

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

extra

**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

Hudson Public Library

Agenda, February 18, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from January 21, 2015 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

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
January 21, 2015**

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

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

MINUTES: Upon motion made by Cathy, seconded by Leonard and carried the minutes of both the November 19, 2014 and December 17, 2014 meeting were approved.

FINANCIAL REPORT: Money Market: Valley Bank \$382,616.81; Bank of Colorado-Ft. Lupton \$1,890,009.93 **CD:** \$96,476.42 **Checking:** \$13,037.35 **Bank of Colorado-Ft. Lupton Bldg. Acct.:** \$994,177.40 Terri reviewed the bills. Cleaning issues for the new library were discussed, especially how much longer it will take and will extra help be needed. Terri has talked with Susie Bratrsovsky and Susie thinks they can handle it. Upon motion made by Carol, seconded by Leonard and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 1,557 (interlibrary loans) **Patrons:** 1,280 **Computer Uses:** H 527 L 30 **Cards issued:** adults 3 juvenile **Cards renewed online:** **Fines collected:** \$30.59 **Book sales:** \$224.95 **Copies:** \$91.85 **Fax:** \$69.49 **Coffee:** \$53.10

- a) Kevin Hobbes reported on the building. Heat in the attic not needed; metal roofing starting next week; move in schedule. The Library should be fully open April 24 but this is tentative. Total cost \$3.9 million; Town owes \$214,000. Kevin is making a metal train for the wall of the children's section.
- b) Lochbuie got four new computers. We will promote usage better in town.
- c) There have been inquiries about our current property. Terri will find a commercial appraiser to set the value and will explore finding a commercial real estate agent.
- d) The moving schedule was discussed. Schedules start April 1 with arrival of shelving. The Library will close 4/2 or 4/3 except for computers, holds and circulation desk. Plan is to be fully open April 24 in new space. Terri can tell patrons that new building will be open early in May.

- e) Grand opening will be scheduled for June 6 with a tie-in to Summer Reading. Grand opening planning meeting will be March 18 at 4:00 PM with regular meeting following at 5:00 PM.

OLD BUSINESS:

- a) Member Libraries are meeting with HPLD Director Janine Reid. Book fines are on the agenda.

NEW BUSINESS:

- a) Election of officers will be held at the April meeting. The April meeting will be April 22 in the new building because staff will be moving in.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, March 18, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from February 18, 2015 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 – 15, 2015 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 18, 2015**

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

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 Joann, seconded by Carol and carried, the minutes were approved as mailed.

FINANCIAL REPORT: Money Market: \$366,014.23 **Bank of Colorado MM:** \$1,310,084.31 **Valley Bank CD:** \$96,634.95 **Checking:** \$24,896.11 **Building Acct:** \$358,894.78 Terri reviewed the bills. Upon motion made by Leonard, seconded by Ellen and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 1677 (interlibrary loans) **810 Patrons:** 1244 **Computer Uses:** H 642 L 30 **Cards issued: adults 11 juvenile: 5**
Cards renewed online: Fines collected: \$6.00 Book sales: \$84.75
Copies: \$56.80 Fax: \$31.00 Coffee: \$36.75

a) Kevin Hobbes reported on the building progress. Painting has started. The new shelving price included installation.

Pete Strawblo owns PS Installation, Inc. Moving libraries is his specialty. He will move the old shelves, books and furniture. His quote: \$10,864.00. Upon motion made by Leonard, seconded by Ellen and carried, it was agreed to hire PS Installation, Inc. to move furniture, shelving and books.

\$3.85 million is the final budget figure. If the contractor doesn't spend the total amount he will give back the balance.

The town has budgeted \$300,000.00 for Beech Street improvements in 2015. Library Trustees and Joe Racine must discuss Library responsibilities.

Do we want to create a 12-inch x 18-inch plaque that would be displayed in the new building listing the date and key people involved in building the library? Johnstown Library had one made for \$600.00. It was priced by the letter.

b) Leonard has donated his flagpole for the Library.

c) Appraiser Edward Hermann attended the meeting to discuss how he would proceed to appraise the building if we decide to hire an appraiser. We discussed this and decided we don't need the appraiser step to list the property. We will invite three local real estate agents, experienced in commercial properties, to meet with us and outline how they would do a market analysis and cost appraisal to list our property.

- d) We will meet Thursday, March 5 at 2:00 PM to interview the agents. Those invited include Christina Roskop, Beth Martin and someone from Remax.
- e) Upon motion made by Joann, seconded by Carol and approved, flowers will be sent to former Board member Lucile Arnusch who is in the hospital.
- f) The Member Libraries will have a breakfast Saturday, 2/21, in Platteville. Terri plans to attend.
- g) The Memo of Understanding with Lochbuie was signed. They have received four new computers. The Computer Center is our responsibility. Terri said staff is looking at ways to increase usage.
- h) HPLD wants to continue charging fines for overdue material. The member libraries want to discontinue fines. This will be discussed at an upcoming meeting with Janine Reid, HPLD Director.
- i) HPLD has received a \$3,000.00 grant from the State. They have agreed to share it with the Member Libraries.

OLD BUSINESS:

- a) The planning meeting for the June grand opening of the Library is scheduled for March 18 at 4:00 PM. The Town Board would like to meet with our Board to help plan the June Grand Opening.
- b) Three volunteers from the High School will help with the move. The DVDs are out of the carousels. Do we want to sell them or give them away? The consensus is to give them away.
- c) Library Director Terri Redden has deposited into the bank account the funds used for the Trustees' Christmas gift cards.

NEW BUSINESS:

- a) No applications for the \$500.00 scholarship have been received. Staff will try more publicity for the scholarship at the high school and with home-school families.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 14, 2015**

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

TRUSTEES PRESENT: Cathy Bollers, Joann Dunker, Sally Harms, Ellen Korthuis and Leonard Roskop. Jo Bowen and Carol Bryant were absent.

MINUTES: Upon motion made by Sally, seconded by Leonard and carried, the minutes for the March 26, 2015 meeting were approved.

FINANCIAL REPORT: Money Market: CD: Checking: The bills were reviewed and upon motion made by Joann, seconded by Ellen and carried, the bills were approved for payment.

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:

OLD BUSINESS:

NEW BUSINESS:

- a) The scholarship applications were discussed. Upon motion made by Leonard, seconded by Joann and carried, due to the exceptional merit of two of the applicants, two \$500.00 scholarships were approved. The recipients are Denise Beltran and Kylie Queisner.
- b) There was discussion of the personnel issue. Upon motion made by Sally, seconded by Ellen and carried, the Board of Trustees must correct the discrepancy between the Hudson Public Library Employee Handbook and the Hudson Public Library Board of Trustees Handbook regarding who is in charge of personnel issues.
- c) Upon motion made by Leonard, seconded by Ellen and carried it was agreed that Terri is our only employee and has full responsibility and authority to deal with personnel issues.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Cathy and carried, the meeting was adjourned at 7:05 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Public Library Minutes April 14, 2015

Hudson Public Library

Agenda, May 20, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from April 14, 2015 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 20, 2015 at 5:00 pm

Hudson Library Board Meeting

1. Librarian's Report: May 20, 2015

a. Circ. :	Ytd.
b. Patrons:	Ytd.
c. Computer uses:	Ytd.
d. PCC computer uses L	Ytd.
e. Cards issued: A	Ytd.
f. Cards Issued: J	Ytd.
g. Fines collected	Ytd.
h. Book Sales	Ytd.
i. Copies:	Ytd.
j. Fax:	Ytd.
k. Coffee:	Ytd.

l. Elections

m. Account for self check payments

n. Hiring Shayli for the summer

o. Security

p. Open house- readers for the children

Valley Bank CD \$96,790.29 Checking \$32,977.69 MMkt.: \$306,153.97

Bank of Colorado- MMkt: \$1,921,442.61 Bldg. Acct: \$215,107.84

Hudson Public Library

Agenda, June 17, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from May 20, 2015 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
Election of Officers
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – July 15, 2015 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: May 20, 2015**

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

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

MINUTES: The April 14 minutes should be amended to read in New Business part C: Terri, as Director, has full responsibility to deal with personnel issues. Upon motion made by Sally, seconded by Ellen and carried, the minutes for March 18 and April 14 were approved as amended.

FINANCIAL REPORT: VALLEY BANK Money Market: \$306,153.97 **CD:** \$96,790.29 **Checking:** \$32,977.69 BANK OF COLORADO: Money Market: \$1,921,442.61 **Building Acct:** \$215,107.84 Marci is working on the format for the financial report and wants input from Trustees. Bills were reviewed and upon motion made by Jo, seconded by Joann and carried, the bills were approved for payment.

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:** No statistics this month.

- a) Kevin Hobbes brought his final report. The building will come in at \$3.74 – \$3.75 million. There is a one-year warranty on the building with a ten-year warranty on the roof. Terri said the roof and some windows have been leaking. Kevin recommended keeping a list of issues and reporting them regularly to Fransen Pittman.
- b) Upon motion made by Jo, seconded by Ellen and carried, election of officers was postponed until the June meeting.
- c) It is possible to allow patrons to pay fines with a credit card at the self-checkout station. An account would have to be set up with the bank. Terri will get more information.
- d) After discussion, it was agreed that money collected for fines, book sales, copies and faxes be combined into one miscellaneous account.
- e) There will be an electronic counter installed to keep track of patrons. Each desk will also record numbers for record keeping of transactions.

- f) Shayli Williams will be hired as a summer Page. Jill will be her supervisor. Upon motion made by Ellen, seconded by Sally and carried, it was agreed to hire Shayli Williams for a maximum of 15 hours per week with salary set at minimum wage.
- g) Terri reported on security issues for the new building. There are several options. The discussion of options will be continued at a future meeting.
- h) The Open House is set for June 6. Opening ceremonies are at 10:00 AM. There will be tours of the building, refreshments and story time for children continuing until 2:00 PM.

OLD BUSINESS:

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Election of Officers

ADJOURNMENT: Upon motion made by Jo, seconded by Joann and carried, the meeting adjourned at 6:45 PM.

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, July 15, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from June 17, 2015 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

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: July 15, 2015**

CALL TO ORDER: 4:50 PM by Chairperson Jo Bowen.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korhuis and Leonard Roskop. Also present were Library Director Terri Bryan and Judy McGill representing the Town of Hudson. Guests present included Joe Racine, Hudson Town Manager, Beth Martin, Real Estate Broker, Kevin Gibes, Building Rep, Steve Stamey, Lochbuie Town Manager and Jacob Lofgren, Lochbuie Mayor Pro-Tem .

MINUTES: Upon motion made by Cathy, seconded by Carol and carried, the minutes of the June 2-3 work session were approved. Upon motion made by Cathy, seconded by Sally and carried, the minutes of the June 17 regular meeting were approved.

FINANCIAL REPORT: Valley Bank: Money Market: \$248,476.41 CD: \$96,790.29 Checking: \$59,998.96

Bank of Colorado: Money Market: \$1,730,001.78 Building Acct: \$331,267.43 Terri reviewed the bills and upon motion made by Ellen, seconded by Leonard and carried it was agreed to pay the bills.

LIBRARIAN'S REPORT: Circulation: self-ck: 4,062 cko: 5139 (interlibrary loans) Patrons: 6,994 Computer Uses: H 814 L 23 Cards issued: adults 45 juvenile 64 Cards renewed online: Fines collected: \$435.74 Book sales: Copies: Fax: Coffee: \$142.50

- a) Joe Racine discussed the Beech Street project including plans for lighting, street widening, turn lanes and sidewalk. It should be completed in 45 days. The Library will owe half of the paving/sidewalk project. There will be no charge to the Library for street lighting. It will come from the town fund for lighting.
- b) Kevin Gibbs reported the budget analysis for the building project. We will get \$134,653.00 savings back from Fransen-Pittman.
- c) Lochbuie Mayor Pro-tem Jacob Lofgren and Town Manager Steve Stamey discussed their town hall building project and asked if the Library could establish some kind of presence in the new building. Possibilities include computers, book exchange and summer reading programs. They also asked for library funding for an addition and staffing library services in their new building.
- d) Beth Martin discussed the issues that need to be resolved prior to closing on the old property. They include moisture, heat cycling, air conditioning unit, foliage, attic ladder, moisture/heat issues,

replacing smoke detectors, service central air and inspect/repair steel floor beams.

- e) The statistics for book check out are very good.

OLD BUSINESS:

- a) Murder Mystery Night will be July 18 at 6:-00 PM. All invited to attend but please register.
- b) Upon motion made by Sally, seconded by Joann and carried, it was agreed that the official posting place for meeting notices will be the front entrance window.

NEW BUSINESS:

- a) Land Title wants a resolution authorizing the sale of the property by the Board of Trustees. Upon motion made by Ellen, seconded by Joann and carried the resolution authorizing the sale of the property by the Board of Trustees was approved.
- b) John Dent, an attorney in Fort Lupton, will work on this title issue. His retainer fee is \$50.00 and he will charge \$175.00 per hour. Upon motion made by Leonard, seconded by Cathy and carried, the contract with Attorney John Dent was approved.
- c) Upon motion made by Cathy, seconded by Carol and carried, it was agreed to hire American West to complete the survey on the old Library property.
- d) Upon motion made by Cathy, seconded by Leonard and carried, it was agreed to hire Nance Plumbing Service to certify the heating system in the old building; hire Northglenn Heating and Air Conditioning Service to certify the cooling system in the old building.
- e) Flowers will be sent to Keith Weeks and Tammy Crossen.
- f) Upon motion made by Leonard, seconded by Jo and carried, Best Way landscaping Service will be hired to do a one-time cleanup on the area around the outside of the new Library building for a fee of \$500.00.
- g) Bank of Colorado needs a resolution regarding who is authorized for all banking transactions. Upon motion made by Joann, seconded by Leonard and carried, it was resolved to add Cathy Bollers to the list. Terri Redden and Joann Dunker's names remain on the list.
- h) Leonard and Sally volunteered to attend Lochbuie Town meetings as needed. Others may also attend.
- i) Corey Hoffman, the Hudson Town attorney will report in August on the law suit between member libraries and HPLD.
- j) There will be a retirement party for Ed Rossi on July 29, from 6 – 8 PM in the Library meeting room.

- k) A special meeting of the Board of Trustees will be held Tuesday, July 21 at 5:00 PM to review documents regarding the sale of the old building.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Ellen, seconded by Carol and carried the meeting was adjourned at 7:30 PM

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: July 15, 2015**

CALL TO ORDER: 4:50 PM by Chairperson Jo Bowen.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korhuis and Leonard Roskop. Also present were Library Director Terri Bryant and Judy McGill representing the Town of Hudson. Guests present included Joe Racine, Hudson Town Manager, Beth Martin, Real Estate Broker, Kevin Gibes, Building Rep, Steve Stamey, Lochbuie Town Manager and Jacob Lofgren, Lochbuie Mayor Pro-Tem .

MINUTES: Upon motion made by Cathy, seconded by Carol and carried, the minutes of the June 2-3 work session were approved. Upon motion made by Cathy, seconded by Sally and carried, the minutes of the June 17 regular meeting were approved.

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Bank of Colorado: Money Market: \$1,730,001.78 Building Acct: \$331,267.43 Terri reviewed the bills and upon motion made by Ellen, seconded by Leonard and carried it was agreed to pay the bills.**

LIBRARIAN'S REPORT: Circulation: self-ck: 4,062 cko: 5139 (interlibrary loans) Patrons: 6,994 Computer Uses: H 814 L 23 Cards issued: adults 45 juvenile 64 Cards renewed online: Fines collected: \$435.74 Book sales: Copies: Fax: Coffee: \$142.50

- a) Joe Racine discussed the Beech Street project including plans for lighting, street widening, turn lanes and sidewalk. It should be completed in 45 days. The Library will owe half of the paving/sidewalk project. There will be no charge to the Library for street lighting. It will come from the town fund for lighting.
- b) Kevin Gibbs reported the budget analysis for the building project. We will get \$134,653.00 savings back from Fransen-Pittman.
- c) Lochbuie Mayor Pro-tem Jacob Lofgren and Town Manager Steve Stamey discussed their town hall building project and asked if the Library could establish some kind of presence in the new building. Possibilities include computers, book exchange and summer reading programs. They also asked for library funding for an addition and staffing library services in their new building.
- d) Beth Martin discussed the issues that need to be resolved prior to closing on the old property. They include moisture, heat cycling, air conditioning unit, foliage, attic ladder, moisture/heat issues,

replacing smoke detectors, service central air and inspect/repair steel floor beams.

- e) The statistics for book check out are very good.

OLD BUSINESS:

- a) Murder Mystery Night will be July 18 at 6:-00 PM. All invited to attend but please register.
- b) Upon motion made by Sally, seconded by Joann and carried, it was agreed that the official posting place for meeting notices will be the front entrance window.

NEW BUSINESS:

- a) Land Title wants a resolution authorizing the sale of the property by the Board of Trustees. Upon motion made by Ellen, seconded by Joann and carried the resolution authorizing the sale of the property by the Board of Trustees was approved.
- b) John Dent, an attorney in Fort Lupton, will work on this title issue. His retainer fee is \$50.00 and he will charge \$175.00 per hour. Upon motion made by Leonard, seconded by Cathy and carried, the contract with Attorney John Dent was approved.
- c) Upon motion made by Cathy, seconded by Carol and carried, it was agreed to hire American West to complete the survey on the old Library property.
- d) Upon motion made by Cathy, seconded by Leonard and carried, it was agreed to hire Nance Plumbing Service to certify the heating system in the old building; hire Northglenn Heating and Air Conditioning Service to certify the cooling system in the old building.
- e) Flowers will be sent to Keith Weeks and Tammy Crossen.
- f) Upon motion made by Leonard, seconded by Jo and carried, Best Way landscaping Service will be hired to do a one-time cleanup on the area around the outside of the new Library building for a fee of \$500.00.
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CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Ellen, seconded by Carol and carried the meeting was adjourned at 7:30 PM

Respectively submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, September 16, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August 19, 2015 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
 - Bookmobile update
 - Furnishings for library
 - Maintenance man & snow plowing
 - Lochbuie PCC*
- 6. New Business**
 - Budget
 - Policies
 - Reviews
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

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

extra

Hudson Library Board Meeting

September 16, 2015



1. Librarian's Report

a. Circ. : August 2442 sf ch 1101 (45% of cko)	Ytd. 41,458
b. Patrons: August 5,569	Ytd.23,950
c. Computer uses: H 602	Ytd. 5,283
d. PCC computer uses L 20	Ytd.251
e. Cards issued: 126	Ytd.391
f. Fines & Fees \$303.72	Ytd. \$1,625.99
g. Coffee \$227.40	Ytd. \$854.60

Valley Bank CD: \$96,790.29 Checking: \$57,727.02 MMkt. \$584,227.48

Bank of Colorado: Building \$335,119.84 MMkt \$1,682,145.62

extra

Hudson Public Library

Agenda, October 21, 2015 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 23, 2015 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
 - a) Reviews
 - b) Budget
 - c) Reviews
- 6. New Business**
 - a) Furniture costs
 - b) Lochbuie Town meeting
 - c) HPLD board meeting
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – November 18, 2015 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: September 23, 2015**

CALL TO ORDER: 5 PM by Ellen Korthuis in place of Jo Bowen

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

MINUTES: Upon motion made by Cathy, seconded by Carol and carried, the minutes from August 19, 2015 were approved as sent.

FINANCIAL REPORT: Valley Bank: Money Market: \$584,227.48 CD: \$96,790.29 Checking: \$57,727.02
Bank of Colorado: Money Market: \$1,682,145.62 Building Acct: \$335,119.84 The bills were reviewed and upon motion made by Leonard, seconded by Carol and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: **Circulation:** slf ck: 1101 reg ck: (interlibrary loans)
Patrons: 5,569 **Computer Uses:** H 602 L 20 **Cards issued:** 126 adults
juvenile Cards renewed online: **Fines collected:** \$303.72 **Book sales:**
Copies: **Fax:** **Coffee:** \$227.40 Note: Meeting moved from 9-16 to 9-23 because Terri Redden was not able to attend.

OLD BUSINESS:

- a) Terri attended HPLD meeting and there is continuing discussion about Bookmobile services. They may restore it to Lochbuie.
- b) There was discussion re: additional furnishings for the library, especially for the children's area. Upon motion made by Cathy, seconded by Ellen and carried, it was agreed to allocate up to \$2,000.00 for children's area furnishings. Some items Terri mentioned as necessary are tables and book carts.
- c) Terri reported that AM Pressure Wash (snow removal) has required insurance and needs no town license.
- d) Brian Wise also has insurance. It was discussed that we should check on references for his work. Upon motion made by Leonard, seconded by Carol and carried, it was agreed to hire Brian Wise contingent on his references meeting approval for the handyman work we require.
- e) There was discussion re: working with Lochbuie to determine how to establish library services in their new town hall. Services could include computer stations, staffing and a book locker. Terri will

check with Lochbuie for a meeting date and Leonard will attend representing the Board.

NEW BUSINESS:

- a) There was discussion about the 2016 budget. Terri has combined Capitol and Building Expenses.
- b) There was discussion about the storage shed at the old location. Reeds have sold the property next to the old location and included the building in the sale. Sally will find information re: the shed from minutes and Cathy will compose a letter to be sent to Reeds questioning the sale of the storage shed.
- c) Policies regarding use of outside library areas were discussed. Terri said a group wants to hand out literature in front of the library. Upon motion made by Cathy, seconded by Sally and carried, it was agreed that outdoor areas are only for library programs.
- d) A work session to discuss Meeting Room Policies will be held Wednesday, September 30, at 1:00 PM in the Library conference room.
- e) Terri conducted employee reviews and will email them to board members.
- f) The new owners of the old building want to know if we want the sign board. Terri will discuss this with the owners. Consensus is to leave the signboard there. The signs attached to the building will also be discussed with the new owners.
- g) An emergency preparedness meeting will be held for staff Tuesday, September 29 at 9:00 AM.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

- a) Meeting Room policies approval

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

Respectively submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: November 18, 2015**

CALL TO ORDER: 5:00 PM by Chairperson Jo Bowen

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

MINUTES: Remove the wording "log of repairs" under Old Business (d). It should be called "ongoing warranty follow-up". Upon motion made by Carol, seconded by Ellen and carried, the minutes were approved as corrected.

**FINANCIAL REPORT: Valley Bank: Money Market: \$553,892.14 CD: \$96,790.29 Checking: \$32,628.74
Bank of Colorado: Money Market: \$1,682,283.88 Building Acct: \$335,119.84 Terri reviewed the bills. Upon motion made by Joann, seconded by Cathy and carried, the bills were approved for payment.**

LIBRARIAN'S REPORT: Circulation: slf ck: reg ck: 2,547 (interlibrary loans) 3,746 Patrons: 5,078 Computer Uses: H 527 L 40 Cards issued: total 43 adults juvenile Cards renewed online: Fines collected: \$348.23 Book sales: Copies: Fax: Coffee: \$105.00

- a) Terri reported that Christmas in Keenesburg will be 12/5/15. The library will have an area for stories and crafts. The parade will be at 5:30 PM. Terri said Trustees are invited to participate.
- b) Murder Mystery for families will be held at the Library 12/19/15 at 5:00 PM. Everyone is invited to participate.
- c) The Small Business Development Center (SBDC) will hold a Writing Your Business Plan seminar on 12/9 at the Library.
- d) Terri reported on the HPLD meeting. The decision to have smaller vans instead of bookmobiles has been made. The District won the most recent round in court. There is a new venue and judge until the case goes before the Colorado Supreme Court.

OLD BUSINESS:

- a) The Employee Reviews were discussed.
- b) Extended hours were discussed. It was agreed to start in January. New staff may be needed to cover the extended hours. Terri will discuss with staff regarding the need for new employees.

NEW BUSINESS:

- a) Staff needs were discussed. If new staff is hired the pay level would be current minimum wage which is \$8.23 per hour. Upon motion made by Ellen, seconded by Carol and carried, it was agreed that Terri will hire two new staff persons, not to exceed 25 hours per week and pay them \$8.23 per hour.
- b) Leonard offered to build a shed for the library. The Library will help pay for the shed.
- c) Jerry Ryker is a possible handyman for the Library. Terri will give him a list of jobs needing to be done and he will submit a bid.
- d) Joann's and Leonard's terms expire in December. They must apply and interview with the Hudson Town Board by January 2016.
- e) Upon motion made by Leonard, seconded by Ellen and carried, it was agreed to raise salaries as listed: Terri Redden – 3%; Marcie Weeks – 4%; Tami Crossen – 7%; Elaine McIrvin – 2%; Jill Wilson – 4%; Rebekah King (seasonal) – no raise; Shayli Crossen (seasonal) – no raise; Mary Duckwall – 5%; Grace Younger – 4%; Jayra Rodriguez – 3%.
- f) Upon motion made by Sally, seconded by Leonard and carried bonuses will be awarded as follows: Terri Redden - \$150.00; rest of staff - \$100.00. Seasonal employees Shayli Crossen and Rebekah King will not receive bonuses.
- g) Upon motion made by Joann, seconded by Ellen and carried it was agreed to give \$100.00 cash gifts to Judy McGill and Martha (Lochbuie assistant). The HPLD courier, newspaper delivery person and Gray Brothers will receive \$50.00 cash gifts.
- h) December 16 regular meeting will be held in the Community Room at the Library. Leonard will bring a meat platter. The rest of the Trustees and Staff will bring salads and desserts. Library will provide beverages. It was agreed that the Library will close early for that evening.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, Secretary

Hudson Library Board Meeting

December, 2015

1. Librarians Report

a. Circ: N 2643		YTD.	68,318
b. Patrons: N 3892		YTD.	38,971
c. Computer uses H 522		YTD.	6,865
d. PCC comp uses L 31		YTD.	341
e. Cards issued 28		YTD.	497
f. Fines & Fees \$102.09		YTD.	\$248.85
g. Coffee \$114.00		YTD.	\$1203.55

Agenda: Christmas Party

1. Budget

2. Reviews

3. Policies

Nc 1416 L Mon 1388

Valley Bank CD: Checking: MMkt

Bank of Colorado: Building MMkt