

HUDSON PUBLIC LIBRARY

AGENDA, JANUARY 22,2003

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (DECEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Bids for library improvements.**
 - b. Neva Andrews book signing and reading, January 25.**
 - c. Open House on January 25 from 10 am to 2 pm.**
 - d. Book Sale January 20-25.**
 - e. New hours for library (started January 20).**
 - f. Personnel policy for the library.**
- 6. NEW BUSINESS:**
 - a. Adopt Resolution for posting meeting place & time.**
 - b. Appointment for Board member (Judy McGill).**
 - c. Building insurance (Safeco) not renewed.**
- 7. CORRESPONDENCE: Thank you from Latoy**
- 8. ADJOURNMENT**

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DECEMBER 4, 2002**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 PM.

TRUSTEES PRESENT: Cathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill and Virginia Swift. Trustee Karla Huston from the Town of Hudson and Librarians Terri Redden and Bev Judd were also present. Dot Sarchet was absent for this meeting.

MINUTES: The minutes from the October meeting were approved with a motion from Judy and a second from Joann.

FINANCIAL REPORT: **Checking:** \$5,155.48 **Savings:** \$125,402.59 **CD:** \$26,559.05 and **Maintenance & Repair Fund:** \$1,626.44. The bills for the month (no meeting in Nov.) were **\$5,514.90**. A motion from Joann and a second from Virginia approved both the financial report and payment of the bills.

LIBRARIAN'S REPORT: **Circulation** for October: 1221 & November: 974, **Patrons:** 925 for October and 719 for November, **Cards issued:** October-26 & November-13, **Fines Collected:** October-\$84.55 & November-\$95.20, **Book Sales:** \$23.60 in October and \$16.25 in November. \$30.80 was collected for copies in October and \$12.65 in November.

OLD BUSINESS:

- a. Terri reported all videos now have ratings stickers attached on cases.
- b. The bike rack installation was tabled for the next meeting.
- c. Adopting a personnel policy for the library was tabled for the January meeting.

NEW BUSINESS;

- a. Terri asked for permission to invite Neva Andrews for a book signing after The holidays. Her latest book has recently been published and she would like to do a reading along with the book signing. A motion from Joann and a second from Kathy approved this request.
- b. Discussion followed about increasing the hours of the library after the first of the year. Tuesday and Thursdays hours will be increased to 5 PM to allow students accessibility after school hours. A motion from Judy and a second from Joann approved this increase.
- d. The board discussed improvements for the library in 2003. Painting the inside of the library and new carpet were top priorities. No decisions at this time.
- e. The board approved the suggestion to increase Bev Judd's hours with Motions from Ellen and Gail and a second from Joann.
- f. January's meeting will be held at Joann's home on January 22 at 3:30 PM. Employee evaluations will be accomplished at this time.
- g. Amending the budget to cover salary increases due to increased hours was approved with a motion from Virginia and a second from Joann.

ADJOURNMENT: The meeting was adjourned at 6:10 PM with a motion from Gail.

Respectively submitted: Virginia Swift, secretary

HUDSON PUBLIC LIBRARY

AGENDA, FEBRUARY 26, 2003

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES (JANUARY MEETING)**
3. **APPROVE PAYMENT OF BILLS**
4. **LIBRARIANS REPORT**
5. **OLD BUSINESS:**
 - a. **Building insurance...still working on it.**
 - b. **Remodeling information, remove steps in Childrens area?**
 - c. **Check contract for remodeling, date to begin?**
 - d. **Status on Personnel Policy?**
6. **NEW BUSINESS:**
 - a. **Elections**
 - b. **Personal Growth Plans for Staff**
 - c. **Theme for Summer Reading *Chews To Read* and other info.**
7. **ADJOURNMENT**



**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
JANUARY 22, 2003**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 4:00 PM.

TRUSTEES PRESENT: Cathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill, Dot Sarchet and Virginia Swift.

MINUTES: The minutes from the December meeting were approved with a motion from Judy and a second from Joann.

EXECUTIVE SESSION: A motion was made and seconded, a poll taken from the Board members to enter into *executive session* to discuss job performance and the amount of raises for the three staff members pursuant to Colorado Revised Statutes 24-6-402(f). The Library Board came out of *executive session* at 4:40 PM; *President Korthuis called for a recess*. Ellen called the meeting to order at 5:15 PM. At this time Librarians Terri Redden and Bev Judd were present to continue the business meeting.

FINANCIAL REPORT: Checking: \$5,261.68 **Savings:** \$115,039.15 **CD:** \$26,559.05 and **Maintenance & Repair Fund:** \$2,128.98. The bills for the December were \$1,977.51 & for January were \$2,095.70. A motion from Dot and a second from Virginia approved the Financial Report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for December: 839, Patrons: 561 Cards issued: 7, Fines Collected: \$57.14, Book Sales: \$31.00, Copies: \$18.45.

OLD BUSINESS:

- a. Terri furnished three bids for library improvements (interior painting, carpeting, linoleum and book bins). Randy Childs, Ed Jordan & Jerry Van Riper were the three contractors. Mr. Van Riper's bid was complete and a motion from Joann with a second from Dot approved his bid for improvements totaling \$11,737.50.
- b. Neva Andrews will do a book signing and reading on January 25. There will be an "Open House" on January 25 also from 10 AM to 2 PM.
- c. A Book Sale from January 20 to January 25 at the Library.
- d. The extended hours at the Library began January 20, 2003.
- e. A "workshop" is scheduled for February 15 (Saturday @ 1PM) to update the Library's Personnel Policy. A motion from Gail and a second from Joann approved the "workshop".

NEW BUSINESS:

- a. With a motion from Judy and a second from Virginia Resolution 03-1 was Approved. This Resolution sets the meeting place and time and the area for posting this information. The bulletin board in the Library is the designated posting place.
- b. Hudson's Board of Trustees approved board member Judy McGill's appointment in December. Her term expires in 2007.
- c. Terri reported the Library's building insurance is not being renewed by Safeco. Mr. John Bowles is working on other options. It is due in March.
- c. A motion from Gail and a second from Joann approved the salary increases for the three staff members beginning January 15, 2003. Terri raised to \$10.25 per hour, Bev to \$8.50 and Marcie to \$7.70.

CORRESPONDENCE:

Thank-you notes were shared from Latoy (cleaning lady) and Marcie, thanking the Board for Christmas bonuses.

ADJOURNMENT: The meeting was adjourned at 6:15 PM. Virginia Swift, Secretary.

HUDSON PUBLIC LIBRARY

AGENDA MARCH 26, 2003

1. CALL TO ORDER

2. APPROVE MINUTES FROM FEBRUARY MEETING

3. APPROVE PAYMENT OF BILLS

4. LIBRARIANS REPORT

5. OLD BUSINESS:

- a. Status of building insurance.
- b. Remodeling information.
- c. Status of Personnel Policy.

6. NEW BUSINESS:

- a. Cart rentals for remodeling.
- b. Extra hours for the staff.
- c. The Effective Library Board workshop.

7. ADJOURN

Next Meeting - Wednesday, April 23, 2003 at 5:00 PM

*Best time for Summer Reading
8:30*
Monday morning - Hoff

check on - Roggen - preschool - Small Wonders

*trans
8,000.00 3/27/03*

*Call Leonard -
Bench + Landscaping stones*

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
FEBRUARY 26, 2003**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 PM.

TRUSTEES PRESENT: Cathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill, Dot Sarchet and Virginia Swift.

MINUTES: The minutes from the January meeting were approved with a motion from Gail and a second from Joann.

FINANCIAL REPORT: Checking: \$5,259.01 Savings: \$109,558.27 CD: \$26,746.49 and Maintenance & Repair Fund: \$2,505.70. The bills for February were \$9,704.62 (including a check to Jerry Van Riper \$2842.00 for carpeting). A motion from Joann and a second from Judy approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for January: 1137, Patrons: 925 Cards issued: 9, Fines Collected: \$64.80, Book Sales: \$70.90, Copies: \$19.35.

OLD BUSINESS:

- a. Terri reported she is still working with John Bowles concerning the building insurance. She will contact him on a daily basis; he assures her he will not let the library go without insurance, one way or another.
- b. Terri asked the board to consider letting her remove the steps in the children's story area. This will give the library more space and also remove the danger of a child falling from the steps. The board agreed with Terri and the steps will be removed. Joann will take the steps eliminating the problems with disposal of said steps.
- c. The remodeling project is scheduled to begin March 17 and continue through April 14. Mr. Van Riper will attempt to do much of the work in the evenings but it is apparent the library may have to close on some of the days during the remodeling project.
- d. Joann brought a "draft" copy of the personnel policy for the library, there were a couple of corrections made, she will attempt to have the completed policy for the next meeting.

NEW BUSINESS:

- a. The Library Board discussed the personal growth plans from the library Staff for the coming year.
- b. Terri talked about the Summer Reading Program with the theme being *Chews To Read*. Terri would like to again do a summer wrap-up celebration at the Town Park, she will ask permission from the Town. In place of weekly guests she would like to concentrate on one big party at the end of the program.
- c. The last item of business was election of officers. A motion to nominate Dot Sarchet for Chairperson and Kathy Bollers for Secretary was made by Joann. A motion to elect Joann Dunker as Treasurer was made by Virginia. Gail seconded the three motions.

ADJOURNMENT: A motion from Joann and a second from Gail adjourned the meeting at 6:10 PM.

Respectively submitted: Virginia Swift, secretary.

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
MARCH 26, 2003**

CALL TO ORDER: Dot Sarchet called the meeting to order at 5:05 PM.

TRUSTEES PRESENT: Dot Sarchet, Joann Dunker, Ellen Korthius, Judy McGill, Virginia Swift, Gail Copeland, and Cathy Bollers.

MINUTES: The minutes from the February meeting were approved with a motion from Ellen and a second from Joann.

FINANCIAL REPORT: Checking: \$5,721.11 Savings: \$116,685.67 CD: \$26,746.49
Maintenance & Repair Fund: \$2,507.50 The bills for March were \$7,514.76. A motion from Virginia and a second from Joann approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for February: 1048, Patrons: 945, Cards Issued: 19, Fines Collected: \$55.79, Book Sales: \$21.00, Copies: \$26.70.

OLD BUSINESS:

- a) Terri has received an email from the underwriter for the insurance, but has not received a bill.
- b) Terri will call Leonard to get an estimate for installing a bench.
- c) Ellen called Ken Pennock, who is with the Mountain States Employers Council and wrote the Weld Library District Employee Handbook. He said that with only one full time employee, we only need an anti-discrimination policy. With less than 50 employees, we do not need an employee handbook. The disadvantage of a small organization writing a handbook is that we have to live by what we have written. Employee handbooks are not legally required. If we decide to have an employee handbook, it should include EEO, harassment policy, problem solving, discipline measures policy, and paydays.
- d) Joann and Cathy will review our Employee Handbook before the April meeting.
- e) Joann is updating the by-laws, which will be reviewed later in the year.
- f) Terri and Marci are organizing a puppet show to present at preschools and schools to publicize the Summer Reading Program. Dot suggested going to Hoff Elementary on a Monday morning.

NEW BUSINESS:

- a) Terri asked the board about renting carts with wheels for storing the books during the remodeling. The cost for 36 carts @\$1.25/day for 22 days is \$990, plus \$300 for delivery and pickup. The \$1290 for cart rental was approved with a motion from Joann and a second from Ellen.
- b) With the additional work required for the remodeling during April 4-14, extra hours for Terri and Bev were approved with a motion from Virginia and a second from Ellen.
- c) Judy McGill and the Hudson town staff were thanked for the snow removal after the Blizzard of 2003!
- d) Bonita from Valley Bank explained that because of the liability issue the bank insurance does not cover accounts with two signatures. New forms requiring just one signature for our accounts at the bank were signed.

ADJOURNMENT: A motion from Virginia and a second from Ellen adjourned the meetings at 5:47 PM.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 23, 2003**

CALL TO ORDER: Dot Sarchet called the meeting to order at 5:05 PM.

TRUSTEES PRESENT: Dot Sarchet, Joann Dunker, Ellen Korthius, Judy McGill, Virginia Swift, Gail Copeland, and Cathy Bollers. Trustee Karla Huston from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

MINUTES: The minutes from the March meeting were approved with a motion from Joann and a second from Gail.

FINANCIAL REPORT: Checking: \$12,600.00 **Savings:** \$171,268.10 **CD:** \$26,746.49
Maintenance & Repair Fund: \$3,384.58 The bills for April were \$12,593.90 which included the interior painting and carpet installation. A motion from Joann and a second from Virginia approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for March: 1350, Patrons: 945, Cards Issued: 18, Fines Collected: \$48.04, Book Sales: \$12.50, Copies: \$25.35.

OLD BUSINESS:

- a) Terri spoke to John about the insurance, which has been renewed with an annual premium of \$1,068.
- b) The staff made an extra effort in preparation for the remodeling that resulted in the reopening of the library on schedule! Cathy made a motion to give the staff a \$50 bonus in their next payroll for their work with the remodeling, seconded by Joann and approved.
- c) Thanks to Ed Judd, Ron Redden, Ken and Cathy Bollers for their help with the remodeling.
- d) Joann and Cathy will reviewed and updated the Employee Handbook.

NEW BUSINESS:

- a) The Hudson town administrator Jim Landeck and the town attorney Kendra were present to talk about the relationship between the town of Hudson and the library. Their interpretation of the official documents is that the library was transferred to the town's control from Weld County. Copies of any documents relating to the library will be provided to the library board by the town. The town is ultimately responsible for the library, handles auditing of the library, and allocation of funds. The library budget is filed with the state by the town. Judy will work with Terri so that the library budget complies with the state statutes. A copy of the Employee Handbook was given to Kendra to review.
- b) Joann made a motion to sell the carpet remnants to Bev for \$10, seconded by Ellen and passed.
- c) We discussed the proposal from Jerry Van Riper to install a wood frame deck and bike rack for \$1,125. Ellen made a motion to accept the proposal, seconded by Virginia and passed.
- d) We discussed a proposal from Leonard Roskop to buy and install a 7 foot bench for \$150. Virginia made a motion to accept the proposal, seconded by Ellen and passed.
- e) Judy McGill resigned her position on the board due to the Hudson personnel policy. We expressed our appreciation to Judy for her involvement on the board.

ADJOURNMENT: A motion from Gail and a second from Dot adjourned the meetings at 6:22 PM.

Respectively submitted: Cathy Bollers, secretary

*separate line items main / repair
call landscaping for estimates*
HUDSON PUBLIC LIBRARY

AGENDA June 25, 2003

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM MAY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Introduction to Maureen Lockette.**
 - b. Estimate for chips.**
- 6. NEW BUSINESS:**
 - a. Drainage improvements.**
 - b. Summer reading status!**
 - c. Correspondence**
- 7. ADJOURN**

Next Meeting – Wednesday, July 23, 2003 at 5:00 PM

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 28, 2003**

CALL TO ORDER: Dot Sarchet called the meeting to order at 5:05 pm.

TRUSTEES PRESENT: Dot Sarchet, Joann Dunker, Ellen Korthius, Virginia Swift, Gail Copeland, and Cathy Bollers. Trustee Karla Huston and Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

MINUTES: The minutes from the April meeting were approved with a motion from Virginia and a second from Ellen.

FINANCIAL REPORT: **Checking:** \$8,021.03.00 **Savings:** \$161,896.85 **CD:** \$26,929.10
Maintenance & Repair Fund: \$3,636.58 The bills for April were \$6,323.20 which included \$1,0688.00 for the building insurance. A motion from Ellen and a second from Joann approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for April (closed 10 days for remodeling): 992, Patrons: 673, Cards Issued: 3, Fines Collected: \$56.00, Book Sales: \$1.00, Copies: \$20.95.

OLD BUSINESS:

- a) Leonard Roskop provided a proposal of \$500.00 to install interlocking pavers for the area with the bench. We need more information on how the bench attaches to the pavers. Terri will ask Jerry Van Riper for an estimate to install the bench.

NEW BUSINESS:

- a) Terri reported that the air conditioning unit was serviced. We discussed the possibility of having to replace the air conditioning in the future.
- b) Terri and Bev attended the High Plains Council meeting at their retreat. Due to budget cuts, all library service systems will be cut. Terri read a letter from Lois, who explained that High Plains will continue to provide the same services for one year using a skeleton staff.
- c) Terri will get estimates for materials for landscaping. Zach is available to work at \$6.00 an hour.
- d) We thanked Joann for working at the library.

CORRESPONDENCE:

- a) Terri and Bev wrote thank you notes for their bonuses.
- b) Kendra Carberry wrote a letter indicating that the HPL Personnel Manual had been reviewed and is in compliance with applicable law.
- c) Judy McGill presented a package, including Ordinance No. 137 Establishing the Weld Library District in Conjunction with Certain Governmental Units of Weld County (9-11-85), Resolution No. LD-85-1 Establishment of the Weld Library District and Participation by the Town of Hudson Library (8-22-85), Agreement between the Weld Library District and the Town of Hudson Regarding Library Services (11-13-85).
- d) Maureen Lockette submitted a very interesting letter of interest for the board position. She will be invited to the next meeting.

ADJOURNMENT: A motion from Joann and a second from Virginia adjourned the meetings at 6:05 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 25, 2003**

CALL TO ORDER: Ellen Korthius called the meeting to order at 5:10 pm.

TRUSTEES PRESENT: Dot Sarchet, Ellen Korthius, Virginia Swift, Gail Copeland, and Cathy Bollers. Trustee Karla Huston and Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd, and Maureen Lockette were also present.

MINUTES: The minutes from the May meeting were approved with a motion from Virginia and a second from Gail.

FINANCIAL REPORT: **Savings:** \$161,328.75 **Checking:** \$9,161.06 **CD:** \$26,929.10
Maintenance & Repair Fund: \$4,013.91 The bills for May were \$5,858.50. A motion from Virginia and a second from Gail approved the financial report and payment of the bills. Judy will work with Bev on improving the financial reports.

LIBRARIAN'S REPORT: Circulation for May: 1351, Patrons: 1141, Cards Issued: 21, Fines Collected: \$56.49, Book Sales: \$0, Copies: \$13.40.

OLD BUSINESS:

- a) Maureen Lockette was introduced. A motion from Dot and a second from Virginia approved adding Maureen to the board. Welcome, Maureen!
- b) The Summer Reading program has a fantastic start with 184 children participating!
- c) Piccadilly Nursery can deliver red bulk mulch for \$88.74.
- d) Terri will contact landscapers for estimates.
- e) Jerry Van Riper will give an estimate for the cement platform

NEW BUSINESS:

- a) For the first time the auditor charged us \$350 for four hours of work.

CORRESPONDENCE:

- a) The Adams County Jail sent a thank you note for the paperback book donations.
- b) Dot sent a thank you note for the flowers.

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

Respectively submitted: Cathy Bollers, secretary

HUDSON PUBLIC LIBRARY

AGENDA August 27, 2003

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JULY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
 - a. Revised bid for landscaping.**
 - b. Bike rack location.**
 - c. Summer reading party and staff award!**
 - d. Window tinting.**
- 6. NEW BUSINESS:**
 - a. Correspondence**
- 7. ADJOURN**

Next Meeting – Wednesday, September 24, 2003 at 5:00 PM

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 23, 2003**

CALL TO ORDER: Dot Sarchet called the meeting to order at 5:10 pm.

TRUSTEES PRESENT: Dot Sarchet, Virginia Swift, Joann Dunker, Ellen Korthuis, and Cathy Bollers. Judy McGill from the town of Hudson and librarian Terri Redden were also present.

MINUTES: The minutes from the June meeting were approved with a motion from Ellen and a second from Virginia.

FINANCIAL REPORT: Savings: \$161,096.03 Checking: \$9,753.74 CD: \$26,929.10
Maintenance & Repair Fund: \$4,391.17 The bills for June were \$4,857.17. A motion from Joann and a second from Ellen approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for June: 1980, Patrons: 1350, Cards Issued: 23, Fines Collected: \$74.75, Book Sales: \$0, Copies: \$15.80.

OLD BUSINESS:

- a) We discussed the landscaping proposal from CreekSide Landscaping. Terri will call Steve to get addresses where he has done landscaping. A motion from Cathy and a second from Ellen to accept the proposal from CreekSide Landscaping, contingent on the board members viewing Steve's work, was approved.
- b) A window film installation quotation from Boulder Window Tint was reviewed. The \$372.00 quote for tinting two large arch windows and ⁴ two small arch windows was approved with a motion from Joann and a second from Virginia.
- c) Jerry Van Riper's \$498 estimate for the cement platform for the ^{bench} bike rack was not approved.
- d) Storytime has been well attended with 71 children and 7 adults. The children are divided into 2 age groups.
- e) The Summer Reading Program party will be Friday at 10:00 am at the park. A clown will entertain the children and face painting will be available.

NEW BUSINESS:

- a) We discussed participating in the Southeast Weld County Fair parade next year.

CORRESPONDENCE:

- a) Valley Bank sent an invitation to their open house.
- b) Terri thanked everybody for the birthday cards.


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

Respectively submitted: Cathy Bollers, secretary

LIBRARY BOARD MEETING

September 24, 2003

*Call -
Becky -
why did
Distribution
go
down -
What
about
Sunset ing?*



*ask Jerry about
Cement
parking lot
Spray the
Play
pole - white*

1. Librarian's Report:

- a. Circulation: August ~ 1352 YTD ~ 10,665
- b. Patrons: August ~ 931 YTD ~ 8747
- c. Cards issued: adult, New ~ 4 YTD ~ New 42
- d. Cards issued: juvenile, New ~2 YTD ~ New 48
- e. Fines collected: \$ 61.85 YTD ~\$337.59
- f. Book sales: \$ 16.50 YTD ~\$129.15
- g. Copies: \$ 25.50 YTD ~\$164.65
- h. Preliminary budget for 2004

Correspondence-letter from Carson Block concerning CIPA

Money Market ~ \$173,543.26 Checking ~ \$4520.76
CD ~ \$27,045.17 Maintenance & Repair ~ \$ 4,520.76

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 27, 2003**

CALL TO ORDER: Dot Sarchet called the meeting to order at 5:05 pm.

TRUSTEES PRESENT: Dot Sarchet, Virginia Swift, Joann Dunker, Ellen Korthuis, Gail Copeland, Maureen Lockette, and Cathy Bollers. Trustee Karla Huston and Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

FINANCIAL REPORT: Savings: \$173,264.91 Checking: \$9,806.52 CD: \$27,045.17
Maintenance & Repair Fund: \$4,518.40 The bills for July were \$6,252.09. A motion from Joann and a second from Ellen approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for July: 1455, Patrons: 1760, Cards Issued: 22, Fines Collected: \$88.50, Book Sales: \$7.25, Copies: \$17.60.

OLD BUSINESS:

- a) The CreekSide Landscaping proposal was modified to include cobble around the trees. A motion from Virginia and a second from Maureen to accept the \$3,024.03 proposal was approved. (The bid includes \$444 for the concrete slab for the bench.) Steve signed a performance contract indicating he would start the project on September 2nd with a completion date in 20 days. Great idea Terri!
- b) The window film installation has been completed.
- c) The town inspector told us that the bike rack location near the fire exit is a problem. The bike rack location will be changed to the west end of the landscaping at the edge of the parking area. Terri will have Jerry start the work. (His bid for \$1,125 was approved at the April meeting.)
- d) A clown entertained the children by creating balloon animals and his wife provided face painting at the Summer Reading Program party at the park.

NEW BUSINESS:

- a) In recognition of their efforts in the Summer Reading Program the four staff members were awarded a \$50 bonus on a motion from Cathy and a second from Virginia and approval by the board.

CORRESPONDENCE:

- a) In recognition of their puppet show presentation to promote the library at three schools, the staff received One Step Awards from the regional library system. **Congratulations!**
- b) The Juvenile Division budget has been cut and will no longer be able to provide community service personnel from the county. The town will still provide workers.

ADJOURNMENT: A motion from Gail and a second from Ellen adjourned the meeting at 5:50 pm.

Respectively submitted: Cathy Bollers, secretary

HUDSON PUBLIC LIBRARY

AGENDA October 22, 2003

1. CALL TO ORDER

2. APPROVE MINUTES FROM SEPTEMBER MEETING

3. APPROVE PAYMENT OF BILLS

4. LIBRARIANS REPORT

5. OLD BUSINESS:

- a. Explanation for decrease in tax distribution for 2004.**
- b. Status and/or discussion of budget.**

6. NEW BUSINESS:

- a. Bid for parking lot barriers, painting flag pole, paperback shelving.**
- b. Bid for shades from Home Depot.**
- c. Bid for window tinting.**
- d. Prices for cement bench.**
- e. Mini retreat for librarians.**
- f. Correspondence**

7. ADJOURN

Next Meeting – Wednesday, November 26, 2003 at 5:00 PM

Do we want to meet the day before Thanksgiving?

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 24, 2003**

CALL TO ORDER: Joan Dunker called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Virginia Swift, Joann Dunker, Gail Copeland, Maureen Lockette, and Cathy Bollers. Trustee Karla Huston and Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

MINUTES: The minutes from the August meeting were approved with a motion from Virginia and a second from Gail.

FINANCIAL REPORT: Savings: \$173,543.26 Checking: \$4,520.76 CD: \$27,045.17
Maintenance & Repair Fund: \$4,520.76 The bills for August were \$16,019.45. A motion from Gail and a second from Cathy approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for August: 1352, Patrons: 931, Cards Issued: 6, Fines Collected: \$61.85, Book Sales: \$16.50, Copies: \$25.50.

OLD BUSINESS:

- a) Steve and his crew from CreekSide Landscaping successfully completed the fantastic landscaping on schedule! The cost increased by \$590.50 to a total of \$3,614.53 to cover the expense of replacing a broken water line. Steve will winterize the drip irrigation system in the fall at no charge.
- b) The cement for the bench has been poured. Terri and Bev will get estimates for benches.
- c) The cement for the bike rack has been poured. Jerry will install the bike rack and cement barriers.
- d) Terri will ask Jerry for an estimate to install cement barriers in front of the water meter.
- e) Virginia suggested that the flag pole be painted. Terri will get an estimate from Jerry.

NEW BUSINESS:

- a) The 2004 tax distribution amount of \$108,728.81 is less than the 2003 amount of \$114,040.29. Terri will contact Weld County to understand the decrease.
- b) Terri presented a preliminary budget for 2004. We discussed the possibility of having to replace the furnace, which is the original to the building. Terri received an \$8,300 estimate for replacing the furnace and air conditioning or \$7,800 to replace only the air conditioning. We decided to increase the amount for utilities from \$7,800 to \$9,000 and to increase miscellaneous from \$500 to \$1,000 to cover the cost of food for meetings. The total budget is \$157,068.81. A motion from Virginia and a second from Cathy recommended approving the modified preliminary budget. Terri will give Judy a copy for the town before October 15. The final budget is required by the town in December.

CORRESPONDENCE:

- a) Carson Block, who is the CIPA (Children's Internet Protection Act) consultant, sent an email concerning the creation of a CIPA compliance guide that is aimed at working out the issues around CIPA. The guide will be available in electronic and print form early December.

ADJOURNMENT: A motion from Gail and a second from Virginia adjourned the meeting at 5:45 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
October 22, 2003**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Virginia Swift, Joann Dunker, Ellen Korthuis, Dot Sarchet, Maureen Lockette, and Cathy Bollers. Trustee Karla Huston and Judy McGill from the town of Hudson and 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 Virginia.

FINANCIAL REPORT: Savings: \$165,072.32 Checking: \$3,830.79 CD: \$27,045.17
Maintenance & Repair Fund: \$4,522.92 The bills for September were \$4,836.09. A motion from Virginia and a second from Maureen approved the financial report and payment of the bills.

LIBRARIAN'S REPORT: Circulation for August: 1450, Patrons: 963, Cards Issued: 12, Fines Collected: \$79.75, Book Sales: \$14.90, Copies: \$45.40.

OLD BUSINESS:

- a) Terri talked to Steve about why the 2004 tax distribution amount of \$108,728.81 is less than the 2003 amount of \$114,040.29. He explained the decrease is due to the Gallagher amendment and lower oil and gas revenues.
- b) The library bond will have a one-time decrease of \$19,000 and then remain at the same value.
- c) We reviewed the proposed budget of \$157,068.81 for 2004. The final budget is required by the town in December.

NEW BUSINESS:

- a) Jerry Van Riper submitted a proposal to install parking blocks in the parking lot, to paint the flag pole, to power wash the building, to paint the parking blocks, and to build a rolling cart. Terri will clarify the number of blocks with Jerry and also ask him to paint yellow strips on the steps. A motion from Joann and a second from Ellen recommended approving the proposal for a total cost of \$1,341.00 with an additional cost of no more than \$100 for painting the strips. The motion passed.
- d) A motion from Ellen and a second from Joann approved paying \$25.00 per person for Terri and Bev to attend a High Plains mini retreat on November 7th. The motion passed.
- e) A motion from Virginia and a second from Ellen recommended the purchase from Home Depot of wooden blinds for the four windows at a cost not to exceed \$200. The motion passed.
- f) Terri and Bev will order a cement bench.
- a) We discussed a quote of \$350 from Boulder Window Tint to tint the bottom part of all the windows. We decided to wait until after the blinds are installed to decide on the tinting

CORRESPONDENCE:

- a) No correspondence.

ADJOURNMENT: A motion from Virginia and a second from Joann adjourned the meeting at 5:45 pm.

Respectively submitted: Cathy Bollers, secretary