

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
DECEMBER 18, 1996**

The meeting was called to order at 4:15 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Gail Copeland, Carolyn Peters, Dot Sarchet, and Elaine Hepner were present. Trustees Sylvia Jackson, Joann Dunker and Eileen McPeck and Town Representative Diana Maher were absent. Mr. Duvall attended as a guest.

**FINANCIAL REPORT:**

Checking - \$828.78

Savings - \$15,364.17

Memorial Fund - \$324.25

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read after a motion to accept by Dot and second by Elaine.
2. Dot made the motion to pay the bills totaling \$2,503.78. Elaine seconded.

**LIBRARIAN'S REPORT:**

1. Carolyn purchased a microwave for the library.
2. Luella accepted the "Town Council and Library Board" agreement as submitted.
3. Terry asked for December 26 off and was approved. Because Terry is sick this evening, Carolyn will work for her and keep the library open until 7:00.
4. A representative from Hudson Elementary School contacted Carolyn requesting that the library place an advertisement in their school newspaper. Because of the attitude of the requester and the small amount of value derived from such an ad, it was decided by the board to decline an ad at this time.
5. Sue will train for Aclin on January 17.
6. Loaned or Borrowed books for November was 897.

**OLD BUSINESS/GRANT REPORT:**

1. RUNAWAY JURY was presented to Mr. Francis Duvall with gratitude for his active participation in the library board when he served as Town representative.

**NEW BUSINESS:**

1. Linda Vasenius of the Weld County Library District contacted Elaine about the district applying for a grant that would bring all of the Weld Library District into the frame relay system. They would like a letter of support from our Library Board before the end of the year. Gail will write the letter.
2. Dot Sarchet's term as Board member expires at the end of this year. Gail will write a letter to the Town requesting renewal of her term for five years.
3. Sylvia Jackson resigned her position via phone and Elaine Hepner resigned her position by letter.

The meeting was adjourned at 5:00. The next meeting will be Wednesday, January 15, 1997.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JANUARY 15, 1997**

The meeting was called to order at 4:35 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Gail Copeland, Carolyn Peters, Dot Sarchet, Joann Dunker were present. Town Representative Diana Maher was absent. Sally Harms attended as a guest.

**FINANCIAL REPORT:**

Checking - \$702.16

Savings - \$13,164.17

Memorial Fund - \$186.45

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read after a motion to accept by Dot and second by Joann.
2. Joann made the motion to pay the bills. Dot seconded.

**LIBRARIAN'S REPORT:**

1. Circulation for the year was 5,143; Carolyn remembers only a couple of times in the last ten years when circulation was that high.
2. Books borrowed and loaned since April 1 total 1,034.
3. The book given Mr. Duvall for his hard work as Town Representative on the Library Board will be paid for from Library funds.
4. Because the memorial fund no longer has a large amount of money in it, Carolyn will no longer have a separate account for it but rather absorb it into the regular funds.
5. Sue will train for Aclin on January 17.

**OLD BUSINESS:**

1. Terry's evaluation is due in January. The Board will meet at Betty's house for the evaluation meeting at 3:45 on February 19.
2. Joann had some notes which mentioned having policies and bylaws to Greeley by January 1, 1997. Carolyn will call Greeley on January 16, asking if that was supposed to be done.

**NEW BUSINESS:**

1. Because Elaine Hepner resigned her Board position, a new treasurer is needed. Dot made the motion and Gail seconded that Joann Dunker assume those duties.
2. Dot made the motion and Joann seconded having Betty Sisson as the second person authorized to sign checks to replace Eileen McPeek whose Board position has expired.
3. Sally Harms will be recommended by the Board to replace Eileen McPeek. Gail will write a letter to the Town of Hudson with this recommendation.
4. An article will be written by Gail for the New News and Greeley Tribune announcing two vacancies on the Board.

The meeting was adjourned at 5:15 with Dot's motion and Joann's second. The next meeting will be Wednesday, February 19, 1997 at 4:30.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
FEBRUARY 19, 1997**

The meeting was called to order at 4:35 p.m. in the Hudson Library by Chairperson, Betty Sisson .

**TRUSTEES PRESENT:** Betty Sisson, Carolyn Peters, Dot Sarchet, Joann Dunker were present. Town Representative Diana Maher was absent. Sally Harms attended as a guest as we are waiting approval by the Town Board on her trustee membership. Because of her work schedule, Gail Copeland arrived at 5:00.

**FINANCIAL REPORT:**

Checking - \$558.85                      Savings - \$11,803.13

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read following a motion to accept by Dot and second by Joann.
2. Dot made the motion to pay the bills. Joann seconded.

**LIBRARIAN'S REPORT:**

1. Carolyn attended the quarterly meeting on January 24.
2. Luella's last day will be April 30. May 4 is the date chosen to recognize Luella. Our Board will do something to show our appreciation for Luella's help to us.
3. Town of Hudson billed us for insurance.

**OLD BUSINESS:**

1. Terry's evaluation was due in January. The Board met at Betty's house for the evaluation meeting at 3:45 prior to this meeting.
2. It was agreed that the Board will meet as a group this summer to update the bylaws.
3. Gail will submit Sally Harms' letter of interest for Eileen McPeek's trustee position to the Town Board with a letter stating that the Board approves her.

**NEW BUSINESS:**

1. A letter has been received from Mrs. Ellen Korhous expressing interest in a Board position. Gail will contact her and invite her to the next meeting.
2. On April 16, the entire Board and both librarians will meet with Eileen McPeek, Elaine Hepner, and Sylvia Jackson at the Pot for dinner. Betty will look through library catalogs for an appropriate gift for each.
3. Carolyn announced that our library will be the site of the Weld County Library Board meeting in September.

The meeting was adjourned at 5:20 with Dot's motion and Joann's second. The next meeting will be Wednesday, March 19, 1997 at 4:30.

Minutes recorded by Joann Dunker but  
respectfully submitted by,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MARCH 19, 1997**

The meeting was called to order at 4:15 p.m. in the Hudson Library by Chairperson, Betty Sisson .

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

**FINANCIAL REPORT:**

Checking - \$747.06                      Savings - \$8,903.13

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved after the meeting time for the March 19 meeting was changed to read 4:00 instead of 4:30 as mistyped. Dot made the motion with a second by Joann.

2. Joann made the motion to pay the bills totaling \$1,566.21. Dot seconded.

**LIBRARIAN'S REPORT:**

1. The final payment on the Library will be made on March 25, 1997.

2. Videos will now be rented for one week instead of two days.

3. The Technology Grant that was applied for earlier was not accepted.

4. The nine year old PC quit. Micro Computer World will give an estimate on repairs and if they are below \$125, repairs will be made. Dot made the motion, Sally seconded.

**CORRESPONDENCE:**

1. A pamphlet on Trustee Training was received by each Trustee. Dot and Betty had attended such training before and recommended. More discussion on this will be at a later meeting.

2. The Hudson Town/Library Agreement was approved by the Weld County Library District.

**OLD BUSINESS:**

1. Judy reported that Sally Harms was approved by the Town of Hudson to replace Eileen McPeck as Trustee.

2. Officers for 1997-1998 were elected. Chairperson is Dot Sarchet, Secretary is Sally Harms and Treasurer is Joann Dunker.

3. Ellen Korthuis and Marjorie Johnson were interviewed as possible new Trustees. The Board will submit Ellen Korthuis' name to the Town to replace Elaine Hepner who resigned. Marjorie Johnson is unsure if she will be able to serve as a Trustee, but will inform the Board of her interest at a later date.

4. Following next month's meeting, the Board will meet at the Pod at 5:15 for a dinner honoring former trustees Eileen McPeck, Elaine Hepner and Sylvia Jackson. After a motion made by Dot and seconded, it was agreed that Terry Redden will make arrangements with Bev Judd to work for her on that evening. Betty will find suitable gifts. Sally moved that these gifts be paid for with Library funds, Dot seconded.

**NEW BUSINESS:**

1. Judy stated that the Town asked her to discuss with the Board about changing the time for the monthly meeting. It is difficult for a Town representative to be present at our meetings because they all work in the Denver area. It was explained that the reason the Library Board meets at 4 is because its members work in this area and attend the meetings on the way home from work.

The meeting was adjourned at 5:15.

Respectfully submitted,

Gail Copeland, Secretary

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
APRIL 23, 1997

The meeting was called to order at 4:22 p.m. in the Hudson Library by Chairperson, Dot Sarchet.

**TRUSTEES PRESENT:** Betty Sisson, Dot Sarchet, Sally Harms, Ellen Korthuis, Joann Dunker, Gail Copeland, Carolyn Peters and Town Representative Judy McGill.

**FINANCIAL REPORT:**

Checking - \$1279.83                      Savings - \$22,742.35

\$12,137.20 Weld County check included in savings account.

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read with a motion made by Joann and seconded by Betty.

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

**LIBRARIAN'S REPORT:**

1. National Library Week was observed and pencils were distributed to ninety patrons.

2. Carolyn attended the quarterly meeting at Platteville.

3. The High Plains Annual Meeting will be held at Fort Morgan on April 29.

4. Summer Reading Program Supplies have been ordered.

5. An electrician was called to repair lighting.

**CORRESPONDENCE:**

1. A letter was read from Marjorie Johnson declining a board position.

2. An invitation to Luella Kinnison's retirement party was received. Carolyn and Dot will attend.

**OLD BUSINESS:**

1. Linda Gingerich of Keenesburg has inquired about a board position. She will be contacted.

2. Ellen Korthuis has been approved by the Town Board for a board position.

**NEW BUSINESS:**

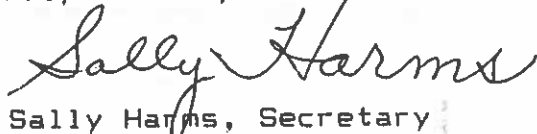
1. Upon motion made by Joann, and seconded by Gail a gift will be purchased for Luella Kinnison from Library funds. Cost should be from \$25.00 - \$30.00.

2. Bev Judd will receive a donation of \$4.75 per hour for working for Terry on April 23. She will work between 5:15 and 8:30 p.m.

3. Upon motion made by Betty and seconded by Gail it was decided to hire Terry's son to work one to two hours per week on the weeds around the library.

The meeting was adjourned at 5:20 p.m. Following the meeting the board and former board members Eileen McPeek, Elaine Hepner and Sylvia Jackson had dinner at the Pepper Pod.

Respectfully Submitted



Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 22, 1997**

The meeting was called to order by Chairperson, Dot Sarchet at 4:25 p.m. in the Hudson Library.

**TRUSTEES PRESENT:** Dot Sarchet, Sally Harms, Ellen Korthis, Joann Dunker, Gail Copeland, Carolyn Peters and Town Representative Judy McGill.

**FINANCIAL REPORT:**

Checking - \$ 917.34                      Savings - \$22,859.20  
\$ 1517.15 Revenue check included in savings account.

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read upon a motion made by Gail and seconded by Joann.

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

**LIBRARIAN'S REPORT:**

1. Carolyn attended a library meeting in Fort Morgan. It was discussed that librarians should buy for their collections giving some thought about how to share with other libraries and not duplicate collections.

2. The summer reading program theme is "97 Bazillion Ways to Read." The \$285 budget for summer reading was discussed. If the reading program is continued for six weeks the cost would be \$320. It was moved by Joann, seconded by Ellen and carried to ask Bev Judd to come in as reading aide for two hours per day for the six Mondays and six Saturdays of the summer reading program.

**CORRESPONDENCE:**

1. A letter was read from Eileen McPeck thanking the Library Board for the gift and the dinner at the Pod.

**OLD BUSINESS:**

1. Linda Gingerich of Keenesburg is currently not available to serve as a board member.

2. The retirement party for Louella Kinnison at Centennial Library was very nice. Carolyn's note was read during the program.

3. The computer didn't need fixing. It was unplugged.

**NEW BUSINESS:**

1. Ellen will attend the Trustees Training Meeting in Greeley in August.

2. A by-laws work day in July will be scheduled at the June meeting.

3. The summer reading program story time will be on Thursday mornings.

**ADJOURNED:**

The meeting was adjourned at 5.30 p.m. upon motion made by Sally, and seconded by Ellen.

Respectfully Submitted



Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 18, 1997**

The meeting was called to order by Chairperson, Dot Sarchet at 4:15 p.m. in the Hudson Library.

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

**FINANCIAL REPORT:**

Checking - \$ 108.78                      Savings - \$21,459.50  
Revenue check not included in savings account.

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were approved as read upon a motion made by Gail and seconded by Joann.
2. Upon motion made by Joann and seconded by Gail, the May bills were approved for payment.

**LIBRARIAN'S REPORT:**

1. Carolyn reported that the monthly revenue check was \$1517.15.
2. She attended a workshop on changes in the library system. A discussion on book selection including sources for purchasing books and how to choose books was led by Beth Hager.
3. The summer reading program has forty children registered. Carolyn allows children to sign up through the fifth week of the program. The children must read at least five books to qualify for a prize.
4. Bev Judd will work as requested.

**CORRESPONDENCE:**

1. A thank-you letter from Luella Kinnison was read by Carolyn Peters.

**OLD BUSINESS:**

1. Discussion continued regarding the recruiting of a board member from the Keenesburg area. We will continue to search.
2. A meeting to revise the library by-laws and policies will be held July 10 from 9:00 a.m. to 3:00 p.m. at the library.

**NEW BUSINESS:**

1. The purchase of a new circulation desk was discussed. The board decided to wait until it is determined whether a new grant will be written and what will be needed.
2. There was discussion about the location of the deed for the library. Judy McGill will check to see if it is at the Hudson Town Hall.

**ADJOURNED:**

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

Respectfully Submitted

Sally Harms, Secretary

LIBRARY BOARD MEETING

Aug 20, 1997

1. Librarian's Report:

- a. Circulation: July, 1030; YTD 4,486
- b. Number of Patrons: July, 511 YTD 1953
- c. Cards Issued: adult, new 11 Renew \_\_\_\_\_ YTD New 53 Renew \_\_\_\_\_  
juvenile: new 7 Renew \_\_\_\_\_ YTD New 36 Renew \_\_\_\_\_

d. Fines Collected: July, \$ 13.53 YTD \$ 87.80

e. Book Sales: July, \$ 5.50 YTD \$ 37.55

f. Copywork: July, \$ 4.00 YTD \$ 54.20 51.20

g. Revenue check \$ 4,551.45

h. 36 children finished SRP. Paid over 800 books

i. The District Board Mtg will meet here at 4:45  
Sept 15.

j. We are applying for a Telecommunication Service Discount.

k. Also a small Public Library Planning Grant

l. Terri finished typing policies, etc

Ch. Acct \$ 1046.66

Savings \$ 19553.46

Sept 17



BOOKS			
Weld Library	206.50		
District			
BTG-Book	25.90		
Guideposts-Book	22.42		
Total			254.82
UTILITIES			
Phone	97.88		
AT&T	5.04		
Gas	13.57		
United Power	27.89		
United Power	29.94		
U.S. West-	155.84		
Computer			
Total			330.16
INSURANCE			
Prop/Liability	34.10		
Bond			
Total			34.10
OPERATION/MAINT.			
W. Redden-weeds	25.00		
Box Rent	36.00		
Total			61.00
SUPPLIES			
Petty Cash	3.76		
Postage			
Retirement gift	24.32		
Total			28.08
MEETING EXPENSE			
Mileage-Kirkus	30.00		
workshop			
Trustee	15.00		
workshop			
Total			45.00
TOWN OF HUDSON			
Payroll			
C.Peters			
Net	696.13		
Fica	129.94		
Federal	61.14		
State	27.04	914.25	
T.Redden			
Net	442.17		
Fica	73.26		
Federal			
State		515.43	
B. Judd			
Net	43.86		
Fica	7.28		
Federal			
State		51.14	
Unempl. Ins	5.50		
Fee	10.00		
TOTAL PAYROLL			1,496.32

Billing for August 1997

TOTAL BILLS FOR	2,249.48
MONTH	

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 21, 1997

The meeting was called to order by Chairperson, Dot Sarchet at 4:40 p.m. in the Hudson Library.

**TRUSTEES PRESENT:** Dot Sarchet, Sally Harms, Ellen Korthuis, Joann Dunker, Gail Copeland and Carolyn Peters.

**FINANCIAL REPORT:**

Checking - \$ 1046.66                      Savings - \$19553.46

Revenue check of \$4551.45 not included in savings account.

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes were missing; lost in flood damage in Dot's basement.

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

**LIBRARIAN'S REPORT:**

1. Carolyn reported that the summer reading program involved 36 children. 800 books were read. There were 511 patrons in the library in July.

2. We will apply for a telecommunications discount grant. A small public library planning grant of \$500 is also available. Carolyn will apply for both grants. Nancy Knepel is available to help with the grant writing.

3. Carolyn hasn't looked over the policies and bylaws yet but they are typed.

**CORRESPONDENCE:**

**OLD BUSINESS:**

1. Discussion continued regarding the recruiting of a board member from the Keenesburg area. Joann has contacted Ginger Starks who is interested. Joann will contact her again.

2. Upon motion made by Gail and seconded by Sally, it was decided to ask Bev Judd to work as a substitute aide when needed.

**NEW BUSINESS:**

1. The grant proposals were discussed further. It was decided to apply and get help in writing them if needed.

2. There was discussion about posting the meeting notices. Notices are posted in the Town Hall as required in the by-laws.

3. The Weld Library board will meet at the Hudson Library on September 15. Board members will attend if possible.

4. A meeting to evaluate Carolyn will convene at Betty's house, 3:30 p.m., September 17. Evaluation forms will be mailed to board members prior to the meeting.

**ADJOURNED:**

The meeting was adjourned at 5:55 p.m. upon motion made Gail and seconded by Joann.

Respectfully Submitted

Sally Harms, Secretary

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 17, 1997

The meeting was called to order by Chairperson, Dot Sarchet at 4:45 p.m. in the Hudson Library.

**TRUSTEES PRESENT:** Betty Sisson Dot Sarchet, Sally Harms, Ellen Korthuis, Joann Dunker, Gail Copeland and Carolyn Peters.

**FINANCIAL REPORT:**

Checking - \$ 1498.48      Savings - \$21504.91

**ACTION TAKEN:** (All passed unanimously unless otherwise stated)

1. The minutes for the August 21, 1997 meeting should be corrected to show that Betty chaired the meeting in Dot's absence. The minutes were approved as amended upon motion made by Gail and seconded by Joann.

2. Upon motion made by Betty and seconded by Sally, the August bills totaling \$2220.88 were approved for payment.

**LIBRARIAN'S REPORT:**

1. The computers were discussed. The projected cost is \$7000. Linda Vincienes at Centennial Library can help with decision to add one or replace one.

2. Our projected revenue is \$34,813.

3. The copier needed a service call.

4. The planning grant application was mailed. Dot, Joann and Gail helped put it together.

5. The E-Rate Telecommunication program application was not completed. Carolyn did not have time to compile the information.

6. Carolyn would like to invite Linda to discuss the library's progress before we begin the budgeting process.

7. Terri has typed the policies. They are ready for discussion.

8. Carolyn would like to train Bev Judd on library procedures. She would work occasionally for Carolyn or Terri.

**CORRESPONDENCE:**

**OLD BUSINESS:**

1. Ginger Starks declined a board position. An article will be put into local newspapers advertising the need for a Keenesburg area board member.

**NEW BUSINESS:**

1. Upon motion made by Ellen and seconded by Betty it was agreed to work Bev Judd into some hours.

2. There were nice comments from the Weld Library Board members about the Hudson Library.

3. Upon motion made by Joann and seconded by Betty, Carolyn's salary was raised 5% (40¢ an hour) starting with her anniversary date of August 11.

**ADJOURNED:**

Upon motion made by Sally and seconded by Gail the meeting adjourned at 5:45 p.m.

Respectfully Submitted

*Sally Harms*  
Sally Harms, Secretary

LIBRARY BOARD MEETING

November 19, 1997

1. Librarian's Report:

- a. Circulation: Oct, 414; YTD 5,819
- b. Number of Patrons: Oct, 273 YTD 2,942
- c. Cards Issued: adult ; new 6 Renew \_\_\_\_\_ YTD New 72 Renew \_\_\_\_\_  
 juvenile: new 4 Renew \_\_\_\_\_ YTD New 47 Renew \_\_\_\_\_
- d. Fines Collected: Oct, <sup>Lost Book 20.00</sup> \$ 4.80 YTD \$ 159.99
- e. Book Sales: Oct, \$ .35 YTD \$ 104.85
- f. Copywork: Oct, \$ 6.85 YTD \$ 70.75

g. Planning Meeting

h. Finds in its call for appointment

i. Board Member

j. Parking Lot OK'd

k. Budget

l. Policies - Dec Mtg

m. Received notice that I had \$712<sup>00</sup> BW Credit

Dec 17 97  
Jan 21 98

Ch Act \$408,69

Gen. Act \$18370.30

Meeting Cancelled

LIBRARY BOARD MEETING

December 17, 1997

1. Librarian's Report:

- a. Circulation: Nov, 299; YTD 6,118
- b. Number of Patrons: Nov., 268 YTD 3,210
- c. Cards Issued: adult ; new 6 Renew \_\_\_\_\_ YTD New 78 Renew \_\_\_\_\_  
juvenile; new 3 Renew \_\_\_\_\_ YTD New 50 Renew \_\_\_\_\_
- d. Fines Collected: Nov, \$ 6.65 YTD \$ 166.55
- e. Book Sales: Nov, \$ 3.95 YTD \$ 108.80
- f. Copywork: Nov, \$ 4.60 YTD \$ 75.35

g. Parking Lot

h. Board & District Libraries