meeting on July 1. A building site is still to be announced. A committee is being formed to support the bond.

NEW BUSINESS:

Upon motion made by Joann, seconded by Gail and carried, it was agreed that the August meeting will be held August 25, 1999.

Upon motion made by Joann, seconded by Virginia and carried, the Weld Library District Internet use rules were adopted.

Upon motion made by Joann, seconded by Sally and carried, it was agreed to pay the Eaton face painter \$25.00.

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Virginia and seconded by Gail, the meeting adjourned at 5:40 p.m.

RESPECTFULLY SUBMITTED:



Sally Harms, Secretary

LIBRARY BOARD MEETING

September, 15, 1999

1. Librarian's Report:

- a. Circulation: August, 672 ; YTD 5241
- b. Number of Patrons: August, 443 YTD 3675
- c. Cards Issued: adult ; new 11 Renew _____ YTD New 60 Renew _____
 juvenile: new 10 Renew _____ YTD New 60 Renew _____
- d. Fines Collected: August, \$ 17.60 YTD \$ 214.61
- e. Book Sales: August, \$ 10.65 YTD \$ 106
- f. Copywork: August, \$ 12.25 YTD \$ 57.80

- g. Budget - 4th Wed Oct. - Check if mill does pass
- h. errors + omission, insurance
- i. Bring Wow - Widening Our World - to Hudson

12000 microsoft - Micro Computer ^{truley} would cost?

(Carbon Valley Circ. desk plans?)

who did desk -

(call Beth Hager who to help, where to put)

George

Video drop - dead bolt on both sides
near Pontius - locksmith

savings 37,585.75 checking 2799.41

STATEMENT OF ACCOUNT

TOWN OF HUDSON
P. O. BOX 351
HUDSON, CO. 80642

DATE: September 2, 1999

TO: Hudson Public Library
P. O. Box 188
Hudson, Colorado 80642

PAYROLL PERIOD: August, 1999

	Employee	Employer	DUE TO HUDSON
Teresa A. Redden			
GROSS PAY	602.25		602.25
FICA	-46.07	46.07	46.07
Federal Withholding	-0.00		
State Withholding	-1.00		
NET PAY	555.18		
Sub-Total		46.07	648.32
Beverly A. Judd			
GROSS PAY	178.88		178.88
FICA	-13.68	13.68	13.68
Federal Withholding	-00.00		
State Withholding	-00.00		
NET PAY	165.20		
Sub-Total		13.68	192.56
Marcia A. Weeks			
GROSS PAY	330.00		330.00
FICA	-25.24	25.24	25.24
Federal Withholding	-00.00		0.00
State Withholding	-2.00		0.00
NET PAY	302.76		0.00
Sub-Total		25.24	355.24
Workman's Compensation		0.00	0.00
Unemp. Ins.		3.34	3.34
Fee		10.00	10.00
Adjustments		0.00	0.00
TOTAL		98.33	1,209.46

pd 9/16/99 910

Previous Balance 1,487.58
Payment Received 1,487.58
Current Payroll 1,209.46
Balance Due 1,209.46
Amount Past Due 0.00

PLEASE RETURN COPY OF THIS STATEMENT WITH YOUR PAYMENT

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 15, 1999**

The meeting was called to order at 4:17 p.m. by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Dot Sarchet, Gail Copeland, Virginia Swift, Joann Dunker, Librarian Terri Redden and Town Representative Judy McGill.

MINUTES: The minutes were approved as distributed with the motion made by Virginia and seconded by Gail.

FINANCIAL REPORT: Checking \$2799.41 Savings \$37,585.75

A motion by Gail & seconded by Joann was unanimously approved to accept the Financial Report and pay the bills.

LIBRARIAN'S REPORT:

1. Terri is preparing the budget for next year. Discussion was whether or not she should prepare one or two budgets; one without the bond money and one with the bond money. Consensus was that she would prepare just the one without the bond money.

2. Judy will check to see if the town insurance policy will cover the library for errors and omissions. Report at October meeting.

3. Terri reported she, Bev and Marcie had attended a two hour class on E-mail Training.

4. WOW (Widening Our World) is making Internet Training Classes available in Hudson for FREE. All board members are interested, Terri will check about schedules & availability.

Virginia made a motion to accept the Librarian's Report. Gail seconded. Unanimously approved.

OLD BUSINESS:

1. Gail thanked Joann and Wayne for getting the wood chips laid in the triangular area.

2. Sally has picture of Carolyn. What is the status of this project? Can we get one picture made for Carolyn? Report at October meeting.

3. Judy will check with a landscaper about the landscaping/sidewalk project. The question was raised about which should come first the sidewalk or the landscaping. And should we consult with George about our plans when we have them in place. Report at October meeting.

4. Terri will call and see if Carbon Valley has the plans they used for their circulation desk. She will also check with Beth Hager about a cabinet maker to build the desk.

NEW BUSINESS:

1. Terri will consult George about a book drop in one of the doors. The metal bookdrop outside the building is too hot for videos.

ADJOURNMENT:

There being no further business to come before the Board, Gail made a motion and Virginia seconded to adjourned the meeting at 5:23 p.m.

RESPECTFULLY SUBMITTED:

*Joann Dunker
for Sally Haines*

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

October 20, 1999

The meeting was called to order on October 20, 1999 at 4:30 p.m. by Ellen Korthuis in the absence of Dot Sarchet.

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

MINUTES: (Approved as distributed or amended.)

The September, 1999 minutes were read. Upon motion made by Virginia and seconded by Ellen, the minutes were approved.

FINANCIAL REPORT: Checking: \$3269.25

Savings: \$34067.27

Upon motion made by Joann and seconded by Ellen, the September bills were approved for payment.

LIBRARIAN'S REPORT:

A program entitled "Internet for Seniors" will be presented Saturday, December 4 from 10 a.m. until noon. Twelve people can participate.

October 28 will be backwards day in the Library to celebrate Halloween during Story Hour.

Cash prizes will be awarded for the winners of the Scary Story Contest. Check outs are up by 20%; holds are down and renewals by phone are up 28%.

There are still insurance questions. Errors and Omissions coverage should be under the town policy. The building insurance is paid to George and covered. Liability coverage is not in effect. It should be under the town policy. Library contents should also be covered under the town policy. An inventory with prices will be worked up by Terri. Terri and Judy will work with Debbie at Citizens Insurance to get insurance coverage up-to-date.

A portable phone would be helpful to have in the Library.

OLD BUSINESS:

Upon motion made by Joann and seconded by Gail, it was approved to offer \$5.00 prizes with an additional \$5.00 in case of ties in the Scary Story Contest.

Upon motion made by Joann and seconded by Ellen, it was agreed to purchase a portable phone and head-set.

There was discussion of the preliminary budget.

There was discussion of building plans. Upon motion made by Virginia and seconded by Sally, it was agreed to build a basic circulation desk to come out of the 2000 budget. Additional remodeling and equipment purchases will be planned when we find out if the Weld Library District Bond issue passes and how much our income will increase.

Judy has talked to Mr. Pigg about the landscaping in front of the building. He is working on drawings to present to the board.

NEW BUSINESS:

Upon motion made by Joann and seconded by Gail, Marcy will attend the book selection and training meetings held by the Weld Library District.

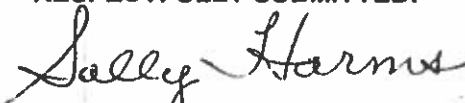
Book purchases have been increased in the budget. Upon motion made by Ellen and seconded by Virginia the 2000 budget was approved. Judy will take it to the town board.

CORRESPONDENCE:

ADJOURNED:

Upon motion made by Virginia and seconded by Ellen, the meeting adjourned at 5:25 p.m.

RESPECTFULLY SUBMITTED:


Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
November 17, 1999**

The meeting was called to order at 4:15 p.m. by Chairperson Dot Sarchet.

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

MINUTES: The minutes were approved as distributed with the motion made by Virginia and seconded by Ellen.

FINANCIAL REPORT: Checking \$4104.69 Savings \$30,667.27

A motion by Gail & seconded by Ellen was unanimously approved to accept the Financial Report and pay the bills.

LIBRARIAN'S REPORT AND NEW BUSINESS:

1. Virginia made a motion to approve the complete proposal from First Continental Library Equipment Corporation (Chris Klafehn) dated September 27, 1999, which includes 1 Custom Circulation Desk w/3-Computer Workstations, Steel Shelving, Task Chair and Task Stool for \$11,766.85. Motion seconded by Ellen. Unanimously approved.
2. Virginia made a motion to hire Craig Judd to install seven electrical drops at \$50.00 each. Ellen seconded. Unanimously approved. THANKS TONS, CRAIG!!!!
3. Considerable discussion ensued regarding an additional computer station to provide more access for library patrons and more efficient access for our librarians. Terri will call Chris Klafehn for the cost of adding the station to our circulation desk.
4. Gail made a motion to add another computer workstation to the Circulation Desk Proposal if the total cost does not exceed fifteen thousand dollars (\$15,000). If the cost exceeds (15,000), board members are to be contacted by phone for an o.k. Joann seconded. Unanimously approved.
5. Virginia made a motion to give a \$25.00 Christmas gift certificate to Crystal, who has been volunteering many many hours to the library on a regular basis. Ellen seconded. Unanimously approved.
6. Gail made a motion to give a large box of Christmas Chocolates to the employees of Platte Valley Library who so generously loan us audios for our patrons. Joann seconded. Approved unanimously.
7. Gail motioned and Ellen seconded we provide refreshments for the computer class on Saturday, December 4th. Approved unanimously.
8. Virginia motioned and Ellen seconded we approve the proposal to up-grade our phone line to 256K. Approved unanimously. (Monthly cost will be approximately \$265 to \$286 according to the figures Terri was given. If we get the grant Terri has applied for, the cost will be 60% less.)

9. Gail motioned and Joann seconded that we accept the new after-the-bond-passed budget draft as prepared by Terri.

OLD BUSINESS:

Judy McGill reported that the library is covered on the town's policy for liability, errors and omissions. THANKS, JUDY, FOR YOUR HELP!!!!

NEW BUSINESS:

Evaluation of all employees will be done in January, 2000. This will require an amendment to our current by-laws which will be taken care of in December, 1999. January 19th evaluation & meeting will be held at Joann's house beginning at 3:15 - 3:30. Following the meeting we will have a potluck dinner.

December meeting will be changed to **TUESDAY, DECEMBER 7TH.**

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Dot Sarchet called for adjournment at 5:20 p.m.

RESPECTFULLY SUBMITTED:

A handwritten signature in cursive script that reads "Joann Dunker".

Joann Dunker for Sally Harms