

LIBRARY BOARD MEETING

Jan 21, 1998

1. Librarian's Report:

- a. Circulation: Dec, 314, YTD 6,432
- b. Number of Patrons: Dec, 219 YTD 3,429
- c. Cards Issued: adult, new 3 Renew YTD New 81 Renew
 juvenile: new 1 Renew YTD New 51 Renew
- d. Fines Collected: Dec, \$ 2.85 YTD \$ 169.40
- e. Book Sales: Dec, \$ 2.00 YTD \$ 110.80
- f. Copywork: Dec, \$ 3.90 YTD \$ 9. 79.25

g. Budget and worksheet typed

h. Colorado Library Card

i. E-Rel. Program

j. Library Financing Plan

Videos

9/18/94

Ck Acct # 483.03

Ser. Acct # 14 070.20

BILLING FOR JANUARY 1998

BOOKS			
Weld Library	81.75		
District			
BTG	28.35		
Total			110.10
UTILITIES			
Phone	95.64		
AT&T	5.04		
Gas	93.08		
United Power	25.60		
United Power	32.29		
Phone-Comp	155.84		
Total			407.49
INSURANCE			
Prop/Liability	34.10		
Bond			
Total			34.10
OPERATION/MAINT.			
C.W. Holmes -			
Courier	51.00		
Total			51.00
SUPPLIES			
Petty Cash			
Postage	6.40		
Kwik-Kopy	6.94		
Total			13.34
MEETING EXPENSE			
Mileage-Lib Dis	14.00		
Mileage-Kirkus	14.00		
Total			28.00
Payroll			
C.Peters			
Net	696.08		
Fica	129.94		
Federal	61.14		
State	27.04		914.20
T.Redden			
Net	304.00		
Fica	50.36		
Federal			
State			354.36
Work Comp	35.39		
Unempl Ins	4.71		
Fee	10.00		
TOTAL PAYROLL			1,318.66
TOTAL BILLS FOR		1,962.69	
MONTH			

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

DATE: January 21, 1998 **TIME:** 4:25 p.m.

The meeting was called to order by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Carolyn Peters, Dot Sarchet, Betty Sisson, Town Representative Judy McGill and prospective board member Virginia Swift.

MINUTES: (Approved as distributed or amended.)

The minutes of the November 19, 1997 meeting should be corrected by deleting the last two sentences of #7 in the Librarian's report. The last sentence of #1 under New Business should also be deleted.

FINANCIAL REPORT: Checking: \$483.03

Savings: \$14,070.30

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

1. The minutes were approved as corrected upon motion made by Betty and seconded by Gail.
2. Upon motion made by Joann and seconded by Sally, the January bills were approved for payment.

LIBRARIAN'S REPORT:

1. The 1998 budget and worksheets are typed. .
2. Information has been received regarding the Colorado Library Card. The information is confusing and there is no statewide computer listing for borrowers. Carolyn has several questions about how the card would work. The consensus is to get more information before deciding to participate.
3. The E-Rate Program is available again. Carolyn has 75 days to write the proposal. She will ask for help on this project.
4. The \$500 check from High Plains has not been found. The check has not been reissued yet.
5. A letter was received from Weld Library District Director Steve Cottrell. He has requested that Weld Libraries survey patrons regarding the options of the library financing plan. He would also like a list of spending priorities from each library, contingent upon receipt of additional funds from the financing plan.
6. Carolyn reported that all videos including those owned by Hudson Public Library have to be made available to all libraries; they cannot be restricted to Hudson Library patrons.

OLD BUSINESS:

1. Because the December meeting was canceled, the library policies still must be reviewed. They will be the main agenda item at the February meeting.

NEW BUSINESS:

1. Terry's evaluation will be discussed at the next meeting, February 18 at 3:45 p.m. at Betty's house.
2. Upon motion made by Gail and seconded by Sally, Betty was reappointed to a five-year term on the board. Virginia Swift was invited to become a board member to complete the term expiring in two years (December 31, 1999.) Sally will write a letter to the Hudson Town Board asking them to appoint Betty and Virginia.
3. A calendar of action items is needed. Sally will work on this.
4. Dot and Sally will compose and mail a letter to Steve Cottrell regarding the board's choice of Option #1 in the Preliminary Overview of Resource Library Financing Plan and with our six spending priorities.

ADJOURNED:

1. Upon motion made by Gail and seconded by Joann, the meeting was adjourned at 5:50 p.m.

RESPECTFULLY SUBMITTED:


Sally Harms, Secretary

HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

DATE: February 18, 1998 **TIME:** 4:30 p.m.
The meeting called to order by Chairperson Dot Sarchet.

TRUSTEES PRESENT: Gail Copeland, Joann Dunker, Sally Harms, Carolyn Peters, Dot Sarchet, Betty Sisson, Virginia Swift, Town Representative Judy McGill

MINUTES: (Approved as distributed or amended.)

The minutes should be amended to show that motion to approve minutes was made by Joann. In paragraph #2 under new business, the trustees recommend that Betty be reappointed to a five-year term.

FINANCIAL REPORT: Checking: \$320.34 Savings: \$12,414.10

The amount in savings does not include \$1740.65 from revenue check.

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

1. Upon motion made by Ellen and seconded by Joann the minutes were approved as amended.
2. Upon motion made by Betty and seconded by Gail, the February bills were approved for payment.

LIBRARIAN'S REPORT:

1. A list of board members and their addresses should be sent to High Plains Library System.
2. Carolyn reported that she will receive \$1215 .00 from the equalization funds to use for the purchase of non-fiction and reference books. She will use the money for encyclopedias.
3. Carolyn has received the replacement check for the planning grant. When she receives a copy of the planning grant Hudson Public Library submitted, we will begin to implement the plan.

OLD BUSINESS:

1. Sally read the letter that was mailed to Steve Cottrell regarding the board's priorities and suggested option for the library refinancing.
2. Hudson Library needs a technology plan. Carolyn will discuss suggested plans with Nancy Kneppel at a training meeting in April. The plan will be on an upcoming board meeting agenda
3. Ellen agreed with putting the videos she and her husband have donated into general circulation.

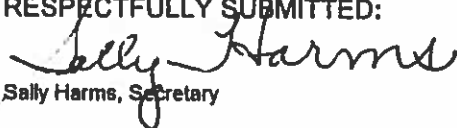
NEW BUSINESS:

1. Carolyn will request information in the form of a letter from the regional library district explaining the status of the Hudson Public Library building and board as it relates to the library district and the town of Hudson..
2. New officers were elected for the year. Chairperson is Betty and secretary is Gail. Joann will continue as Treasurer. Motion was made by Gail and seconded by Ellen.
3. By-laws and policies were discussed. Judy explained that the library personnel policies should follow those of the town of Hudson. Further discussion and approval of the by-laws and policies was delayed until the relationship with the town can be clarified.
4. Upon motion made by Joann and seconded by Ellen, Terry was given a 5% raise which equals \$.35 per hour and raises her salary from \$6.30 to \$6.65 per hour. The raise is effective January 1, 1998.

ADJOURNED:

1. The meeting adjourned at 5:45 p.m.

RESPECTFULLY SUBMITTED:


Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MARCH 18, 1998**

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

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

FINANCIAL REPORT:

Checking - \$1113.12

Savings - \$11,954.75

ACTION TAKEN: (All passed unanimously unless otherwise stated)

1. The minutes were amended to show that Ellen Korthuis was present at the February 18 meeting. Dot made the motion to approve with a second by Joann.

2. Ellen made the motion to pay the bills. Joann seconded.

LIBRARIAN'S REPORT:

1. Our new books are circulating throughout the system before they come to our shelves. Carolyn will bring this up at the librarian's meeting.

2. The computers will be down on April 27 and part of April 28. Dot moved that the library be closed on April 27. Sally seconded.

3. Storytime began on Thursday, March 5 with 6 children and 3 Moms in attendance. It will be held every Thursday.

4. National Library Week is April 19 - 25. Carolyn has placed the order for materials.

5. Carolyn showed the "Book Page" newspaper which gives reviews on new books for every age. She can get free copies for three months. Dot moved that Carolyn make arrangements to order 50 free copies for the three months. Ellen seconded.

6. Work on the Small Public Library Grant should be started. Trustees will tour area libraries (possibly Eaton, Johnstown, Platteville and Carbon Valley) to get ideas for a new circulation desk. Possible dates for this are April 23 and 30. Carolyn asked all Board members to submit at the April meeting, questions for a patron survey. Possible questions would be on computers, books and hours.

7. Carolyn and Terry attended the Librarian Appreciation Breakfast held by the District at the Golden Corral in Greeley before attending the book selection meeting.

8. Some lights need fixing, the copier needs a service call and repair for the water damage is continuing.

9. There are still seven phone lines available for use in the library.

OLD BUSINESS:

1. Judy agreed to get the title to the library to Carolyn. Betty agreed to put it in the safe deposit box at Citizens State Bank.

2. Because of the late hour, personnel and bylaw approval was put on hold until the April 15 meeting.

The meeting was adjourned at 5:45.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
APRIL 15, 1998**

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

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

FINANCIAL REPORT:

Checking - \$1547.63 (includes \$500 grant) Savings - \$18,558.60

ACTION TAKEN: (All passed unanimously unless otherwise stated)

1. The minutes were approved as read. Dot made the motion with a second by Ellen.
2. Joann made the motion to pay the bills totaling \$659.12 plus unreceived payroll, phone and AT&T bills. Dot seconded.

LIBRARIAN'S REPORT:

1. Storytime is going very well! Ten children were present for last week's session.
2. National Library Week is April 20-26; a "treasure chest" for anyone who comes into the Library will be available.
3. After a call to Nancy in Greeley, the completion date for our Planning Grant has been moved to September. Carolyn has some health problems and the extension will allow her to complete the necessary survey as well as take care of her health.
4. Terry and Bev will cover if Carolyn needs to be absent. Both have permission to call Carolyn long distance at the hospital if necessary and Terry has permission to arrange to have someone else work on the evening of April 22 while she attends her daughter's installation into the Weld Central National Honor Society. Dot made the motion; Ellen seconded.

OLD BUSINESS:

1. Because of conflicts, Board members will not tour local libraries on April 23. They will meet at the Library at 4:15 on April 30 and will begin the tours of the Platteville, Eaton, Carbon Valley and Johnstown Libraries. Sally will bring her Polaroid to take pictures of their circulation desks. Another date will be set if time runs out before completion of the tours.
2. After much discussion it was decided that the Planning Grant survey will be given to patrons when they come into the Library as well as be handed out by Joann in Keenesburg Elementary and Sally in Hudson Elementary and orally completed by Virginia at Lunch Bunch. Judy will take some for the Town of Hudson, Sally will check with Lochbuie Town Hall and Joann will try to get some to the Keenesburg Town Hall. Questions were suggested; Gail will "create" a survey, get approval from each Board member and Carolyn and then type a completed survey.
3. The "Book Page" newspaper has arrived and seems to be appreciated by patrons.
4. The By-laws and Policies and Procedures will receive "top priority" at the June meeting. Review and acceptance was stopped at "Personnel Policies".
4. Judy brought the Title to our building and gave it to Betty. Betty will put it in the Safe Deposit box at Citizens State Bank in Keenesburg.
5. Virginia Swift is continuing to write a Library column for the local newspaper.

NEW BUSINESS:

none

The meeting was adjourned at 5:25. The May meeting will be held on May 20.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MAY 20, 1998**

The meeting was called to order at 4:25 p.m. in the Hudson Library by Sally Harms.

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

FINANCIAL REPORT:

Checking - \$1,281.59 (\$500 from Grant)

Savings - \$30,483.80

ACTION TAKEN: (Because of a lack of quorum, no voting could take place)

1. The minutes were presented. No changes were suggested.. Approval will be voted on at the next meeting.
2. Those present agreed that the bills needed to be paid. Sally will contact absent board members to get a quorum so that the bills can be paid.

LIBRARIAN'S REPORT:

1. Terri attended the book selection meeting. The next meeting will involve training on monitors on how to order books with the computers.
2. Margie Witmer will come to Hudson to help Carolyn and Terri with technology.
3. The summer reading program will be June 16 through July 18--five weeks, six days a week. It is called Book Feast.
4. Storytime is still going well with 9 to 10 children each week.
5. Terry promoted the summer reading program at Keenesburg Elementary.

OLD BUSINESS:

1. Since school is out and Lunch Bunch is over, it was suggested that the Grant survey be given at the Hudson Harvest Festival (members could "interview" people while they wait for their breakfast and the parade) and the South East Weld County Fair. More discussion at June meeting.
2. Carolyn wanted board input on the survey to be used in the Library. Some suggestions were made and changes will be made. Gail will get a "final" survey to Carolyn for use by Library patrons.
3. Some discussion was held on the circulation desk tour. More discussion will be held when there is a quorum.
4. Terri explained the time frame for the bond issue. June 10 is the probably date for setting up the committee . They are asking for donations from patrons, sign posting, at least three people from the community to run the campaign and a list of our plans to improve our library when the bond issue passes. Ruth Gartrell is the district contact person. Sally will work on it. It was suggested that former board members be contacted.

NEW BUSINESS:

1. George Kennedy has spent several weekends removing the Yucca and weeds from the front area of the Library. He would like to put in sod which he estimates would cost \$400--\$166 for him, \$234 for the Library. He would need volunteer help to get the soil ready and the sod laid. He will wait for a quorum for a decision.

CORRESPONDENCE:

Thank you notes from Carolyn Peters and Joann Dunker were read.

The meeting was adjourned at 5:30.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JUNE 17, 1998**

The meeting was called to order at 4:20 p.m. in the Hudson Library by Chairperson, Betty Sisson .

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

FINANCIAL REPORT:

Checking - \$1,195.73

Savings - \$30,224.45

ACTION TAKEN: (All passed unanimously unless otherwise stated)

1. The minutes were approved as read after a motion by Virginia and second by Ellen.
2. Sally made the motion to pay the bills totaling \$1,440.19. Joann seconded.

LIBRARIAN'S REPORT:

1. Summer reading program has started and is going well.
2. Carolyn will not subscribe to "Book Page" for the patrons as she does not think there is enough interest. She will receive one copy for the library.
3. At the book selection meeting on the June 12, the campaign was discussed. Leisure Land is donating tickets for summer reading programs.
4. The K56 phone line was installed on Monday, June 15.
5. Carolyn asked for input from Board members about having the survey for both the library and for the public to be printed by a local printer. Discussion followed later.
6. Carolyn asked if it would be possible for her and the other board members who missed the library tours to go. Ellen, Joann and Carolyn will tour libraries on June 19, if Bev Judd can work that day.

OLD BUSINESS:

1. Sally volunteered to work on the brochures to be passed out at Hudson Harvest Festival and at the Southeast Weld County Fair. She will check with a local printer on costs to get them professionally printed. Ellen made the motion that Sally be given the authority to prepare a survey and brochure and contract to have them printed by a local printer. Virginia seconded. All approved.

2. Sally reported on the Library Bond Election meeting held in Greeley on June 10. Eileen McPeck attended the meeting with her. Right now, 69% of voters approve the bond. "Citizens for Our Library" is the committee which is trying to get workers from each library area. They are asking each board to get donations of \$250 to get started on publicity. Sally is enthusiastic about this and stated that she is willing to work on the committee and would like to have others help. Several former board members were suggested as possible contact persons for her.

3. Time was spent discussing the By-laws and Policies and Procedures from the point of interruption earlier this year. The By-laws and Policies and Procedures were evaluated, some minor changes were made, and they were given a final reading. The motion to accept the By-laws and Policies and Procedures as reread was made by Gail. Ellen seconded and all approved.

NEW BUSINESS:

1. The Board will meet at Betty Sisson's home on Wednesday, July 15, 1998 at 3:00 to complete the annual evaluation of Carolyn.

The meeting was adjourned at 7:40. The July meeting will be held on July 15, following the employee evaluation meeting.

Respectfully submitted,
Gail Copeland, Secretary
with a special thank you to Virginia Swift for taking the minutes.

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JULY 15, 1998**

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

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

FINANCIAL REPORT:

Checking - \$1,345.86

Savings - \$28,224.45

ACTION TAKEN:

1. The minutes were presented. "Carolyn will contact George about sod in front of the library and contact everyone about the decision." was added as number four in Old Business. With that change, the minutes were approved with a motion by Virginia Swift and seconded by Ellen Korthius.

2. The bills in the amount of \$417.32 were presented by Carolyn. Joann moved that they be paid. Virginia seconded the motion.

LIBRARIAN'S REPORT:

1. Carolyn reported that her preference for the circulation desk would be one like at the Carbon Valley Library. She would like it to be in roughly the same area as the one now and prefers nothing be built in.

2. The Summer Reading Program is almost at an end--Friday--so far 40 children have read five books. Virginia talked with Larry at Quik Stop regarding giving a coupon for a free Swirl Ice Cream cone to those who completed five books.

3. George was happy with the buffalo grass suggestion and volunteered to water it. Sally had contacted Todd Valley Farms and received a quote of \$190 plus \$75 UPS shipping charge for the amount of grass we would need.

4. Survey forms are on the desk and several have been completed by patrons. Sally presented a tentative copy for the Hudson Harvest Festival. Virginia moved to accept "Sally's version" and have Sally contact a printer to get them completed. Ellen seconded. It was agreed that thirty cents a mile would be paid for the drivers of the library tours.

OLD BUSINESS:

1. Sally will attend the second bond election meeting which will be held Thursday, July 16. No one else was able to attend.

2. Terry gave each member their final copy of their bylaws.

3. The board met in special session prior to the meeting in order to complete Carolyn's evaluation. She will receive a five per cent raise.

NEW BUSINESS:

1. none

CORRESPONDENCE:

none

The meeting was adjourned at 5:25 with a motion by Virginia and second by Ellen.

Respectfully submitted,

Gail Copeland, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
AUGUST 19, 1998**

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

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

FINANCIAL REPORT:

Checking - \$599.34

Savings - \$30,418.86

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 \$310.58 were presented by Carolyn with the addition of a phone bill for \$97.80, Petty Cash of \$10.23, Postage of \$12.80 and Miscellaneous Supplies of \$58.91. Payroll amounts were not available from the town. Dot Sarchet moved that the bills be paid. Virginia Swift seconded the motion.

LIBRARIAN'S REPORT:

1. Carolyn will order encyclopedias and other reference books.

2. We need a final report on the Planning Grant. Virginia Swift volunteered to write it. After the survey forms are tallied at a special afternoon meeting, we will begin long range planning. Carolyn will try to get an extension for the September 1 deadline. Board members will meet at the omelet breakfast on Saturday, August 22 to pass out the survey form. Those in the library are still being offered to patrons to complete.

3. George has promised to get the buffalo grass going but said that September is the best month to plant it. A big THANK YOU to weed pulling Virginia! Each time she's stopped at the library she has made a dent in the weed population.

OLD BUSINESS:

1. Ellen Korthuis has volunteered to paint the book drop. She will contact Farm and Home Lumber and bring samples of colors of metal paint available to the next Board meeting.

NEW BUSINESS:

1. The motion was made by Virginia Swift to increase mileage paid to the Librarians when they travel from 20 cents now paid to 30 cents per mile. Ellen Korthuis seconded.

2. Terry Redden announced that it is necessary for her to resign her position as Assistant Librarian effective one month from today. She will provide the Board with a letter of resignation. The Board agreed to work with her on her final date if need be. Betty Sisson will contact Bev Judd about taking the position of Assistant Librarian.

CORRESPONDENCE:

none

The meeting was adjourned at 5:12.

Respectfully submitted,

Gail Copeland, Secretary

LIBRARY BOARD MEETING

October 21, 19

1. Librarian's Report:

- a. Circulation: Sept. 519; YTD 5,048
- b. Number of Patrons: Sept. 322 YTD 3,411
- c. Cards Issued: adult ; new 6 Renew _____ YTD New 64 Renew _____
juvenile: new 5 Renew _____ YTD New 24 Renew _____
- d. Fines Collected: Sept. \$ 30.00 YTD \$ 140.95
- e. Book Sales: Sept. \$ 17.10 YTD \$ 123.32
- f. Copywork: Sept. \$ 2.20 YTD \$ 46.50

g. Long Range Plan

h. Smaller Budget

i. Larger Budget

Ch. Acct. \$ 1150.11

Gen. Acct. \$ 30,892.92

BILLING FOF OCTOBER 1998

BOOKS			
Weld Library	367.83		
District			
TOTAL		367.83	
UTILITIES			
Phone	98.04		
AT&T	10.49		
Gas	12.29		
United Power	20.63		
United Power	27.82		
Phone-comp	155.84		
TOTAL		325.11	
INSURANCE			
Prop/Liability	34.80		
Bond			
TOTAL		34.80	
OPERATION/MAINT.			
Painting	350.00		
TOTAL		350.00	
SUPPLIES			
Petty Cash			
Postage	12.80		
TOTAL		12.80	
MEETING EXPENSE			
Mileage	42.00		
TOTAL		42.00	
TOWN OF HUDSON			
Payroll			
C.Peters			
Net	765.76		
Fica	144.52		
Federal	74.83		
State	31.81	1,016.92	
T.Redden			
Net	330.10		
Fica	54.68		
Federal			
State		384.78	
B.Judd			
Net	103.44		
Fica	17.14		
Federal			
State		120.58	
Unempl. Ins	4.25		
Fee	10.00		
TOTAL PAYROLL			1,536.53
TOTAL BILLS FOR		2,669.07	
MONTH			

LIBRARY BOARD MEETING

Nov, 1998

1. Librarian's Report:

- a. Circulation: 682, _____; YTD 6412
- b. Number of Patrons: 439, _____ YTD 3850
- c. Cards Issued: adult ; new 14 Renew _____ YTD New 78 Renew _____
 juvenile: new 9 Renew _____ YTD New 33 Renew _____
- d. Fines Collected: _____, \$ _____ YTD \$ _____
- e. Book Sales: _____, \$ _____ YTD \$ _____
- f. Copywork: _____, \$ _____ YTD \$ _____

- 1. election
- 2. Childrens Book week
- 3. Approp. budget

Bill for in library surveys (yellow)?

ok Acc: \$1,181.04
 iv. " \$28,192.92

November Bills 1998

BOOKS			
Weld Library	365.20		
District			
BTG	51.41		
TOTAL		416.61	
UTILITIES			
Phone	99.93		
AT&T	10.47		
Gas			
United Power	24.80		
United Power	19.06		
Phone-comp	155.84		
TOTAL		310.10	
INSURANCE			
Prop/Liability			
Bond			
TOTAL		0.00	
OPERATION/MAINT.			
A&H Heating	872.29		
Ries Electric	164.17		
TOTAL		1,036.46	
SUPPLIES			
Petty Cash	3.71		
Postage	6.40		
Upstart bkwk	42.08		
Bk Wk Prize	3.61		
TOTAL		55.80	
MEETING EXPENSE			
Mileage	21.00		
TOTAL		21.00	
TOWN OF HUDSON			
Payroll			
C.Peters			
Net	759.33		
Fica	143.18		
Federal	73.49		
State	31.38	1,007.38	
T.Redden			
Net	356.19		
Fica	59.04		
Federal			
State		415.23	
B.Judd			
Net	87.99		
Fica	14.58		
Federal			
State		102.57	
Unempl. Ins	4.25		
Fee	10.00		
TOTAL PAYROLL		1,539.43	
TOTAL BILLS FOR		3,379.40	
MONTH			

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
NOVEMBER 18, 1998**

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

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

FINANCIAL REPORT:

Checking - \$1181.04

Savings - \$28,192.92

ACTION TAKEN:

1. The minutes were presented and approved with a motion by Virginia Swift and second by Joann Dunker.
2. The bills in the amount of \$3,215.57 were presented by Terry. Ellen moved that the bills be paid. Virginia Swift seconded the motion.

LIBRARIAN'S REPORT:

1. Terry and Bev will attend the Library Conference this Saturday if Carolyn is able to work. If she is not, they will cancel out and try to go next year.
2. The Library District is planning on another bond election for next year.
3. Children's Book Week is going well. Children are being asked to guess the number of gummy worms in a jar and a special storytime will be held on Thursday.
3. The budget was presented and approved after a motion by Virginia, second by Joann and unanimous vote.

OLD BUSINESS:

1. Copies were made of Virginia's Grant Report. Total cost was \$108. That leaves \$167 to still be spent on the Grant. Sally will submit her bill for the copy costs of the in-house library survey.
2. Weeds are again appearing in the front area. Terry will spray them on Saturday.
3. The book drop is painted and is beautiful! Thank you Ellen!!! A book drop plate is not available from the library district so Ellen was authorized to purchase lettering.
4. Betty brought two copies of our agreement with George on who does what. Joann and Ellen each took a copy will study them and report at the next meeting.

NEW BUSINESS:

1. Betty purchased a get well card and gift certificate for George and a get well card for Carolyn.
2. Terry's evaluation is due in December. The Board will meet at Betty's house prior to the regular meeting. Evaluation forms were given each Board member for review before the meeting.
3. Because of moving, Betty will be resigning her Board position in February. Virginia will prepare a notice of vacancy to be published in the newspaper. Gail's term on the Board expires at the end of this year. She will issue a letter as to her intentions.

The meeting was adjourned at 5:10.

Respectfully submitted,

Gail Copeland, Secretary