

**Hudson Public Library
Board of Trustees
Minutes of the regular meeting Nov. 18, 1992**

The meeting was called to order by President Betty Sisson at 4:20 p.m. Other members present were; Eileen McPeek, Brenda Kennedy, Dot Sarchet, Susan Warren. Also present were Librarian Carolyn Peters, Dennis Lingo and Phil Bowles.

Actions taken;

1. The minutes of the October board meeting were approved. Brenda Kennedy made the motion and it was seconded by Dot Sarchet.

2. Eileen McPeek moved that we accept the financial report and pay the bills, Dot Sarchet seconded the motion. There is \$4,409.51 in the checking account and \$11,684.96 in the savings account.

Unfinished Business;

1. Phil Bowles, an insurance agent from Citizens Insurance Agency in Keenesburg, informed us about the status of the Library's liability. He has been going back and forth with the company in Salt Lake City. He has a separate policy for the Library, but they are still thought to be a part of the town of Hudson. The library has control of assets, and they operate autonomously. Carolyn shows up as a Town employee. The town pays her workmen's compensation, but we reimburse them. There are gray areas. The property is easy to take care of, at this point. We are putting \$500.00 into the new budget for contents and liability. Dennis Lingo will check into the town's part in this situation.

2. The sacks of weeds were hauled away, it was not known what good samaritan did this!

New Business;

1. A lengthy discussion followed on the new budget.

2. On Country Roads, was donated to the library by the Extension homemakers.

The meeting was adjourned at 5:45 p.m., the next meeting will be Jan. 20th. Respectfully submitted, Susan Warren, Secretary

Hudson Public Library
Board of Trustees
Minutes of the regular meeting, January 20,1993

The meeting was called to order by the President, Betty Sisson at 4:15p.m. There were four members present; Eileen McPeek, Dot Sarchet, Betty Sisson, and Susan Warren. Also present were Carolyn Peters, librarian, and Dennis Lingo, Town Board member.

ACTIONS TAKEN;

1. The minutes of the November board meeting were read and approved. The motion to approve the minutes was made by Dot Sarchet and Eileen McPeek seconded the motion.
2. Eileen McPeek made the motion to approve the financial report. Dot Sarchet seconded the motion. There is \$4,089.02 in the checking account and \$9,703.30 in the Savings account.

UNFINISHED BUSINESS;

1. We still have'nt heard from Phil Bowles about the state of the insurance situation. We had communication from Kelly Smith , the town clerk, which stated that we need to contact the Weld Library District to find out how much of a mil the library actually recieves. She will let us know about the liability issue when she hears from Phil Bowles office. Ray Derr is to get in contact with Carolyn on this issue.
2. 325 books have been weeded out of the library from the Weld County Library District, they hav'ent been checked out for six or more years.
3. We talked about "going on line" with our computer, but this would require between \$7,000- 9,000 dollars which we do not have at the present time.
4. It was mentioned that we need a copy of the Condo project from George Kennedy for the library.

COMMUNICATIONS;

1. Betty will check with Larry Lockwood, a counselor with the school system, to see if he knows of any student that would like a job with the library for snow removal.
2. Carolyn will check with Phil about the insurance for the Library.

3. Susan will write the town board to continue Betty Sisson's tenure on the Library board.

NEW BUSINESS;

1. The furnace quit working, Carolyn had Valley heating work on it and it works fine now.
2. To the present time, Carolyn has sold 123 books for a total of \$66.35
3. Carolyn is to make two copies of her time sheets and the secretary is to keep one copy.

The meeting was adjourned at 5:00, the next meeting will be Feb. 17th.

Respectfully submitted,

Susan Warren, Secretary

LIBRARY BOARD MEETING

March, 1993

1. Librarian's Report:

- a. Circulation: Feb, 302; YTD 634
- b. Number of Patrons: Feb, 205 YTD 398
- c. Cards Issued: adult ; new 2 Renew 0 YTD New 9 Renew 0
juvenile: new 0 Renew 0 YTD New 2 Renew 0
- d. Fines Collected: Feb, \$ 3.50 YTD \$ 4.25
- e. Book Sales: Feb, \$ 22.10 YTD \$ 47.85
- f. Copywork: Feb, \$ 14.20 YTD \$ 20.15

No meeting - Librarian unable to attend

Ch. Act # 2884.28

Savings # 8403.30

BILLS PRESENTED IN MARCH, 1993, (NO MEETING)

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	\$81.14	
B H & G Cook Book Club	<u>10.09</u>	\$91.23

Utilities

Phone	90.24	
Gas, etc.	81.68	
United Power	<u>42.17</u>	214.09

Insurance

Property Liability	<u>27.72</u>	27.72
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Building Fund

Payment - Citizens State Bank	<u>5,190.00</u>	5,190.00
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Supplies

Petty cash	1.42	
Postage	<u>6.32</u>	7.74

Meeting Expense

Mileage - Kirkus	<u>14.00</u>	14.00
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Town of Hudson

Payroll - February		
C. Peters	Net	524.07
	FICA	94.68
	Fed	31.89
	State	15.53
	Unemp Ins	2.47
	Fee	<u>10.00</u>
		<u>678.64</u>

\$6,223. 42

Summer Reading Program

Basic kit, etc	<u>11.30</u>	11.30
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\$6,234.72

Hudson Public Library
Board of Trustees
Minutes of the regular board meeting, Feb. 17, 1993

The meeting was called to order by President, Betty Sisson at 4:05 p.m. Other members present were; Brenda Kennedy, Dot Sarchet, Susan Warren, Jan Carlson and Eileen McPeek arrived later. Also present was, Librarian, Carolyn Peters.

ACTIONS TAKEN;

1. The minutes of the January board meeting were read and approved. Dot made the motion and Brenda seconded it.
2. Dot Sarchet moved that we accept the financial report and pay the bills. Brenda Kennedy seconded the motion. There is \$3,958.92 in the checking account and \$8,403.30 in the savings account.
3. Eileen McPeek moved that we accept Danette Kramer's resignation from the library board. Jan Carlson seconded the motion.
4. There was an election of officers. Betty Sisson moved that we approve the nomination of Brenda Kennedy as secretary, Susan Warren seconded the motion.
5. Brenda Kennedy moved that we approve the nomination of Dot Sarchet as chairperson, Betty Sisson seconded the motion.
6. Dot Sarchet moved that we purchase a sign to put on the door that says "Hudson Public Library". Brenda seconded the motion.

UNFINISHED BUSINESS;

1. Phil Bowles, of Citizen's Insurance, is trying to procure one blanket policy for the Town of Hudson and the library.
2. Ray Derr called and the budget is okay.
3. Carolyn has sold a total of 185 books to date for a total of \$96.10.

4. George Kennedy submitted a copy of the Condo Project.

NEW BUSINESS;

1. The board interviewed four people who applied for the job of Library Director to fill Danette Kramer's position. They were; Lucile Arnusch, parent, and student who lives in the Prospect Valley area; JoAnne Dunker, Secretary, Prospect Valley elem. also in Housing Authority Bd.; Elaine Hepner, a banking exec., from Prospect Valley, and Judy McGill, Town Clerk of Hudson, hostess at the Pepper Pod, a resident of Hudson.

It was wonderful to have so many qualified people apply, the decision was made to appoint Elaine Hepner. Her name will be submitted to the Town Board for approval. Letters will be sent to the people that applied.

The meeting was adjourned at 6:00 p.m. the next meeting will be March 17.

Respectfully submitted,

Susan Warren, Secretary

Hudson Public Library
Board of Trustees
Minutes of the Regular Board Meeting April 21, 1993
Submitted by Brenda Kennedy

The meeting was called to order at 4:15 p.m. by President Dot Sarchet.
Members present: Susan Warren, Eileen McPeck, Elaine Hepner, Jan Carlson and Brenda Kennedy arrived later. Also present: Librarian, Carolyn Peters and from the Town of Hudson, Dennis Lingo who arrived later.

ACTIONS TAKEN:

1. The minutes from the March board meeting were read and approved. Jan made the motion and Eileen seconded it.
2. Eileen moved that we accept the financial report and pay the bills. Jan seconded the motion.

Checking Account	\$2,462.05
Savings Account	\$2,413.30

3. Susan moved that we purchase metal 12" letters for the West and South side of the Library which would read "Hudson Public Library" and use funds from the Ruby Kennedy Memorial Account to pay for them. Eileen seconded the motion.

UNFINISHED BUSINESS:

1. Carolyn has not yet ordered a sign for the front door due to problems with sign company. She will keep looking.
2. We have not yet received the notebook which Danette Kramer used during her term (Trustees Guidelines), Dot will ask Danette to give it to Betty.

CORRESPONDENCE:

1. Received letter of acceptance for the appointment of Elaine Hepner to the Board of Trustees from the Town of Hudson. Elaine's term to end in 1996.

DISCUSSIONS:

1. Carolyn will be on vacation beginning April 24th for 7 days. Karen will be her replacement.
2. The board discussed how to respond to people (mainly students from the local schools) requesting donations for various fund raisers. Donations are not possible due to lack of funds however, students are welcome to put a sign on the door to make the general public aware of their quest for funding.

MEETING ADJOURNED AT 4:50 P.M. NEXT MEETING WILL BE MAY 19, 1993 AT 4 P.M.



Hudson Public Library
Board of Trustees
Minutes of the Regular Board Meeting
May 19, 1993

Submitted by Brenda Kennedy

The Meeting was called to order at 4:08 p.m. by President Dot Sarchet. Members present: Brenda Kennedy, Betty Sisson, Elaine Hepner, Librarian, Carolyn Peters and Eileen McPeck who arrived later.

ACTIONS TAKEN:

1. The minutes from the March board meeting were read and approved. Betty made the motion and Eileen seconded it.
2. Brenda moved that we accept the financial report and pay the bills. Betty seconded it.

Checking Account: \$2,757.68

Savings Account: \$18,183.19

Ruby Kennedy Fund:

UNFINISHED BUSINESS:

1. Betty and Dot will go shopping for chairs and end tables for library.
2. Brenda will ask George Kennedy about the status of the order for the 12" metal letters for the building.
3. Eileen will get a plastic sign sample for the front door from her son.

NEW BUSINESS:

none

DISCUSSIONS:

1. Brenda will talk to McDonald's to see about some coupons to use for summer reading program as additional incentive for the children.
2. Carolyn will be on vacation the 1st week of August.

Meeting adjourned at 4:35 p.m. next meeting will be June 16th at 4 p.m.

LIBRARY BOARD MEETING

July 21, 1993

1. Librarian's Report:

a. Circulation: June, 590; YTD 2130

b. Number of Patrons: June, 323. YTD 1428

c. Cards Issued: adult ; new _____ Renew _____ YTD New _____ Renew _____
None - updating Applications
juvenile: new _____ Renew _____ YTD New _____ Renew _____

d. Fines Collected: June, \$ 3.50 YTD \$ 27.75

e. Book Sales: June, \$ 9.00 YTD \$ 101.80

f. Copywork: June, \$ 5.25 YTD \$ 63.15

g. Rec'd Check \$1 228.15

h. 46 signed up for Summer Reading. Reading more books than the past 2 years.

i. Dot & Betty bought chain, lamp and table. Chain have been used some. Patron have made compliments.

j

No meeting -

Ch. Acct \$ 3097.35

Gov. Acct. 1739.49

Memorial Fund # 1942 22

BILLS PRESENTED AT THE JULY 21, 1993 MEETING (NO MEETING)

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	<u>\$60.31</u>	\$60.31
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Utilities

Phone	89.75	
Gas	12.81	
United Power	<u>45.95</u>	
		148.51

Insurance

Property Liability	<u>27.00</u>	27.00
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Operation/Maintenance

Pulling Weeds -	12.00	
2 floodlights	<u>11.00</u>	
		23.00

Summer Reading Program

Oriental Trading - flutes	<u>43.00</u>	43.00
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Capital Outlay

American Furn - Chairs, lamp	358.11	
Weberg - Table	<u>50.86</u>	
		408.97

Supplies

Petty Cash	<u>10.62</u>	10.62
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Meeting Expense

Mileage - Kirkus, Workshop	<u>28.00</u>	28.00
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Town of Hudson

Payroll - June			
C. Peters	Net	606.36	
	FICA	112.08	
	Fed	48.95	
	State	21.21	
K. Steward	Net	145.22	
	FICA	24.06	
	Unemp Ins	3.56	
	Fee	<u>10.00</u>	
			971.44

\$1,720.85

LIBRARY BOARD MEETING

August 18, 1993

1. Librarian's Report:

- a. Circulation: July, 602; YTD 2732
- b. Number of Patrons: July, 318; YTD 1746
- c. Cards Issued: adult ; new 66 Renew 0 YTD New 66 Renew 0
 Jan + Feb juvenile: new 87 Renew 0 YTD New 87 Renew 0
- d. Fines Collected: July, \$ 1.75 YTD \$ 28.50
- e. Book Sales: July, \$ 12.25 YTD \$ 114.05
- f. Copywork: July, \$ 9.00 YTD \$ 92.15

✓ g. Rec'd final check \$ 3,684.45

h. 35 children completed Summer Reading Program.

i. Bought new phone. George asked me to buy it out of Rudy's fund.

j. Discuss using library for meetings. Brenda to write letter.

k. Will mail anniversary letter for overdue book in Sept.

l. Needed service call on copier. Had checked with Dot

Ch Acct \$ 3729.63

(1864.24)
Material Fund

Avail. 17,687.17

3,684.45

BILLS PRESENTED AT THE AUGUST, 18, 1993 MEETING

HUDSON PUBLIC LIBRARY BOARD OF THRUSTEES

Books

Weld Library District	<u>\$131.43</u>	\$131.43
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Utilities

Phone	89.32	
Nat'l gas	10.99	
United Power	<u>45.19</u>	
		145.50

Insurance

Property Liability	<u>27.90</u>	27.90
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Operation/Maintenance

Copier Service	118.50	
P. O. Box Fee	<u>21.50</u>	
		140.00

Capital Outlay

A T & T Desk set & hand set	<u>84.98</u>	84.98
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Supplies

Petty Cash	5.98	
Postage	<u>1.90</u>	
		7.88

Meeting Expense

Mileage - Kirkus - Quarterly	<u>22.00</u>	22.00
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Town of Hudson

Payroll - July

C. Peters	Net	609.99
	FICA	112.86
	Fed	49.70
	State	21.46
D. Cecil	Net	133.44
	FICA	22.12
	Fee	10.00
	Unemp Ins	<u>3.52</u>

963.09

\$1,522.78

LIBRARY BOARD MEETING

Sept 15, 1993

1. Librarian's Report:

- a. Circulation: Aug, 364; YTD 3096
- b. Number of Patrons: Aug, 253 YTD 1999
- c. Cards Issued: adult ; new 15 Renew 0 YTD New 81 Renew 0
 juvenile: new 14 Renew 0 YTD New 101 Renew 0

d. Fines Collected: Aug, \$ 18.08 YTD \$ 46.58

e. Book Sales: Aug, \$ 5.25 YTD \$ 119.30

f. Copywork: Aug, \$ 0.00 } YTD \$ 97.87
Admin Coll \$.72

g. Report: Fri 24th What's new in children's material, loans in Community Care Referece Books, Interlibrary loan.

h. Recharged fire extinguisher + purchased new one

i. Opinions - how far back should it go for annuity. ^{Back} 1 yr.

j. First person used ramp in wheel chair

Ch. Act \$ 7413.96

Saving Act \$ 15,500.⁰⁰

\$1864.24 Fund

BILLS PRESENTED AT THE SEPTEMBER 15, 1993 MEETING

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	<u>\$157.11</u>	\$157.11
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Utilities

Phone	89.87	
Gas	10.32	
United Power	<u>47.34</u>	147.53

Insurance

Property Liability	<u>27.90</u>	27.90
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Operation/ Maintenance

Sentry Fire & Safety	63.17	
CREDIT - Valley Heating	<u>5.83</u>	57.34

Meeting Expense

HP Retreat	40.00	
Mileage - Kirkus	<u>14.00</u>	54.00

Supplies

Petty Cash	6.47	
Postage	<u>7.71</u>	14.18

Building

Citizens State Bank	<u>5,190.00</u>	5,190.00
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Town of Hudson

Payroll - August

C. Peters	Net	563.05	
	FICA	102.92	
	Fed	39.97	
	St	18.22	
D. Cecil	Net	86.36	
	FICA	14.28	
	Unemp Ins	3.07	
	Fee	<u>10.00</u>	837.87

\$6,485.93

Hudson Public Library
August 18
September 15, 1993

Minutes of the August Board Meeting
Submitted October 20th by Brenda Kennedy

The meeting was called to order at 4:55 p.m. Members present: President, Dot Archet, Jan Carlson, Brenda Kennedy, Betty Sisson, Eileen McPeck and Carolyn Peters.

Actions Taken:

1. minutes from the July meeting were read and approved. Brenda made the motion and Betty seconded it.
2. Eileen moved that we accept the financial report and pay the bills. Dot seconded the motion.

Checking Acct: \$ 3,729.63

Savings Acct: \$ 17,687.17

Ruby Kennedy fund: \$ 1,864.24

3. A motion was made to raise Carolyn's salary to \$ 7.05 per hour by Eileen and Betty seconded it.

Discussions:

Dot and Betty purchased 2 chairs, one end table and one lamp for library.

Meeting Adjourned at 5:30 p.m.
Next meeting October 20th 4 p.m.

November 17, 1993

Minutes of the October Board Meeting
Submitted by Brenda Kennedy

The meeting was called to order by president Bob Sarchet at 4:15 p.m.

Members present: Betty Sisson, Eileen McPeck, Elaine Hepner, Brenda Kennedy, Librarian Carolyn Peters and Dennis Kingo from the Town of Hudson.

Actions Taken:

- 1.) minutes were approved after a correction was made to change the date from July to August. motion made by Betty and seconded by Brenda.
- 2.) Eileen moved to pay bills and accept the financial report. motion seconded by Elaine.

Checking Acct. 2,946.05
Savings Acct. 13,611.75

Discussions:

- 1.) Preliminary changes made to 1994 Budget.
- 2.) We will be changing the keys to the building.
- 3.) Brenda to send letter regarding use of library to Town Hall and Harvest Festival Committee.

next page

Discussions continued pg 28
November 17th meeting

4.) Dennis Lingo will ask Rob Madden why our Tax Revenue is down again.

5.) Brenda will send Thank You note to Mr. McPeck for the door sign he made.

meeting Adjourned at 5:15 p.m.

BILLS PRESENTED FOR MONTH OF DECEMBER (No meeting)

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES

Books

Weld Library District	<u>\$150.73</u>	\$150.73
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Utilities

Phone	91.27	
Gas	64.68	
United Power	<u>42.81</u>	
		198.76

Insurance

Property Liability	27.00	
Citizens Bank - Box rent	<u>5.00</u>	
		32.00

Supplies

Nelson's - Copy paper, etc.	8.43	
Petty Cash	<u>11.16</u>	
		19.59

Meeting Expense

Mileage - Kirkus	<u>14.00</u>	
		14.00

Town of Hudson

Payroll - November		
C. Peters		
Net	568.57	
FICA	104.10	
Fed	41.11	
St	18.60	
Unemp Ins	2.72	
Fee	<u>10.00</u>	
		745.10

\$1160,18