

Library

Hudson Public Library

Agenda, January 15, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from December 18, 2013 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – February 19, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
December 18, 2013**

CALL TO ORDER: Chairperson Ellen Korthuis at 8:00 PM

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Judy McGill, Town of Hudson representative. Absent was Jo Bowen and Library Director Terri Redden.

MINUTES:

FINANCIAL REPORT: Money Market: CD: Checking: Maintenance and Repair Fund:

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) Patrons: Computer Uses: H K L Cards issued: adults juvenile Cards renewed online: 28 Fines collected: Book sales: Copies: Fax: Coffee: Discs Polished:

OLD BUSINESS:

NEW BUSINESS: There was discussion about 2014 salaries. Upon motion made by Ellen, seconded by Joann and carried, Bev Judd, Marcie Weeks, Elaine McIrvn and Terri Redden will receive 5% raises. Tami Crossen will receive a 10% raise.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: There will be a meeting regarding HPLD with the County Commissioners, January 13, 2014.

ADJOURNMENT: Upon motion made by Carol, seconded by Sally and carried, the meeting adjourned at 8:35 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, February 19, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from January 15, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – March 19, 2014 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
January 15, 2014**

CALL TO ORDER: by Chairperson Ellen Korthuis at 5:00 PM

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Jo Bowen was absent.

MINUTES: The minutes of the November 20, 2013 minutes were corrected to state the IGA must be signed by January 31, 2014 and the Event Planner position will be a staff person but not have an office in the Library. Upon motion made by Cathy, seconded by Ellen and carried, the minutes of November 20, 2013 and December 18, 2013 were approved as corrected.

**FINANCIAL REPORT: Money Market: \$1,772,410.66 CD: \$1,109,187.60
Checking: \$22,555.70 Maintenance and Repair Fund: 0**

Terri reviewed the bills for December, 2013 and January, 2014. Upon motion made by Cathy, seconded by Carol and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,278 (interlibrary loans) 1,407 Patrons: 1,569 Computer Uses: H 518 K 40 L 60 Cards issued: adults 11 juvenile 27 Cards renewed online: 14 Fines collected: \$29.75 Book sales: \$357.60 Copies: \$72.35 Fax: \$37.00 Coffee: \$46.55

- a) Kevin Gibbs attended the meeting to discuss various building methods and to answer questions about budgeting and procedure. He explained that approximately 75% of the budget will be hard costs; 25% will be fees.

Upon motion made by Ellen, seconded by Joann and carried, it was agreed that the Construction Manager/General Contractor (CM/GC) methodology is what we will use in building the library.

- b) Upon motion made by Carol, seconded by Cathy and carried, it was agreed to hire Kevin Gibbs as our Owner's Representative for the library project.
- c) Upon motion made by Leonard, seconded by Carol and carried, the board set a \$3.66 million budget for the new library.
- d) The board selected six posters from those submitted by school children. They will be used in the Hudson Centennial Calendar.

OLD BUSINESS:

- a) The consensus of the Board is to sign the ILS Statement of Intent and return it to HPLD.

NEW BUSINESS:

- a) Upon motion made by Cathy, seconded by Ellen and carried, it was agreed to purchase a \$50.00 gift certificate from the Pepper Pod and present it to Ron Redden as a thank you for the work he did on the library heating system.

CORRESPONDENCE / PATRON COMMENTS: Reviewed correspondence from school students.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Carol, seconded by Sally and carried the meeting adjourned at 7:00 PM.

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, March 19, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from February 19, 2014 meeting**
28th
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – April 16, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
March 10, 2014**

CALL TO ORDER: 3:30 PM by Chairperson Ellen Korthuis

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Terri Redden, Library Director.

MINUTES:

FINANCIAL REPORT: Money Market: CD: Checking: Maintenance and Repair Fund:

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) Patrons: Computer Uses: H K L Cards issued: adults juvenile Cards renewed online: 28 Fines collected: Book sales: Copies: Fax: Coffee: Discs Polished:

OLD BUSINESS:

NEW BUSINESS:

- a) Upon motion made Leonard, seconded by Ellen and carried, it was agreed to offer a pre-construction contract to Fransen Pittman General Contractors, based on their proposal, contingent upon approval of the Hudson Town Attorney.
- b) Form will be signed by the Board President Ellen with Town Attorney approving the form.
- c) Joe Racine, Hudson Town Administrator, suggests posting a sign at the building site to publicize the building project.
- d) The total contract with Barker Rinker Seacat Architecture is \$223,650.00. Upon motion made by Leonard, seconded by Carol and carried, it was agreed to approve the Barker Rinker Seacat Architecture contract.
- e) There will be a reception for outgoing mayor Neil Pontius and outgoing council members Barbara Baker and Isidro Guardado following the Town Trustee meeting ~~Tuesday~~, April 2 . Reception will be at El Faro at 7:30 PM. *Wed*

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: The meeting was adjourned at 3:45 Pm by Chairperson Ellen Korthuis.

Respectively submitted: Sally Harms, Secretar

Library

Hudson Public Library

Agenda, April 16, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from March 19, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – May 21, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: April 16, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Joe Racine, Hudson Town Administrator and Cory Hoffmann, Town Attorney also attended the meeting.

MINUTES: Upon motion made by Carol, seconded by Leonard and carried, the minutes from the March 19 and April 2 meetings were approved as read.

FINANCIAL REPORT: Hudson Money Market: \$107,246.98 Hudson CD: \$908,905.92 Hudson Checking: \$18,165.87 Fort Lupton Maintenance and Repair Fund: \$1,851,447.20 Fort Lupton Building Acct: \$157,736.26

Terri reviewed the bills. The CDs were transferred by Joann from ~~the Valley Bank of Hudson~~ ^{co Bank} to the Bank of Colorado in Fort Lupton. Upon motion made by Cathy, seconded by Joann and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2821 (interlibrary loans) 1611 Patrons: 1,882 Computer Uses: H 618 K 35 L 91 Cards issued: adults 16 juvenile 22 Cards renewed online: 46 Fines collected: \$18.10 Book sales: \$39.11 Copies: \$56.70 Fax: \$51.70 Coffee: \$39.55

- Also transferred Hudson CD's + Valley*
- a) Town Administrator Joe Racine and Town Attorney Cory Hoffmann explained the Ground Lease for the new Hudson Public Library. The options available include purchase of the land or signing a long-term ground lease. There was discussion and upon motion made by Leonard, seconded by Joann and carried, it was agreed to with the long-term ground lease with the understanding that there will be corrections in the wording.
 - b) Terri explained that an informal meeting will be held at the Library every Tuesday afternoon at 3:00 PM with Kevin Gibbs to discuss the most recent developments in the building process. It is suggested that as many trustees as possible attend these meetings.
 - c) It was agreed that the salary for the page can be set at the May meeting. —
 - d) There will be a Temporary Restraining Order hearing brought by the High Plains Library District at 9:30 AM at the Weld County

Library

Hudson Public Library

Agenda, April 16, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from March 19, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – May 21, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
March 19, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson.

MINUTES: The March 10 minutes were corrected in New Business, (e) to read Wednesday, April 2. Upon motion made by Carol, seconded by Jo and carried, the February 28 minutes were approved. Upon motion made by Joann, seconded by Jo and carried, the March 10 minutes were approved as corrected.

FINANCIAL REPORT: Money Market: \$1,777,293.32 **CD:** \$1,110,236.38
Checking: \$14,820.51

The bills were reviewed. Upon motion made by Cathy, seconded by Joann and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,171 **(interlibrary loans)** 1,538 **Patrons:** 1,633 **Computer Uses:** H 530 K 22 L 55 **Cards issued:** adults 16 **juvenile** 22 **Cards renewed online:** 42 **Fines collected:** \$97.29 **Book sales:** \$15.80
Copies: \$46.05 **Fax:** \$44.00 **Coffee:** \$40.50

- (a) Bev Judd will retire in June after almost 20 years. Discuss replacement. For now staff will fill in. Terri will advertise at the High School for summer help. There will be a party when she retires.
- (b) Owners' Rep Kevin Gibbs' contract was reviewed. Upon motion made by Ellen, seconded by Joann and carried it was agreed to sign the contract.
- (c) A new bank account at the Bank of Colorado in Fort Lupton has been opened to pay building expenses. Additionally, available funds have been wire-transferred from Valley Bank of Hudson to the Bank of Colorado in Fort Lupton.
- (d) There was discussion about the Ground Lease document.
- (e) There was discussion of questions concerning leasing space to the Town in the new library building. Those discussions will continue in the future. Upon motion made by Leonard, seconded by Jo and carried, it was agreed to proceed with the plans leaving the proposed town area vacant finishing only with ceilings, floors, walls, paint and carpet.

OLD BUSINESS:

- (a) The IGA with High Plains Library District has been signed and is on file.
- (b) It has been suggested that the Library Trustees meet with the new Hudson Town Board and HPLD Trustee Lucile Arnusch as soon as possible after the new Town Board is installed.

NEW BUSINESS:

- (a) The Preliminary Project Description needs to be corrected to read that the owner is Hudson Public Library and add Leonard Roskop's name to the list of Trustees. Terri will talk with Zach Bisek at Barker Rinker Seacat about these changes.

CORRESPONDENCE / PATRON COMMENTS: Terri circulated a letter from a family that is moving from the area thanking the staff for the wonderful service they enjoyed as patrons of the library.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Sally, seconded by Ellen and carried the meeting was adjourned at 6:20 PM.

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: April 2, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Library Director Terri Redden. Carol Bryant and Judy McGill were absent.

MINUTES:

FINANCIAL REPORT: Money Market: CD: Checking: Maintenance and Repair Fund:

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) Patrons: Computer Uses: H K L Cards issued: adults juvenile Cards renewed online: 28 Fines collected: Book sales: Copies: Fax: Coffee: Discs Polished:

OLD BUSINESS:

NEW BUSINESS: The consensus of the members is that we do not want to offer the young adult area in the new library building to the town of Hudson. Upon motion made by Sally, seconded by Leonard and carried it was agreed to not offer the YA area to the Town of Hudson. Ellen will speak with Town Manager Joe Racine. The architects will be asked to plan a basic finish for the YA area. A family bathroom may be proposed.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Joann, seconded by Jo and carried the meeting was adjourned at 6:30 PM.

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, June 18, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from May 21, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 21, 2014**

CALL TO ORDER: 5:10 PM by Chairperson Ellen Korthuis.

TRUSTEES PRESENT: Kathy Bollers, Jo Bowen, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson. Carol Bryant was absent.

MINUTES: The minutes for April 16 were corrected to read: the CDs at the Bank of Colorado in Fort Lupton that were due, were transferred into a new account at the Bank of Colorado In Fort Lupton. Upon motion made by Leonard, seconded by Ellen and carried, the minutes were approved as corrected.

FINANCIAL REPORT: Money Market Fort Lupton: \$1,877,134.12 **Money Market Valley:** \$88,200.24 **CD:** \$876,116.98 **Checking:** \$45,213.70 **Building Acct:** \$103,827.96. The bills were reviewed and upon motion made by Leonard, seconded by Joann and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2172 (interlibrary loans) 1594 **Patrons:** 1673 **Computer Uses:** H 587 K 57 L 98 **Cards issued:** adults 10 juvenile 4 **Cards renewed online:** 16 **Fines collected:** \$50.80 **Book sales:** \$11.00 **Copies:** \$78.90 **Fax:** \$26.50 **Coffee:** \$66.70

- a) Barbara Harrison, the Hudson Library Scholarship winner attended the meeting, was introduced and spoke about her goals for college.
- b) Hudson will hold its Harvest Festival on September 13. The tentative time for the Library Groundbreaking will be 2:00 PM. There will be a program involving the children.
- c) Ron Allen who has the MA Rock Quarry near Loveland has offered the Library free decorative rocks for our landscaping. The Trustees are invited to visit the quarry to pick out the rocks.
- d) Summer Reading Story-time needs volunteers to read on Fridays through the summer. There will be a sign-up calendar.
- e) The Cost-Sharing Agreement with the town was discussed. Clear language will need to be added regarding shared expenses incurred in 2014; retention pond; sidewalk from school to Library; street lights and other questions. The agreement will be rewritten before the final vote.

the town works mgr

has offered to take us to LULD to choose Rocks

- f) Eaton Library has circulated possible mediation points related to the High Plains Library District/Member Libraries dispute. They asked for additional suggestions.

OLD BUSINESS:

- a) The Ground Lease was ~~approved~~ ^{discussed}. (I have no note of a motion here)
- b) Bev Judd will work through June. A retirement party will be planned for July. Upon motion made by Joann, seconded by Ellen and carried, it was agreed to purchase a \$200.00 gift certificate at Kohl's to present to Bev.
- c) Discussed the Summer Page. Terri has received several applications. She will hire Jayna Rodriguez. Upon motion made by Leonard, seconded by Sally and carried, it was agreed to pay the Page \$8.00 per hour.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

- a) Thank you gifts for Mike Crossen and Stan Roskop for their help with building questions.

ADJOURNMENT: Upon motion made by Jo, seconded by Joann and carried, the meeting was adjourned at 6:25 PM.

Respectively submitted: Sally Harms, Secretary

Library

3 weather days - then 1400⁰⁰

Hudson Public Library

Agenda, July 16, 2014 at 5:00 pm

Town board - finalized

per day addition to GMP Bid

1. **Call to order**
2. **Approve Minutes from June 18, 2014 meeting**
3. **Approve payment of bills**
4. **Librarian's Report**
5. **Old Business**
6. **New Business**
7. **Correspondence and Patron Comments**
8. **Adjourn**

8/6 Town board mtg
Site plan review

8/20 our board approves

Send 2 copies construction agreement to
~~FP~~ FP

Next Meeting - August 20, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 18, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Library Director Terri Redden. Judy McGill was absent.

MINUTES: The minutes for the May 21, 2014 meeting should be corrected in Librarian's report, Line C to show that Ron Allen is Hudson Town Works Manager and will take the group to pick out the decorative rocks. In Old Business correct the Ground Lease wording to state that the Ground Lease was discussed. Upon motion made by Joann, seconded by Carol and carried the minutes were approved as corrected.

FINANCIAL REPORT: Money Market Valley: \$90,175.62 Money Market Bank of Colorado: \$2,574,002.95 CD: \$876,196.03 Checking: \$45,216.68 Building Account: \$58,865.72. Terri Reviewed the bills. Upon motion made by Leonard, seconded by Jo and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,407 (interlibrary loans) Patrons: 2,013 Computer Uses: H 572 K 56 L 98 Cards issued: adults 17 juvenile 8 Cards renewed online: 29 Fines collected: \$39.12 Book sales: \$157.00 Copies: \$65.05 Fax: \$36.50 Coffee: \$50.10 Discs Polished:

- A) Keenesburg Town Hall wants to discontinue its MOU regarding the PC Center. They no longer want to host the Center. There was discussion about which business might take the PC Center. Terri will discuss this at the next Chamber meeting. She will also ask if the bank might be willing to host the Computing Center. HPLD has responsibility for the equipment and wiring. The host business would provide space and desks.
- B) There will be a member library breakfast at Platteville, June 28 at 8:30 AM

The mediation issue may be discussed.

- C) Bev Judd's open house/farewell party will be held July 23 all day in the library. The gift will be presented at 5:00 PM.

OLD BUSINESS:

- A) The Cost Sharing Agreement with the Town of Hudson was discussed. Kevin Hobbes (Owners' Rep) said it is a good agreement. The town has signed it and will include the items in its 2015 budget. Upon motion made by Leonard, seconded by Joann and carried it

was agreed to sign the Cost Sharing Agreement with the Town of Hudson.

- B) Jayra Rodriguez was introduced. She is the new page working two hours a day in the library this summer.

NEW BUSINESS:

- A) Summer Reading is going well. Final program is June 26 at the Fairgrounds in Keenesburg.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Joann and carried the meeting was adjourned at 6:00 PM.

Respectively submitted: Sally Harms, Secretary

Extra

Hudson Public Library

Agenda, August 20, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from July 16, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 16, 2014**

CALL TO ORDER: by Chairperson Ellen Korthuis at 4:55 PM.

TRUSTEES PRESENT: Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Cathy Bollers was absent.

MINUTES: Upon motion made by Carol, seconded by Ellen and carried the minutes for June 18, 2014 were approved.

FINANCIAL REPORT: Money Market: \$2,574,112.26 **Money Market Valley:** \$90,178.49 **CD:** \$876,196.03 **Checking:** \$13,899.54 **Building Account:** \$166,118.63. The bills were reviewed. There was discussion on lawyer's fees and the breakdown between district, building and regular legal expenses. Upon motion made by Joann, seconded by Ellen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,356 (interlibrary loans) 1,625 **Patrons:** 165 **Computer Uses:** H 2,193 K 57 L 98 **Cards issued: adults** 22 **juvenile** 2 **Cards renewed online:** 26 **Fines collected:** \$52.44 **Book sales:** \$37.25 **Copies:** \$65.30 **Fax:** \$5j8.50 **Coffee:** \$57.70

- (a) Kevin Gibbs brought us up to date on the FP contract (\$6,750.00).
Upcoming meetings August 6 – site plan approval by Town Board; August 19 – Library Board approve contract; September 3 – Building Permit in hand and building starts; September 13 – Ground Breaking.
- (b) Upon motion made by Leonard, seconded by Joann and carried, the agreement between the owner (Library) and the construction manager (Fransen/Pittman) was approved.
- (c) Security systems were discussed. The consensus is that security cameras in the parking lot are not needed; the lighting issue is on hold.
- (d) There was no business in Keenesburg interested in hosting the PC Computing Center. HPLD will remove all the equipment.
- (e) A position opening for Library Associate will be posted. Upon motion made by Carol, seconded by Sally and carried, the position will start at \$10.00 per hour and will begin with 20 hours per week. The position will be evaluated in December.
- (f) The Town of Hudson will not participate in the mediation process with HPLD.

(g) Jo Bowen's son, Pat DeNiro, has a wagon to donate to the Library/Town to be used for parades. Upon motion made by Leonard, seconded by Sally and carried it was agreed to accept the wagon.

OLD BUSINESS:

(a) Further discussion about the rocks for the Library site. They are free but there may be a cost to transport them from Loveland.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Joann, seconded by Carol and carried, the meeting adjourned at 6:25 PM.

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 1, 2014**

CALL TO ORDER: Called to order at 10:04 AM by Cathy Bollers.

TRUSTEES PRESENT: Cathy Bollers, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present was Library Director Terri Redden. Carol Bryant and Jo Bowen were absent.

MINUTES:

FINANCIAL REPORT: Money Market: CD: Checking: Maintenance and Repair Fund:

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) Patrons: Computer Uses: H K L Cards issued: adults juvenile Cards renewed online: Fines collected: Book sales: Copies: Fax: Coffee: Discs Polished:

OLD BUSINESS:

NEW BUSINESS: Upon motion made by Joann, seconded by Leonard and carried it was agreed that all Valley Bank and Trust CDs maturing in 2014 will be transferred to The Bank of Colorado. Current numbers maturing on July 27 and July 28 and to be transferred are 120012112, 120045712, 120045812, 120045912 and 120046012.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT:

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, September 17, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August 20, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 20, 2014**

CALL TO ORDER: 4:55 PM by Vice-Chairperson Carol Bryant.

TRUSTEES PRESENT: Kathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms and Leonard Roskop. Also present was Terri Redden, Library Director and Judy McGill representing the Town of Hudson. Ellen Korhuis was absent.

MINUTES: Upon motion made by Joann, seconded by Leonard and carried, the minutes of the July 16, 2014 and the August 1, 2014 special meetings were approved as printed.

FINANCIAL REPORT: Money Market: \$2,721,148.41 **CD:** \$876,993.17
Checking: \$12,977.07 **Building Account:** \$132,427.73. Terri reviewed the bills. There was discussion about how to include building and construction expenses in the report. Upon motion made by Jo, seconded by Sally and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,035 (interlibrary loans) 1,566 **Patrons:** 2,037 **Computer Uses:** H 739 K 41 L 90 **Cards issued:** adults 9 juvenile 8 **Cards renewed online:** 18 **Fines collected:** \$16.99 **Book sales:** \$10.45 **Copies:** \$72.40 **Fax:** \$27.50 **Coffee:** \$83.60

- a) The ground-breaking for the new Library is scheduled for September 13 at 3:00 PM. There will be miniature shovels for the children who will dig for quarters in piles of sand. There was discussion about who will speak. Suggestions include the Mayor, Terri, Ellen and possibly having an open mic for remarks from attendees. Photos will be taken by Ron Harms.
- b) Terri will hold interviews for the Library Assistant position on 8-28 and 8-29.
- c) On the day of the Groundbreaking, Town Board member Matt will be taking people from the Library to the building site with his tractor and wagon. Meet at the Library at 2:30 PM to catch a ride.

OLD BUSINESS: Discussed the motion made and carried in August 1 meeting to transfer Valley Bank and Trust CDs maturing on July 27 and 28 to The Bank of Colorado.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS: Read letters from two girls who participated in summer reading. Patron comments that Hudson Public Library is the best of several libraries in the area. Thank you from Bev Judd for her retirement party.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Joann and carried the meeting was adjourned at 5:45PM.

Respectively submitted: Sally Harms, Secretary

2/11/14

Hudson Public Library

Agenda, October 15, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 17, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – Wednesday, November 19, 2014 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 17, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Kortuis.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Joann Dunker, Sally Harms and Leonard Roskop. Also present were Terri Redden, Library Director, Judy McGill representing the Town of Hudson, and Owners Rep. Kevin Gibbs. Carol Bryant and Sally Harms were absent.

MINUTES: Upon motion made by Joann, seconded by Leonard and carried, the minutes of the August 20, 2014 meeting and the September 3, 2014 special meeting were approved as printed.

FINANCIAL REPORT: Money Market Valley Bank: \$127,884.43 Money Market Co Bank: \$3,041,540.97 CD: \$410,100.50 Checking: \$30,681.26 Building Account: \$105,177.24. Terri reviewed the bills. Upon motion made by Leonard, seconded by Ellen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2,369 (interlibrary loans) 1,460 Patrons: 1,805 Computer Uses: H 487 K 0 L 84 Cards issued: adults 12 juvenile 1 Cards renewed online: 39 Fines collected: \$9.20 Book sales: \$2.00 Copies: \$53.65 Fax: \$44.50 Coffee: \$46.45

- a) We discussed the variation in the bids for the construction of the underground utilities in Beech Street to serve the new Library/Town Hall site. Upon motion by Leonard, seconded by Jo and carried, we hired KBN Engineers (Mike Ketterling) to proceed with rebidding the underground utility work in Beech Street on behalf of the Library Board. This work is subject to the Cost-Sharing Agreement between the Library Board and the Town.
- b) We reviewed the list of Trend Log items. Upon motion by Leonard, seconded by Joann and carried, we added back the security grilles and retained the option for a metal roof and otherwise accepted the Trend Log dated 09-17-14.
- c) The United Power bid for electrical services to both sites is \$65,456.
- d) Upon motion by Joann, seconded by Ellen and carried, we approved the contract with Fransen Pittman for \$2,955,135.
- e) Upon motion by Joann, seconded by Cathy and carried, the three CDs (35312, 35112, and 35212) will be transferred when they mature in December 2014 from Valley Bank and Trust to The Bank of Colorado.

- f) Food donations will be collected October 19 – November 1. Patrons will receive up to \$5.00 off fines daily with a maximum forgiven of \$70.
- g) Banned books week is September 21 – 27.

OLD BUSINESS:

NEW BUSINESS: Terri introduced Jill Wilson, who is the new Library Assistant. Jill commented that she is enjoying working with the staff at the library and meeting the patrons.

Joann suggested we invite the public to monthly tours of the construction site. Terri will discuss the arrangements with Fransen Pittman.

CORRESPONDENCE / PATRON COMMENTS: Leonard met a patron who complimented the library staff! Thank you cards were signed for Groundbreaking participants.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Ellen, seconded by Jo and carried the meeting was adjourned at 6:25PM.

Respectively submitted: Cathy Bollers

extra

Hudson Public Library

Agenda, November 19, 2014 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from October 15, 2014 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: October 15, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis

TRUSTEES PRESENT: Cathy Bollers, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill, representing the Town of Hudson. Carol Bryant and Jo Bowen were absent.

MINUTES: Upon motion made by Joann, seconded by Ellen and carried, the minutes of the September 17, 2014 meeting were approved.

FINANCIAL REPORT: Money Market: CO Bank: \$3,041,540.97; Valley Bank: \$127,888.50 **CD:** \$410,100.50 **Checking:** \$3,934.11 **Maintenance and Repair Fund:** Terri reviewed the bills and upon motion made by Leonard, seconded by Joann and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 1955 (interlibrary loans) 497 **Patrons:** 3057 **Computer Uses:** no stats this month **H K L Cards issued: adults** 9 **juvenile** 8 **Cards renewed online:** 19 **Fines collected:** \$25.98 **Book sales:** \$20.00 **Copies:** \$70.22 **Fax:** \$29.00 **Coffee:** \$51.55

- a) Kevin Hobbes reported on the library building project. Engineering bids are being received; Joe Racine will reward bid. There are questions about sidewalk width – 10' in plans; curb and gutter; road. Should ½ or all of the road be our expense? Kevin thinks it is unfair to ask us to pay all of it. Estimated time for building to be completed is May 2015.
- b) We picked a galvanized roof color.
- c) Terri presented a preliminary budget for 2015.
- d) The Library will be closed November 10 and 11 for ILS upgrade. Upon motion made by Joann, seconded by Sally and carried closing the Library closed Monday 11/10 and Tuesday 11/11 was approved.
- e) To tour the building site, check in at the trailer with Chris. 9:30 AM is the best time of day.

OLD BUSINESS:

- a) Food donation collections at the library are ongoing.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS: Tammy's thank you. Bev Judd getting along okay following surgery.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Joann, seconded by Ellen and carried, the meeting was adjourned at 6:00 PM.

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
October 24, 2014**

CALL TO ORDER: 10:00 AM by Vice-Chairperson Carol Bryant.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, and Leonard Roskop. Also present were Terri Redden, Library Director and Kevin Gibbs, Owners Rep. Ellen Korthuis, Jo Bowen and Sally Harms were absent.

NEW BUSINESS: The request for Library Board action is to consider awarding the Beech Street Utility Project to Levi Contractors, Inc. for \$162,245.00. On September 17, 2014 the Library Board directed KBN Engineers to manage the bid process. The bids were opened on October 9, 2014. Levi Contractors was the low bid. KBN has done reference checks with acceptable results. This work is subject to the Cost-Sharing Agreement between the Library Board and the Town of Hudson.

Upon motion by Leonard, seconded by Cathy to award the Beech Street Utility Project to Levi Contractors, Inc. in the amount of \$162,245.00 and authorize Carol Bryant to sign the Notice of Award dated October 16, 2014 as well as the Notice to Proceed and the final Contract once those documents are prepared to the satisfaction of the Town Engineer was approved.

ADJOURNMENT: Upon motion made by Joann, seconded by Leonard and carried the meeting was adjourned at 11:00 AM.

Respectively submitted: Cathy Bollers

Library

Hudson Public Library

Agenda, January 21 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from November 19, 2014 and December 17, 2014 meetings**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – January 21, 2015 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: November 19, 2014**

CALL TO ORDER: 5:00 PM by Chairperson Ellen Korthuis

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson.

MINUTES: Upon motion made by Ellen, seconded by Jo and carried, the minutes of October 15 were approved as mailed. Upon motion made by Carol, seconded by Leonard and carried, the minutes of the October 24 minutes were approved as mailed.

FINANCIAL REPORT: Money Market: Valley Bank - \$108,091.66; CO Bank - \$2,866,799.15 **CD:** \$410,266.27 **Checking:** \$19,462.72. Terri explained a new ledger form which will make reviewing building expenses easier. Terri reviewed the bills. Upon motion made by Joann, seconded by Cathy and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 1915 (interlibrary loans) 1584 **Patrons:** 1410 **Computer Uses:** no figures this month **H K L Cards issued: adults** 15 **juvenile** 3 **Cards renewed online:** 21 **Fines collected:** \$55.74 **Book sales:** \$21.38 **Copies:** \$60.30 **Fax:** \$70.50 **Coffee:** \$42.50

- a) The stats are looking good for the year.
- b) The train design for the children's area was discussed. It was agreed that we do not want to include it in the building plans. The architects will be told no on the room design.
- c) The library storage shed which sits on the barber shop lot (Don Reed's property) was discussed. It could be moved; the new owners of the current library might want to buy it. It was decided to pay rent of \$100.00 per month until we decide.
- d) Christmas in Keenesburg is Saturday, December 6 from 2:00 – 5:00 PM. Anyone who can help with reading and crafts should let Terri know.
- e) Jo Bowen asked if we want the trailer her son will donate to use as a parade float. It was agreed we want the trailer. A place must be found to store it.
- f) Upon motion made by Leonard, seconded by Ellen and carried, it was approved to divide \$400.00 for Christmas gifts to Grey Brothers, the Courier, the paper delivery boy, Susie and Don, Mary, Judy and Martha.

- g) Terri made some changes in the budget from the first draft. Upon motion made by Leonard, seconded by Joann and carried, the 2015 budget was approved.
- h) A letter will be written to the Town of Hudson and given to Joe, outlining the cost-sharing agreement on building expenses.
- i) Terri reviewed the ATMOS agreement for the natural gas pipeline extension to the new library. Upon motion made by Leonard, seconded by Sally and carried, authority to sign the agreement and payment of two bills was approved.
- j) Upon motion made by Leonard, seconded by Joann and carried, Terri is allowed to buy a timed-out computer.

OLD BUSINESS:

- a) Tours of the building site will continue on the first Thursday of each month from 1:00 – 2:00 PM.
- b) The Ground Lease Agreement with Hudson needs a signature. It was approved in the June `8, 2014 minutes.

NEW BUSINESS:

- a) The December 17 meeting will be a pot luck dinner at Joann's home beginning at 5:00 PM. Upon motion made by Ellen, seconded by Jo and carried the Library will close at 4:45 PM on December 17.
- b) There was discussion about buying gift cards for the Terri and the staff. Upon motion made by Carol, seconded by Cathy and carried, it was approved that Joann will buy \$50.00 King Soopers gift cards for Tami, Marcie, Elaine, Jill and Jayra; Terri will receive \$100.00.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Sally, seconded by Ellen and carried, the meeting adjourned at 6:00 PM.

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: December 17, 2014**

CALL TO ORDER: 6:45 PM by Chairperson Ellen Korthuis.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis, and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill representing The Town of Hudson. Jo Bowen was absent.

MINUTES: No minutes

FINANCIAL REPORT: Money Market: \$207,594.40; building: \$2,559,904.48
CD: \$410,339.03 **Checking:** \$17,146.65 Upon motion made by Leonard, seconded by Carol and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 1,677 (interlibrary loans) 619 **Patrons:** 1,244 **Computer Uses:** H Oct-514; Nov 406 L Oct 30; Nov. 29 **Cards issued: adults 5 juvenile 2 Cards renewed online: Fines collected:** \$7.00
Book sales: \$6.05 **Copies:** \$52.73 **Fax:** \$56.50 **Coffee:** \$47.50

- a) Curtis King has asked if he can use the Library after hours for Civil Air Patrol meetings. They would begin January 15 and be held from 6:00 – 8:00 PM. There would be seven grade school and junior high students in attendance. Leonard said he would sit in on a few meetings. Upon motion made by Sally, seconded by Ellen and carried, the CAP meetings will be allowed on a trial basis for a month and then reviewed before continuing.

OLD BUSINESS:

- a) Donnie Reed is thinking about how he will handle the Library storage shed which is on his property when the new building is complete.

NEW BUSINESS:

- a) Salaries were discussed. Upon motion made by Leonard, seconded by Ellen and carried, an across the board, 4% salary increase for all staff was approved.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Joann and carried the meeting adjourned at 7:10 PM.

Respectively submitted: Sally Harms, Secretary