

Hudson Library Board Meeting  
December 2006



1. Librarian's Report:

a. Circ. : Nov. 1,982 Ill 385	YTD -27,657
b. Patrons : Nov. 1,186	YTD -16,927
c. Cards issued: adult, New-10	YTD - New 117
d. Cards issued: juvenile, New 5	YTD- New 60
e. Fines collected: \$149.70	YTD \$992.06
f. Book sales:\$15.49	YTD -\$234.27
g. Copies: \$36.25	YTD -\$491.20
h. No meeting- Merry Christmas	

CD  
Money Market

Checking  
M&R

## Hudson Library Board Meeting

January 17, 2007



### 1. Librarian's Report:

- |                                                                                                                                                     |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| a. Circ.: Dec. 1493 Ill 303                                                                                                                         | YTD -29,453    |
| b. Patrons : Dec. 888                                                                                                                               | YTD -17,815    |
| c. Cards issued: adult, New-3                                                                                                                       | YTD - New 120  |
| d. Cards issued: juvenile, New 1                                                                                                                    | YTD- New 61    |
| e. Fines collected: \$52.75                                                                                                                         | YTD \$1,044.81 |
| f. Book sales:\$23.85                                                                                                                               | YTD -\$258.12  |
| g. Copies: \$25.90                                                                                                                                  | YTD -\$517.10  |
| h. Evaluations                                                                                                                                      |                |
| i. Thanks to board for their support for 2006 and the bonus.                                                                                        |                |
| j. February meeting – a visit from Janine Reid and Brian Larson, first on agenda. Preview the IGA draft (not final yet) to prepare for their visit. |                |

CD \$160,308.90  
Money Market \$292,260.05

Checking \$12,628.52  
M&R \$4,693.08

Gudy - raises retroactive - Jan. 11

HUDSON PUBLIC LIBRARY

no Maureen - sick - AGENDA February 21, 2007

no Dot - 2 conflicting meetings -  
Real sorry she had to miss

- 1. CALL TO ORDER
- 2. APPROVE MINUTES FROM JANUARY MEETING
- 3. APPROVE PAYMENT OF BILLS
- 4. LIBRARIANS REPORT
- 5. OLD BUSINESS:
- 6. NEW BUSINESS:
- 7. CORRESPONDENCE and PATRON COMMENTS:
- 8. ADJOURN

after meeting  
March 21 -  
evaluation  
process  
- Thankyou

Next Meeting - Wednesday, March 21, 2007 at 5:00 PM

changes  
1st Page <sup>Agreement</sup> RE-3 - change to RE-3J  
Pg. 2 - 1a - RE 3 - RE 3J  
changes added Town of Hudson

1. b, + c separated CPLS - use guidelines

3 terms - A party which does not wish to  
reas go ann

Carol - Pres  
Sec. Cathy  
Vice Pres. Ellen  
Bylaws - need copy from  
check safe  
go ann  
elections

Board position - treasurer - call Elham. P.

14  
 21  
 27  
 36  
 6  
 4  
 25  
 56  
 32  
 5  
 17  
 22  
 20  
 24  
 27  
 10  
 7  
 18  
 11  
 15  
 42  
 2  
 22  
 18  
 -----  
 467

**LIBRARY BOARD MEETING**  
 March 21 ~~2006~~ 2007

1. Librarian's Report:
- a. Circulation: Feb 12467 ~~2529~~, 1868, 4864 YTD
  - b. Number of Patrons: Feb 1319, ~~1267~~ 2586 YTD
  - c. Cards issued: adult, new 12 YTD new 23
  - d. Cards issued: juvenile, new 5 YTD new 5 10
  - e. Fines collected: \$ 46.34 YTD \$ ~~70.68~~ 137.02
  - f. Book sales: \$ 24.80 YTD \$ 4.25 34.55
  - g. Copies: \$ 53.55 YTD \$ 87.35 140.90
  - h. Real estate sign
  - i. Student + architect - plans for town hall
  - j. Plans for truck stop - sent from town hall
  - k. \_\_\_\_\_

Hood Coverage?  
 Reminder - Janine + Brian next month

MM 298,529.32      M+R 4,704.57  
 Savings 292,260.05      Checking 2,524.77

Beginning  
 meeting of  
 (IGA)  
 Discuss at  
 meeting

JVA Consulting  
 next month add  
 to Bills

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA April 18, 2007**

*2014 Hudson Centennial*

- 1. CALL TO ORDER**
- 2. BRIAN LARSON and JANINE REID**
- 3. APPROVE MINUTES FROM MARCH MEETING**
- 4. APPROVE PAYMENT OF BILLS**
- 5. LIBRARIANS REPORT**
- 6. OLD BUSINESS:**
- 7. NEW BUSINESS:**
- 8. CORRESPONDENCE and PATRON COMMENTS:**
- 9. ADJOURN**

**Next Meeting – Wednesday, May 16, 2007 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
March 21, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Cathy Bollers, Carol Bryant, Joann Dunker, Maureen Lockette, and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the February meeting were approved with a motion from Maureen and a second from Dot.


**FINANCIAL REPORT: Money Market:** \$298,260.05 **Checking:** \$2,524.77 **CD:** \$292,260.05 **Maintenance & Repair Fund:** \$4,704.57 The bills for March were \$5,148.11 A motion from Joann and a second from Dot approved the financial report and payment of the March bills.

**LIBRARIAN'S REPORT:** Circulation for February: 1868 and 467 (interlibrary loans); Patrons: 1319; Cards Issued: 17; Fines Collected: \$46.34; Book Sales: \$24.80; Copies: \$53.55.

**OLD BUSINESS:**

- a) The visit from Janine Reid and Brian Larson is scheduled for April 18<sup>th</sup>.
- b) Copies of the Agreement Concerning Participation in the Weld Library District WLD 2007.04.B were distributed. A motion from Maureen and a second from Joann to have the town attorney review the document was approved.
- c) Lucile, Maureen, and Cathy will meet after the board meeting on April 18<sup>th</sup> to develop a process for staff evaluations.
- d) Terri verified that the staff raises were paid retroactive to January 1<sup>st</sup>, 2007, and that Bev is being reimbursed for her supplemental insurance.
- e) A copy of the by-laws was provided to each board member.
- f) Terri confirmed with our insurance agent that the position of treasurer is bonded. She will ask about bonding for the board members.

**NEW BUSINESS:**

- 
- a) Through the CSU Extension program a student architect is working with the town of Hudson to design a new town hall building. The fee is \$51/hour and the cost is \$800. Funding is available through the Dept. of Local Affairs (DOLA). A motion from Dot and a second from Maureen to start the process to have a student architect design a new library building was approved.
  - b) We reviewed the plans for the Love's Travel Stop site plan and have no concerns. Terri will respond to the town of Hudson.
  - c) A motion from Dot and a second from Joann to decline the flood insurance protection was approved. Terri will return the completed form.
  - d) The Your Wild Animals expeditions will be presented on June 5<sup>th</sup> and 13<sup>th</sup> at the town park for summer reading participants.
  - e) We decided to have a work session on Tuesday, April 24<sup>th</sup> at 4:30 to discuss library building requirements.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

- Gather information on establishing a library foundation.
- Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Dot and a second from Maureen adjourned the meeting at 6:05 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA May 16, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM APRIL MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, June 20, 2007 at 5:00 PM**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
April 18, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:00 pm.

**TRUSTEES PRESENT:** Lucile Amusch, Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette, and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present. Joe Racine and Judy McGill from the town of Hudson also attended.

Weld Library District Board President Brian Larson and WLD Executive Director Janine Reid were introduced. Janine discussed the process for approving the IGA. The WLD and HPL boards will jointly present the IGA to the Hudson Town Board. The town attorney is reviewing the IGA. Brian commented that the library is crowded with books and patrons. He also observed that we need either additional space or a new facility. He was impressed with our good relationship with the town board, especially since Judy attends our monthly meetings.

Joe expressed the vision of a town campus, including a town hall, library, and shared parking. Additional property taxes will be directed to the town and library with the development of Love's Travel Center and the women's prison. The year 2014 will be Hudson's centennial. Joe asked if the library would consider being a repository for historic documents and photographs.

Brian read the WLD mission statement. They want to provide board training and leadership development every year. Twelve school districts are within the WLD and are being visited by WLD board members to understand how the library provides services to the districts. A new type of bookmobile vehicle with book carts is being purchased. Janine explained the RFID process, which automates the inventory process and allows for self-checkouts. She updated us on the new buildings in Erie and Carbon Valley. She told us about a letter sent to patrons who do not pay taxes to the WLD.

**MINUTES:** Under new business, the sentence "The fee is \$51/hour and the cost is \$800." was removed. The amended minutes from the March meeting were approved with a motion from Ellen and a second from Lucile.

**FINANCIAL REPORT:** Money Market: \$318,746.64 Checking: \$2,875.44 CD: \$292,260.05 Maintenance & Repair Fund: \$4,710.67 The bills for April were \$10,675.90 A motion from Maureen and a second from Dot approved the financial report and payment of the April bills.

**LIBRARIAN'S REPORT:** Circulation for March: 2344 and 404 (interlibrary loans); Patrons: 1498; Cards Issued: 28; Fines Collected: \$92.10; Book Sales: \$9.50; Copies: \$34.25.

**OLD BUSINESS:**

- a) The work session is planned for Tuesday, April 24<sup>th</sup> at 4:30 pm.
- b) DOLA funds are not available for a student architect through the CSU Extension program.

**NEW BUSINESS:**

- a) We discussed purchasing and installing a sign for the library. We will get more information about town code, sharing a sign with Edie, and perhaps a type of moveable sign.
- b) A Christian Fiction Writing workshop by Kathleen E. Kovach is scheduled for Friday, May 25<sup>th</sup> from 10:30 am until noon.

- c) Lucile explained the foundation and the grant that provides copies of a book to a large number of people who get together to discuss the books. The concept is to build continuity amongst the patrons.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.

Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Maureen and a second from Dot adjourned the meeting at 7:00 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA June 20, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM MAY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, July 18, 2007 at 5:00 PM**

**MINUTES  
WELD LIBRARY DISTRICT  
BOARD OF TRUSTEES**

MONDAY, May 21, 2007  
FARR REGIONAL LIBRARY, NORTH MEETING ROOM  
1939 61<sup>ST</sup> AVENUE, GREELEY, COLORADO  
4:00 P.M.

**REGULAR MEETING**

**1.0 OPENING OF MEETING 4:06 P.M.**

**1.1 Roll Call**

Present: Brian Larson, President; Ray Peterson, Vice-President; Lucile Arnusch, Ron Baker, Bill Farnum, Nomie Ketterling

Absent: Jaci Maslowe

**1.2 Adoption of Agenda - The agenda was approved as amended**

**1.3 Adoption of Minutes – Regular Meeting, April 16, 2007, approved**

**1.4 Citizens Communications - none**

**2.0 FINANCIAL REPORT**

**2.1 Operating Budget**

Andrew presented the April year-to-date financial report and answered questions. The District received \$5M in property tax revenue in April.

**2.2 Construction Fund (Capital projects) – Andrew presented the final 2006 budget information. Taking the ending fund balance from the 2006 document, he explained the Projected and Actual budget numbers for 2007. He offered more detailed information and invited the board to contact him if they would be interested. Bill Farnum requested that the expenses from the change orders be added to the report. The finance committee will be getting that information and bringing a consolidated report to the board.**

Janine explained the Change Orders process. The current changes being requested are: 1. Building and fire mandated changes 2. Anti-static data room flooring 3. Mechanical revisions 4. Brick veneer on the outside of Carbon Valley (\$78,000) 5. Changing from ash to a more pest-resistant type of tree 6. An unexpected amount of fill dirt (\$15,000). All the increase charges except for the brick veneer will come out of A & P's contingency budget.

There is an upcoming meeting with Firestone to clarify their responsibility with regard to roads, sidewalks and street lights. Janine Reid and Paul Wember will attend.

**3.0 FOUNDATION REPORT**

Nancy reported that a letter will go out to all member library's directors and presidents of their boards. The purpose is to formalize the role between WLD Foundation and member libraries. A task force composed of Rosalie Martinez, Nancy D'Albergaria, Kim Barbour, Lucile Arnusch, Brian Larson, Rita Kadavy and a member board director will meet to develop communication guidelines.

The Foundation will be contributing \$500 to the WLD Summer Reading program. The money will be used to purchase books for each child who completes the program. The Foundation will also be funding the binding of the Genealogical Society's quarterly collection, making the resource more usable. The Lunch and Learn program is a year old and is building some regular attendees. With regard to the foundation's contribution to the construction budget, Ron requested that there be a reasonable forecast of what that amount will be.

#### **4.0 PRESIDENT'S REPORT**

Brian reported on the meeting with the Hudson Public Library Board. The city manager was in attendance and was very supportive. The discussion was beneficial and Brian felt the meeting went very well.

#### **5.0 EXECUTIVE DIRECTOR'S REPORT**

5.1 Long-Range Planning Process – Janine explained a handout that delineated questions and ideas for long term planning. She suggested a task force of board members and staff be convened for the purpose of: involving staff in developing summaries and goals, identifying trends, soliciting advice and feedback from the public, compiling and analyzing planning documents and statistics, and making recommendations to the board. It was decided to discuss the process in more depth at the work session on June 7<sup>th</sup>.

5.2 IGA Update – Hudson, Platteville, Eaton and Fort Lupton are ready to take the IGAs to their city councils in June. Johnstown and Ault have the documents with their lawyers and don't have a signing date scheduled at this time.

#### **6.0 ITEMS FOR INFORMATION/ACTION**

6.1 School District Project report (Information) - The committee has visited Prairie School District (New Raymer), Briggsdale School District, Platte Valley School District (Kersey) and Pawnee School District (Grover). They will be going to Weld County REI in Gilcrest on Friday. Library services are solid for elementary. They have good collections and collaboration between media and teachers, as well as the bookmobile. After elementary, there is a great range of services and they have different needs depending what they are offering their students.

6.2 Revisit the WLD Mission Statement (Information) – The district has been convening focus groups to rewrite and revise the mission statement. The board offered their input on those same questions and it was recorded by Kelli Johnson.

#### **7.0 ADJOURNMENT - 6:00 p.m.**

*Cancel  
Adm ary*

**HUDSON PUBLIC LIBRARY**

**AGENDA July 18, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JUNE MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, August 15, 2007 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 20, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:02 pm.

**TRUSTEES PRESENT:** Lucile Arnusch, Cathy Bollers, Carol Bryant, Joann Dunker, Ellen Korthuis, Maureen Lockette and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present. Judy McGill from the town of Hudson also attended.

**MINUTES:** The minutes from the May meeting were approved with a motion from Dot and a second from Joann.

**FINANCIAL REPORT: Money Market:** \$476,625.74 **Checking:** \$4,449.16 **CD:** \$163,485.04 **Maintenance & Repair Fund:** \$4,722.14 The bills for June were \$11,251.38 A motion from Maureen and a second from Dot approved the financial report and payment of the June bills.

**LIBRARIAN'S REPORT:** Circulation for May: 2456 and 361 (interlibrary loans); Patrons: 2231; Cards Issued: 14; Fines Collected: \$92.14; Book Sales: \$9.15; Copies: \$36.40.

**OLD BUSINESS:**

- a) Janine Reid responded by email on May 24<sup>th</sup> that the WLD Board had approved the changes to the IGA. Ault and Platteville have hired an attorney to review the IGA. Judy stated that the Hudson Town attorney reviewed the IGA and had no legal reservations about it, but he is not an expert in library law. Cathy will send an email to Janine stating that we are continuing to study the IGA before sending it to the Hudson Town Board.
- b) Terri received the final copy of the Delivering Library Services document.
- c) The Denver Zoo presentation at the park was enjoyed by kids and parents.
- d) Congratulations to Tami who won the Race to Read Staff Race at Bandimere Speedway!

**NEW BUSINESS:**

- a) Some children are being left unattended at the library. Terri sent a note concerning patron conduct to the parents of the Summer Reading participants. She will compile a Patron Conduct Policy from samples of other libraries.
- b) We discussed adopting the WLD Wireless Policy.
- c) We will have a booth at the Hudson Festival on Saturday, July 21<sup>st</sup> from 10:00 am until 1:00 pm.
- d) The WLD Foundation will meet at the Hudson Library on June 26<sup>th</sup>.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.  
Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Ellen and a second from Lucile adjourned the meeting at 6:15 pm.

Respectively submitted: Cathy Bollers, secretary

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA August 22, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JULY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

*add roofing to report*

**Next Meeting – Wednesday, September 19, 2007 at 5:00 PM**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES**

**July 18, 2007**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:04 pm.

**TRUSTEES PRESENT:** Lucile Arnusch, Cathy Bollers, Joann Dunker, Ellen Korthuis, Maureen Lockette and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present. Judy McGill from the town of Hudson also attended.

**MINUTES:** The minutes from the June meeting were approved with a motion from Dot and a second from Maureen.

**FINANCIAL REPORT: Money Market:** \$480,304.48 **Checking:** \$4,706.49 **CD:** \$163,485.04  
**Maintenance & Repair Fund:** \$4,728.08 The bills for July were \$9,868.14 A motion from Joann and a second from Lucile approved the financial report and payment of the July bills.

**LIBRARIAN'S REPORT:** Circulation for June: 2763 and 478 (interlibrary loans); Patrons: 2090; Cards Issued: 19; Fines Collected: \$133.79; Book Sales: \$63.30; Copies: \$46.40.

**OLD BUSINESS:**

- a) Three member libraries have hired the same attorney to review the IGA. Cathy sent an email to Janine stating that we are continuing to study the IGA before sending it to the Hudson Town Board.
- b) Terri is gathering information for the Patron Conduct Policy.
- c) The WLD Foundation met at the Hudson Library on June 26<sup>th</sup>. The members toured the library and offered suggestions for attracting more patrons. They recommended inviting chamber of commerce groups to a before-hours breakfast. They also suggested installing a sign in front of the library building.

**NEW BUSINESS:**

- a) Tannis Bator will perform as Rattlesnake Kate on Friday, August 31<sup>st</sup> at the Adult Summer Reading party. A motion from Dot and a second from Joann to donate \$100 to the Weld Food Bank for Tannis' fee was approved.
- b) The Children's Summer Reading party (pirate and fairy adventure) will be on Friday, July 20<sup>th</sup> from 10:00 am until noon at the park. We discussed closing the library during the party, but decided to have Terri ask Marci Weeks to work during the party.
- c) The Teen's Summer Reading celebration (pizza party) will be on July 24<sup>th</sup>.
- d) Lucile shared information about the National Endowment for the Arts (NEA) grant to the Weld Library District to support Big Read programs between September and December. The Big Read encourages literary reading by asking communities to come together to read and discuss a single book. 5,000 English copies and 350 Spanish copies of *Bless Me Ultima* by Rudolfo Anya will be provided. 10,000 reader's guides will also be available. The kick off will be in September and flyers with county activities will be distributed. The Hudson Book Club will discuss the book at their October meeting.
- e) We discussed purchasing a canopy to use at the Pioneer Arts Festival and Hudson Festival. A motion by Maureen and a second by Lucile to purchase a canopy for the library was approved. Cathy will shop for the canopy.
- f) Effective June 1<sup>st</sup>, 2007 our insurance company Urman Company was purchased by Hilb, Rogal & Hobbs.

**CORRESPONDENCE / PATRON COMMENTS:**

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.

Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Maureen and a second from Joann adjourned the meeting at 5:55 pm.

Respectively submitted: Cathy Bollers, secretary

*Summary*

**HUDSON PUBLIC LIBRARY**

**AGENDA September 19, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM AUGUST MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, October 17, 2007 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 22, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Carol Bryant, Cathy Bollers, Joann Dunker, Maureen Lockette and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the July meeting were approved with a motion from Joann and a second from Dot.

**FINANCIAL REPORT: Money Market:** \$484,886.94 **Checking:** \$6,093.91 **CD:** \$163,863.32 **Maintenance & Repair Fund:** \$4,728.08 The bills for August were \$8,196.28 A motion from Joann and a second from Maureen approved the financial report and payment of the August bills.

**LIBRARIAN'S REPORT:** Circulation for July: 2,952 and 572 (interlibrary loans); Patrons: 1,978; Cards Issued: 20; Fines Collected: \$113.90; Book Sales: \$35.29; Copies: \$29.00.

**OLD BUSINESS:**

- a) The Eaton Library Board has signed the IGA. We discussed Eaton's changes to paragraph 3. Cathy will send an email to Janine stating that we want to replace paragraph 3 in our IGA with the wording from Eaton's IGA.
- b) Terri presented a Policies and Procedures manual, which included policies for circulation, patron conduct, internet, and wireless access. We will review the manual at the September meeting.
- c) Terri shared pictures from the Summer Reading party, which was well attended.

**NEW BUSINESS:**

- a) Terri presented a proposed budget for 2008. The revenue amounts will be available August 25<sup>th</sup>. We discussed the need for additional hours on Saturday. Starting in January the hours for Saturday will be changed to 9:00 am to 2:00 pm. The staff will rotate working on Saturday. Since the budget is due to the town hall on September 19<sup>th</sup>, Terri will inform the board members when the budget is ready for review. The board members will sign their approval. A motion from Maureen and a second from Joann to accept the written approval of the budget was approved.
- b) Valley Heating repaired the air conditioning.
- c) Terri contacted the insurance company about replacing the roof. The adjustor inspected the roof on August 22<sup>nd</sup> and prepared a quote of \$6,929.72. A motion from Joann and a second from Maureen to pay the \$2,500 deductible and any additional costs not covered by the insurance to replace the roof from the M&R account was approved. Terri will get quotes.
- d) Terri will contact the state and Joe Racine about the guidelines for a library sign.
- e) Terri is planning a PC reservation system using cards and an Excel program.

**CORRESPONDENCE / PATRON COMMENTS:**

Terri shared comments from a patron who liked the size of our library and appreciates the connection with Weld Library District.

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.  
Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Maureen and a second from Joann adjourned the meeting at 6:15 pm.

Respectively submitted: Cathy Bollers, secretary

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA October 17, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM SEPTEMBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Wednesday, November 21 or 28, 2007 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 19, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:05 pm.

**TRUSTEES PRESENT:** Carol Bryant, Cathy Bollers, Joann Dunker, Ellen Korthuis, Maureen Lockette and Dot Sarchet were present. Librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the August meeting were approved with a motion from Dot and a second from Maureen.

**FINANCIAL REPORT: Money Market: \$521,667.27 Checking: \$6,801.59 CD: \$163,863.32 Maintenance & Repair Fund: \$4,740.35** The bills for September were \$7,738.60 A motion from Ellen and a second from Joann approved the financial report and payment of the September bills.

**LIBRARIAN'S REPORT:** Circulation for August: 2,811 and 511 (interlibrary loans); Patrons: 1,838; Cards Issued: 12; Fines Collected: \$66.25; Book Sales: \$17.40; Copies: \$54.55.

**OLD BUSINESS:**

- a) The Eaton and Ft. Lupton library boards and town boards have signed the IGA. The Platteville library board signed the IGA. Cathy will send an email to Janine stating that we want to replace paragraph 3 in our IGA with the wording from Eaton's IGA.
- b) DeFoe Roofing submitted a bid of \$6,766.00 to replace the roof. As was approved at the August meeting, the \$2,500 deductible will be paid from the M&R account.
- c) The proposed budget for 2008 was delivered to Hudson on September 18<sup>th</sup>.
- d) Terri will complete the CDOT application to apply for a sign.

**NEW BUSINESS:**

- a) Terri will schedule Valley Heating for a winter inspection of the heater.
- b) The new story time on Friday is going well.
- c) We discussed a memorial for Virginia Swift who recently passed away. Virginia was a member of the Library Board and a very active supporter of the library. She will be missed.

**CORRESPONDENCE / PATRON COMMENTS:**

Thank you note from Ellen Korthuis.

Terri shared comments from a Farr Library employee who borrows many books from our library and wanted to see our facility.

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.

Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Maureen and a second from Joann adjourned the meeting at 5:25 pm.

Respectively submitted: Cathy Bollers, secretary

*Library*

**HUDSON PUBLIC LIBRARY**

**AGENDA November 28, 2007**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM OCTOBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

**Next Meeting – Do we need a meeting on  
Wednesday, December 19, 2007 at 5:00 PM?**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 17, 2007**

**CALL TO ORDER:** Carol Bryant called the meeting to order at 5:10 pm.

**TRUSTEES PRESENT:** Lucile Arnusch, Carol Bryant, Cathy Bollers, Joann Dunker, Maureen Lockette and Dot Sarchet were present. Judy McGill from the town of Hudson attended. Librarians Terri Redden and Bev Judd were also present.

**MINUTES:** The minutes from the September meeting were approved with a motion from Joann and a second from Maureen.

**FINANCIAL REPORT:** Money Market: \$514,388.29 Checking: \$1,122.36 CD: \$163,863.32 Maintenance & Repair Fund: \$4,740.35 The bills for September were \$15,688.05 A motion from Dot and a second from Lucile approved the financial report and payment of the October bills.

**LIBRARIAN'S REPORT:** Circulation for September: 2,098 and 513 (interlibrary loans); Patrons: 1,156; Cards Issued: 32; Fines Collected: \$104.98; Book Sales: \$16.00; Copies: \$54.55.

**OLD BUSINESS:**

- a) Brian Larson, President of the Weld Library District Board of Trustees, sent a letter and updated IGA. Carol and Cathy signed the IGA, which was given to Judy for distribution to the town trustees.
- b) The roof was replaced, and the heater was repaired.
- c) Terri distributed copies of the proposed budget for 2008 and the Policies and Procedures document.
- d) Lucile reported on the Big Read. The attendance at Greeley events was good. The district will probably participate again in 2008. Returned books will be given to schools.

**NEW BUSINESS:**

- a) We discussed purchasing an ad on the Weld Central poster. A motion from Joann and a second from Dot to purchase a 2½" x 4" ad for \$209.95 from the Athletic Department was approved.
- b) A motion from Joann and a second from Dot to donate \$100 towards a memorial bench in memory of Virginia Swift was approved.

**CORRESPONDENCE / PATRON COMMENTS:**

Thank you letter from the Weld Food Bank.

**FUTURE AGENDA ITEM:**

Gather information on establishing a library foundation.

Do our by-laws contain information about salaried staff positions?

**ADJOURNMENT:** A motion from Maureen and a second from Joann adjourned the meeting at 5:50 pm.

Respectively submitted: Cathy Bollers, secretary