

HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 19, 2003

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

**TRUSTEES PRESENT:** Gail Copeland, Joann Dunker, Ellen Korthis, Maureen Lockette, Dot Sarchet and Virginia Swift. Cathy Bollers was absent. Also present were Trustee Karla Huston and Deputy Clerk Judy McGill from the Town of Hudson as well as Librarians Terri Redden and Bev Judd.

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

**FINANCIAL REPORT: Savings:** \$160,718.46, **Checking:** \$3,924.63, **CD:** \$27,161.74  
**Maintenance & Repair Fund:** \$5,525.37. The bills for October were \$6,128.33. A motion from Joann and a second from Ellen approved the financial report and payment of the bills.

**LIBRARIANS REPORT: Circulation** for October: 1516, **Patrons:** 1151, **Cards Issued:** 6, **Fines Collected:** \$78.20, **Book Sales:** \$9.00, **Copies:** \$46.30.

**OLD BUSINESS:**

- a. Discussion on 2004 Budget. With a motion from Ellen and a second from Virginia the salary line item was increased to \$40,000. The FICA tax was increased as well with a motion from Maureen and a second from Joann. Joann made a motion to accept the 2004 Budget with Ellen seconding the motion.
- b. Terri talked about the status on the parking lot barriers, flagpole painting, shades for windows, and the cement bench. Shades are up (very impressive), the bench and an accompanying planter should arrive within the week, the barriers are in place and the flagpole will be painted by the next meeting.

**NEW BUSINESS:**

- a. Terri signed the library up to receive the annual Gates Grant for a new computer. We will replace the oldest system following our replacement plan. The new computer should cost around \$400.00 using the Gates Grant. Discussion followed about the disposal of the old unit. Ellen will talk to Preston Ranch about the possibility of receiving the donation. A motion from Gail and a second from Maureen approved the purchase. A motion from Gail and a second from Virginia approved the donation.
- b. A motion from Ellen and a second from Gail approved the decision to not have a meeting in December. The January meeting will be on January 28 at Joann's home. Employee evaluations and salary increases will be discussed at that time. The meeting will begin at 4:00 PM with a potluck dinner following.
- c. A motion from Ellen and a second from Maureen approved Christmas gifts for the cleaning Lady, the courier and library employees.

**ADJOURNMENT:**

A motion from Virginia and a second from Gail adjourned the meeting at 6:00 PM.

Respectively submitted: Virginia Swift for Cathy Bollers, secretary.

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE REGULAR MEETING, DECEMBER 12, 2003**

President Brian Larson called the meeting to order at 11:47 am in the meeting room of the Farr Branch Library, Greeley, Colorado.

**PRESENT:** Brian Larson, President  
Margery Curtiss, Vice-president  
Geri Mellon, Secretary  
Ron Baker, Trustee  
Nomie Ketterling, Trustee  
Rosalie Martinez, Trustee  
Janine Freeman, Trustee.  
Steve Cottrell, Executive Director  
Beth Hager, Associate Director  
Shirley Quinn, Finance  
Jennifer Hottinger, Human Resources Manager  
Kelli Johnson, Public Information Coordinator  
Rita Kadavy, Bookmobile Branch Manager  
Sue Schmidt, Centralized Collection Development Manager  
Ray Peterson, Trustee Elect  
Jesse Fancuilli, Greeley Tribune

**ABSENT:** None

**AGENDA:** Janine made the motion to accept the agenda and Rosalie seconded. The motion passed unanimously.

**MINUTES:** Brian asked if there were any corrections or additions to the November 17th minutes. Marge made a correction to page 4, third paragraph of the topic, "Weld Library District Foundation Report." The Foundation Board will meet on January 20 instead of January 15. Marge moved to accept the minutes as corrected and Ron seconded. The motion passed unanimously.

**CITIZEN COMMUNICATIONS:**

There were no citizen communications.

**ITEMS FOR INFORMATION/ACTION**

**President's Report**

Brian presented Geri Mellon with a gift and words of thanks for her time on the Board of Trustees. Geri's term with the board expires December 31, 2003. Geri told the board that she really enjoyed "her tour of duty" and plans on attending some future board meetings as an interested citizen.

**Consider resolution to adopt the 2004 Budget**

Steve reviewed the few changes made to the budget since November's Board meeting. The final revenue certification was received and revenue for 2004 increased by \$12,106 for 2004. Other changes included the move of \$50,000

**WELD LIBRARY DISTRICT BOARD**  
**MINUTES OF THE REGULAR MEETING, DECEMBER 12, 2003**

District and the town of Erie. And in 1999, Steve and Marge visited Erie and talked with the Library Association and Erie town officials to discuss their needs if the mill levy passed.

He said that the Erie, Longmont and Boulder papers have recently printed articles about Erie's discontent. Current information indicates that Erie is requesting two state senators carry a bill to the next legislative session that could change library law to allow any community to disengage from a library district. They have approached the Colorado Municipal League to get assistance in passing the law. The ramification of a change in library law would affect all Colorado library districts. Steve explained that Erie straddles two counties: Boulder and Weld. Erie's Weld County residents pay the library district tax and Boulder residents do not. The situation is not easy for Erie, but the District could help them explore solutions.

The Trustees discussed potential problems that could develop if the library law is changed. The District provides Erie with computerized access to the entire District collection and databases. The District sends a weekly courier to deliver requested materials, trains their volunteer staff and provides tech services. The town of Erie provides staff and operates the book depository. The services are provided as outlined in the intergovernmental agreement. The District would be happy to discuss improvement of services with Erie and the process for the long-term facilities study of the I-25 corridor from Mead to Erie that will be completed in June. The results of the study will help the District decide the best location for library services. As a part of the study, focus groups will be conducted in those communities.

The newspapers have also contacted the District as well. Kelli created a press release to present the District's position. Brian said that the District would be happy to meet with Erie but Erie has stated to the press that they would not meet until they had all the information they needed. He said that the District will not know when they have accumulated enough information, but we continue to ask them to get back with us when they have the information.

Rosalie suggested creating a concise fact sheet of the services the District provides to Erie in bullet format to highlight the positive attributes. This might help get past the roadblock. Kelli said that the press release did outline the services the District provided to Erie but not in such a visual format. Beth suggested making a bullet format of the services to display in the libraries and depository. Marge suggested mailing info to the Fredrick and Firestone communities. Kelli said that it has been published in a local consumer magazine and reaches thousands of households.

Steve noted that Carbon Valley Branch is there to serve that part of the community with 4,000 sq ft of solid materials and services. The Erie community

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE REGULAR MEETING, DECEMBER 15, 2003**

President Brian Larson called the meeting to order at 4:50 pm in the meeting room of the Farr Branch Library, Greeley, Colorado.

**PRESENT:** Brian Larson, President  
Margery Curtiss, Vice-president  
Ron Baker, Trustee  
Rosalie Martinez, Trustee  
Janine Freeman, Trustee.  
Steve Cottrell, Executive Director  
Beth Hager, Associate Director  
Jennifer Hottinger, Human Resources Manager  
Kelli Johnson, Public Information Coordinator  
Rita Kadavy, Bookmobile Branch Manager  
Marsha Moore-Jazayeri, Farr Branch Manager  
Maggie Witwer, IT Manager  
Ray Peterson, Trustee Elect  
John Bookman, Friends of Lincoln Park Library  
Jesse Fancuilli, Greeley Tribune  
Phil Keating, Fox News 31

**ABSENT:** Geri Mellon, Board Secretary  
Nomie Ketterling, Trustee

**AGENDA:** Brian changed the order of the Items for Information/Action. Marge made a motion to accept the agenda as revised. Rosalie seconded and the motion passed unanimously by the trustees in attendance.

**CITIZEN COMMUNICATIONS:**

Brian stated that this was the time for citizens to make comments on the patron request to remove *It's Perfectly Normal* from the library collections. He asked anyone who would like to address the trustees to approach the podium, sign in and limit their comments to five minutes.

Tim Schulte, 2935 11<sup>th</sup> Ave, Evans

Mr. Schulte said that lots of people were disgusted with the pictures in *It's Perfectly Normal* and its subject matter—homosexuality, contraception, abortion and masturbation. Parents are responsible for their children's education and a child should not be able to grab the book off of the shelf. He believes that children are often misled. He experienced sexual assault as a child and has undergone lots of therapy and does not want this to happen to another child. Parents should be involved with this subject. We should educate children with facts and not propaganda.

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE REGULAR MEETING, DECEMBER 15, 2003**

She said she represents the majority and has plenty of people who support her. She said that pornography can be addictive and can ruin marriages and is directly linked to criminal activity. Full-blown pornography does not start out as full-blown pornography. It starts small with a mere picture and teenagers get addicted to it. They pick up a book like this and their sexual curiosity is awakened and passions are aroused. Most people, especially children, are too immature to handle the images in the book. Her question is: what are we going to do about it and what will this lead to? She asked if the Board is willing to lead children astray, affect their minds and emotions, or be the cause of a lifelong addiction in the name of freedom of speech or censorship?

She said that this is a huge responsibility and decision the Board has to make and be accountable for. As adults we need to set appropriate boundaries for our children and provide security for them. She asked if the Trustees would take the leadership entrusted to them and lead with integrity for our youth. She said that she did not know what the Board's decision would be, but asked what will it take to remove this book from the shelf. She will not be satisfied to move it to another part of the library and she will not stop if the Board decides to leave it on the shelf. She asked how many people do you want to picket your library and how many times do you want to be picketed. She said she doesn't want to do this to the library but will picket and petition. She would like to reach an agreement so these extremes don't have to take place.

John Bookman, Friends of Lincoln Park

Mr. Bookman said that he appreciates the concerns of the previous speakers. The library belongs to all communities and people's views differ. Some may find the book helpful at some point. Which books are on the shelf should not be decided by a majority of vote. He said that libraries are not the safe places because ideas are to be found there in all varieties. He mentioned other books that could be found disturbing such as *Mein Kampf*, which illuminated the advocacy of the destruction of a people. Ideas can lead to who knows where. He said that Shakespeare is provocative with unsafe things being said. Adults have a responsibility of raising children but by the parents rather than the Board of Trustees. The Board will make a decision that not everyone will agree with, so each individual should do it for himself or herself. He urged the board to follow the ALA recommendation and keep the book on the shelf, properly catalogued—not in Children's—but available to parents who find the book helpful.

Fran McDonald, Greeley

She would like to choose when and how her children are exposed to sexuality. She opposes the pictures in the book, and keeping it in the Children's section is unsafe. She would like to see it in another part of the library.

**WELD LIBRARY DISTRICT BOARD  
MINUTES OF THE REGULAR MEETING, DECEMBER 15, 2003**

**ITEMS FOR INFORMATION/ACTION**

**Receive and consider Committee recommendation on patron's request to remove  
*It's Perfectly Normal***

Marge read the Book Reconsideration Committee's recommendation to the Board that the library staff house *It's Perfectly Normal* in the Young Adult collections. She then made the motion to accept the committee's recommendation. Rosalie seconded and the Board began discussion.

Janine said that she believed in the Good Lord and would not use this book for her children. Her son is old enough to go to war for one important thing—freedom. She said that she understood where the speakers were coming from and if we start taking books off the shelf, we'd lose that freedom. She said that she would not send her son to fight for something we're losing right here in Greeley, Colorado.

Rosalie said that libraries are instituted to provide information—not to set standards. It is our responsibility to provide information. It's easy to say we should set standards yet it is impossible to set standards for everyone. She said that we are each unique in our ideas and values. That is not our job—our job is to provide information. Churches are important to keep us on that path and we take our children to church for values, but it is not the responsibility of the library.

Ron said he agreed that the book is not appropriate for the children's section. He purchased this book to help with educating his daughters and feels it is important to have the book available, but maybe not in Children's. He believes it is not easy to educate this subject, and the book should be available for people who can't afford to buy it.

Marge said we could all select one or two books we did not find proper for anybody in the collection. Libraries make information available in all its beauty and all its ugliness. It's up to the patron to decide whether they want to read a book and take it home. She said that Jeannie McAllister comes with her children and does not just leave them here to view all, and she usually has time to look over their books. That is great. It is her responsibility. But by pulling books off the shelf, we start to establish values for our community. That is not our responsibility. Marge said it's a hard thing to hear and a hard thing for her to say. She has been on library boards off and on for the past thirty years and she strongly upholds the first amendment rights.

She explained that the Board has honored the speakers' concerns, but they can't base their decisions on the speakers' values only, because then they would be setting the values for the community. The Board and library district have also received support for keeping the books in the library. She said that at the Board's last meeting they retained a book that was considered false, but it represents a point of view. In order to offer a broad spectrum of ideas from which to choose, the Board cannot take books off the shelves just because a few people say that

**HUDSON PUBLIC LIBRARY**

**AGENDA February 25, 2003** 2004

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM JANUARY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a.
- 6. NEW BUSINESS:**
  - a.
  - b. Correspondence
- 7. ADJOURN**

**Next Meeting – Wednesday, March 24, 2004 at 5:00 PM**

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

**CALL TO ORDER:** President Dot Sarchet called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Virginia Swift, Joann Dunker, Ellen Korthuis, Dot Sarchet, Maureen Lockette, and Cathy Bollers.

**EXECUTIVE SESSION:** A motion was made by Virginia and seconded by Joann, 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). A motion was made by Virginia and seconded by Maureen to end the executive session at 4:45 PM. A motion was made by Maureen and seconded by Virginia to have a recess. Dot called the meeting to order at 5:30 PM. At this time Trustee Karla Huston and Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were present to continue the business meeting.

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

**FINANCIAL REPORT:** **Savings:** \$152,687.59 **Checking:** \$4,130.00 **CD:** \$27,161.74 **Maintenance & Repair Fund:** \$4,529.76 The bills for December were \$6,864.02 and for January were \$8,408.82. The details of some line items on the new expense form were discussed. The property insurance premium of \$1171 was paid in full, and Edie will reimburse the library for her share. The capital expense of \$841 included the book shelves and painting of the flag pole by Jerry Van Riper. The miscellaneous amount of \$177 included the bonuses for the staff. It was requested that a report on the checks written be included in future financial reports. A motion from Ellen and a second from Joann approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for November: 1221, December: 1385 (holds 2109); Patrons for November: 946, December: 970; Cards Issued for November: 11, December 19; Fines Collected for November: \$154.05, December: \$104.70; Book Sales for November: \$28.75, December: \$15.25; Copies for November: \$21.55, December: \$32.65. Patronage was up 3,142 from last year and checkouts were up 4,493! GREAT JOB!

**OLD BUSINESS:**

- a) Copies of the 2004 budget of \$155,368.81 were distributed.
- b) The new health insurance starts March 1.
- c) The Gates Grant should be approved in March. A motion from Joann and a second from Ellen approved the purchase of a new Gateway computer with a 17" flat screen monitor. The new computer will replace the current system.

**NEW BUSINESS:**

- a) Maureen informed us that the RE3J school district is considering a bond issue for new buildings. A possible bond proposal would include a library as part of one of the school buildings. The situation would be similar to the Ft. Lupton library. Maureen will keep us updated.
- b) A motion from Virginia and a second from Ellen approved the salary increases for the three staff members beginning January 16, 2004. Terri's salary was raised to \$10.75 per hour, Bev to \$8.90 and Marcie to \$8.10.
- c) Gail Copeland's term completed in 2003 and she has decided not to start a new term. Notices of the board vacancy will be posted at the town hall, library and Post Office.



**CORRESPONDENCE:**

a) Thank you notes from Bev, Terri, and Marcie for the Christmas gifts were read.

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

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA March 24, 2004**

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM FEBRUARY MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Air Conditioning**
- 6. NEW BUSINESS:**
  - a.**
  - b. Correspondence**
- 7. ADJOURN**

**Next Meeting – Wednesday, April 28, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 25, 2004**

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

**TRUSTEES PRESENT:** Virginia Swift, Joann Dunker, Ellen Korthuis, 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 January meeting were approved with a motion from Joann and a second from Ellen.

**FINANCIAL REPORT:** Savings: \$156,598.69 Checking: \$5,166.91 CD: \$27,278.81  
**Maintenance & Repair Fund:** \$4,532.14 The bills for February were \$6,955.21. The itemized list of expenses for January and February were reviewed. Thanks for providing this information to the board. A motion from Ellen and a second from Joann approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for January: 1671, Patrons: 1138, Cards Issued: 17, Fines Collected: \$67.90, Book Sales: \$20.25, Copies: \$21.35. The circulation in Weld County for 2003 was 1,170,220!

**OLD BUSINESS:**

- a) The time frame for the High Plains shut down will be determined at the retreat in April. It will affect the courier service, which will have to be replaced with support from the Weld Library District.
- b) Terri shared information about the Fort Lupton Public and School Library.

**NEW BUSINESS:**

- a) Weld Library District director Steve Cottrell is resigning.
- b) The BW checks for \$1,260 were issued directly to the library. In order to spend this amount, we would have to amend our budget at the end of the year. If we don't spend the \$16,000 in the budget, we won't have to amend the budget.
- c) A motion from Joann and a second from Maureen approved giving Hudson Elementary the 1981 encyclopedia set.
- d) A patron complimented the library and library staff on the availability of home school resources at the library.
- e) The last item of business was election of officers. A motion to nominate Joann for Treasurer was made by Virginia and seconded by Ellen. A motion to nominate Cathy for Secretary was made by Virginia and seconded by Maureen. A motion to nominate Virginia for Chairperson was made by Cathy and seconded by Joann. All motions were approved.

**CORRESPONDENCE:**

- a) Letters were received from Gail Copeland. She is not renewing her position as a trustee on the Library Board.

**ADJOURNMENT:** A motion from Joann and a second from Virginia adjourned the meeting at 6:10 pm.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
March 24, 2004**

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

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

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

**FINANCIAL REPORT:** **Savings:** \$165,705.58 **Checking:** \$5,780.48 **CD:** \$27,278.81  
**Maintenance & Repair Fund:** \$4,534.23 The bills for March were \$7,665.61. The itemized list of expenses for March was reviewed. Thank you to Bev for providing the itemized list. A motion from Joann and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for February: 1089 and 447 (loans), Patrons: 1504, Cards Issued: 20, Fines Collected: \$60.45, Book Sales: \$25.00, Copies: \$36.30. The patron visits are tracked by the staff writing down patron names. We are lending more books (447) than we are borrowing (350).

**OLD BUSINESS:**

- a) Steve Paxton updated the air conditioning proposal from \$7,800 to \$8,100 which includes installing the air conditioning unit only for the library, the condenser outside under the step decking, and duct work in the crawl space. A motion from Ellen and a second from Cathy to accept the bid was passed.
- b) We are still looking for another board member.
- c) Terri will have the bindweed pulled.

**NEW BUSINESS:**

- a) Terri distributed a very informative library brochure that she created.
- b) A patron, whose family just moved to Hudson from Denver, commented that the Hudson Public Library and staff are their favorites.

**CORRESPONDENCE:**

- a) Lois Brown sent a letter concerning the vote of both Houses on \$600,000 for the Central Colorado Library System to continue the statewide courier.

**ADJOURNMENT:** A motion from Joann and a second from Maureen adjourned the meeting at 5:40 pm.

Respectively submitted: Cathy Bollers, secretary

*Shawn Hannady*

**HUDSON PUBLIC LIBRARY**

**AGENDA May 26, 2004**

**1. CALL TO ORDER**

**2. APPROVE MINUTES FROM APRIL MEETING**

**3. APPROVE PAYMENT OF BILLS**

**4. LIBRARIANS REPORT**

**5. OLD BUSINESS:**

- Pioneer Arts Festival – June 19<sup>th</sup>, 9:30 – 5:00, Keenesburg

**6. NEW BUSINESS:**

- Correspondence

**7. ADJOURN**

**Next Meeting – Wednesday, June 23, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
April 28, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:05 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Joann Dunker, Ellen Korthuis, Dot Sarchet, and Cathy Bollers. Judy McGill 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 Ellen and a second from Joann.

**FINANCIAL REPORT:** Savings: \$201,875.00 Checking: \$6,154.01 CD: \$27,393.83  
**Maintenance & Repair Fund:** \$4,536.54 The bills for April were \$6,247.86. The itemized list of expenses for April was reviewed. A motion from Dot and a second from Ellen approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for March: 1908 and 253 (interlibrary loans), Patrons: 1190, Cards Issued: 14, Fines Collected: \$66.14, Book Sales: \$13.50, Copies: \$32.10.

**OLD BUSINESS:**

- a) Samples of the mold from the north and east walls of the crawl space need to be evaluated. An estimate for \$8,870 was received from Advanced Structural Repair to cleanup the mold and install vapor barriers and fans. We will decide on cleanup activities after we receive the mold analysis.
- b) Bids for air conditioning installation from Valley Heating and Northglenn Heating & Air Conditioning were reviewed. Terri will get more detail from Valley Heating about removing the swamp coolers and pros/cons of heat pump. The repair of the roof will be temporary and we will have to hire a roofer for a permanent fix. A motion from Virginia and a second from Dot to approve the expenditure not to exceed \$7,000 for installation of refrigerated air conditioning was passed.
- c) CIPA (Children's Internet Protection Act) will probably be signed and made into law in July, 2004. The website [www.aclin.org/filter](http://www.aclin.org/filter) includes the house bill and other helpful information.

**NEW BUSINESS:**

- a) Terri reported on the High Plains annual meeting. The High Plains Regional District was dissolved. The Weld Library District joined the Colorado Library Consortium.
- b) We discussed having a booth at the Pioneer Arts Festival in Keenesburg on Saturday, June 19<sup>th</sup>.
- c) We decided to take Gail Copeland to lunch at the Pepper Pod on Monday, May 10<sup>th</sup>. A motion from Dot and a second from Ellen to pay for Gail's meal was passed.

**CORRESPONDENCE:**

- a) none

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

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA June 16, 2004**

**1. CALL TO ORDER**

**2. APPROVE MINUTES FROM MAY MEETING**

**3. APPROVE PAYMENT OF BILLS**

**4. LIBRARIANS REPORT**

**5. OLD BUSINESS:**

- Pioneer Arts Festival – June 19<sup>th</sup>, 9:30 – 5:00, Keenesburg

**6. NEW BUSINESS:**

**7. CORRESPONDENCE:**

**8. ADJOURN**

**Next Meeting – Wednesday, July 21, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 26, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:05 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Joann Dunker, Ellen Korthuis, Maureen Lockette, and Cathy Bollers. Librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$201,875.00 Checking: \$6,335.50 CD: \$27,393.83  
Maintenance & Repair Fund: \$4,538.93 The bills for May were \$5,324.81. The itemized list of expenses for May was reviewed. A motion from Joann and a second from Ellen approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for April: 1592 and 240 (interlibrary loans), Patrons: 1158, Cards Issued: 16, Fines Collected: \$70.00, Book Sales: \$17.50, Copies: \$29.80.

**OLD BUSINESS:**

- a) Northglenn Heating & Air Conditioning installed the air conditioning and will remove the swamp coolers.
- b) The mold analysis report from the industrial hygienist recommending removing the moisture sources around the side of the building and fixing the leaking toilet in the east portion of the building. Terri will talk to Edie about fixing the toilet and opening the crawl space door in the evenings and weekends. Joann will research if the condo repair fund can be used for any of the repairs.
- c) CIPA (Children's Internet Protection Act) effective date is July 1, 2004. Terry shared information on the filtering software. The website [www.aclin.org/filter](http://www.aclin.org/filter) includes the house bill and other helpful information.
- d) Since we are nonprofit we have a free booth at the Pioneer Arts Festival in Keenesburg on Saturday, June 19<sup>th</sup>. We will distribute books, library magnets and bookmarks.

**NEW BUSINESS:**

- a) Terri reported that the Weld Library District is 4<sup>th</sup> in the state for lending, behind JeffCO, Arapaho, and Pikes Peak.
- b) A motion from Joann and a second from Ellen to reschedule the meetings to June 16<sup>th</sup> and July 21<sup>st</sup> was passed.
- c) We discussed working with Shaffer Enterprises to train a person with a disability to help in the library for 8 hours a month. Initially a companion would accompany the person. We suggested starting in September.
- d) The Summer Reading Program "Discover New Trails" has 81 children registered.

**CORRESPONDENCE:**

- a) A thank you note from Gail Copeland was read.

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

Respectively submitted: Cathy Bollers, secretary



**HUDSON PUBLIC LIBRARY**

**AGENDA July 21, 2004**

- 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 18 or 25, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
June 16, 2004**

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

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

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

**FINANCIAL REPORT:** Savings: \$195,786.79 Checking: \$6,721.45 CD: \$27,393.83  
Maintenance & Repair Fund: \$4,541.09 The bills for June were \$12,461.85. The itemized list of expenses for June was reviewed. A motion from Ellen and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for May: 1612 and 255 (interlibrary loans), Patrons: 1019, Cards Issued: 9, Fines Collected: \$54.45, Book Sales: \$17.50, Copies: \$21.60.

**OLD BUSINESS:**

- a) Terri gave Edie the mold analysis report, and Edie has agreed to ventilate the crawl space. Terri will get bids for the work in the report.
- b) The Weld Library District will start filtering computers on July 1<sup>st</sup> and will pay for the filtering software for the first year.
- c) We will distribute yarn dolls, free books, library magnets and bookmarks at the Pioneer Arts Festival in Keenesburg on Saturday, June 19<sup>th</sup>.

**NEW BUSINESS:**

- a) The staff will be trained for a new computer system in August. The migration to the new computer system will be on September 13<sup>th</sup> and 14<sup>th</sup>. A motion from Dot and a second from Joann to close the library on Monday, September 13<sup>th</sup> and Tuesday, September 14<sup>th</sup> was passed.
- b) The Summer Reading Program has 162 children registered and \$240 donated from local business owners.
- c) Thank you to Virginia for donating the new flag!

**CORRESPONDENCE / PATRON COMMENTS:**

- a) A patron, who had last seen the library seven years ago, complimented the staff on the landscaping.

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

Respectively submitted: Cathy Bollers, secretary

Extra

**HUDSON PUBLIC LIBRARY**

**AGENDA August 18, 2004**

- 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**

**Next Meeting – Wednesday, September 15, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
July 21, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:00 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Joann Dunker, Maureen Lockette, Dot Sarchet, and Cathy Bollers. Librarians Terri Redden and Bev Judd were also present. A guest Carol Bryant attended the meeting.

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

**FINANCIAL REPORT:** Savings: \$194,133.64 Checking: \$7,195.23 CD: \$27,393.83  
Maintenance & Repair Fund: \$4,543.33 The bills for July were \$6,464.17. The itemized list of expenses for July was reviewed. A motion from Joann and a second from Maureen approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for June: 2351 and 277 (interlibrary loans), Patrons: 1518, Cards Issued: 39, Fines Collected: \$104.93, Book Sales: \$23.75, Copies: \$18.75.

**OLD BUSINESS:**

- a) We reviewed the bid from Jerry Van Riper for venting the crawl space and building book shelves. A motion from Dot and a second from Joann to purchase bookshelves and carts for \$1875, gutters for \$250, and venting the crawl spaces for \$2200 was passed.
- b) The extra metal shelves that are being stored by Dot will be given to either Preston Ranch (Ellen) or Dot's church.
- c) A motion from Joann and a second from Dot to change the board meeting to the third Wednesday of the month was passed.

**NEW BUSINESS:**

- a) We talked with Carol Bryant of Hudson about her interest in applying for the position on the board. A motion from Joann and a second from Cathy to recommend Carol for the position was passed. Cathy will write a letter to the Hudson Town Board about our recommendation.
- b) We selected a shirt design for the library board members and staff. A motion from Joann and a second from Dot to buy 12 T-shirts for \$135 (\$15 for setup and \$10 per shirt) was passed. The shirts will be purchased from the Supplies budget.
- c) The Summer Reading Program party is July 23<sup>rd</sup> at 10:30 am at the park.
- d) We decided to have an entry in the Southeast Weld County Fair Parade on Saturday, August 14<sup>th</sup>. Maureen will locate a vehicle for the parade. Since the staff will be included in the parade, we passed a motion from Maureen and a second from Joann to close the library on August 14<sup>th</sup>.

**CORRESPONDENCE / PATRON COMMENTS:**

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

Respectively submitted: Cathy Bollers, secretary

*Library copy*

**HUDSON PUBLIC LIBRARY**

**AGENDA September 22, 2004**

- 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 20, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 18, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:00 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Maureen Lockette, Dot Sarchet, Carol Bryant, and Cathy Bollers. Judy McGill from the town of Hudson and librarians Terri Redden and Bev Judd were also present.

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

**FINANCIAL REPORT:** Savings: \$202,938.58 Checking: \$9,442.28 CD: \$27,496.71  
**Maintenance & Repair Fund:** \$4,545.72 The bills for July were \$9,116.84. The itemized list of expenses for July was reviewed. A motion from Dot and a second from Carol approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for July: 2086 and 323 (interlibrary loans), Patrons: 1495, Cards Issued: 20, Fines Collected: \$71.73, Book Sales: \$34.95, Copies: \$35.25.

**OLD BUSINESS:**

- a) Carol Bryant was approved by the Hudson Board of Trustees to join the Hudson Public Library Board.
- b) A motion from Dot and a second from Cathy to approve the Employee Handbook retroactive to May 1, 2003 to correct an error or oversight of Board approval was passed. Copies of the Employee Handbook need to be distributed to the staff.
- c) A motion from Carol and a second from Dot to amend the by-laws to delete the Employee Policy section(s) was passed.
- d) Due to the inclement weather the Summer Reading party was held in the library. At least 50 kids enjoyed the clowns, face painting, and lunch.
- e) We signed a thank you card to Maureen's brother for the use of his pickup in the parade.

**NEW BUSINESS:**

- a) The library will be closed on Monday, September 13 and Tuesday, September 14 for the system upgrade.
- b) The computers do not have enough memory to hold the new Horizon system. A motion from Dot and a second from Maureen to purchase two computers and one monitor was passed. An amended motion from Dot and a second from Maureen to spend not more than \$2,500 for the two computers and monitor was passed.

**CORRESPONDENCE / PATRON COMMENTS:**

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

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY**

**AGENDA October 20, 2004**

- 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 17, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 22, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:00 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Maureen Lockette, Dot Sarchet, Joann Dunker, Carol Bryant, and Cathy Bollers. 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 Joann and a second from Maureen.

**FINANCIAL REPORT:** Savings: \$196,228.84 Checking: \$9,624.12 CD: \$27,496.71  
Maintenance & Repair Fund: \$2,297.96 The bills for August were \$8,330.79. The itemized list of expenses for August was reviewed. A motion from Maureen and a second from Joann approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for August: 1685 and 205 (interlibrary loans), Patrons: 1020, Cards Issued: 24, Fines Collected: \$85.80, Book Sales: \$10.25, Copies: \$17.75.

**OLD BUSINESS:**

- a) The two new computers have been installed and the new Horizon system is running.
- b) Copies of the Employee Handbook were distributed to the board members.
- c) Teri presented information about the new libraries in Johnstown and Ault.
- d) The \$2,250.00 for mold removal and ventilation will be deducted from the Maintenance and Repair fund and added to Capital Outlay.

**NEW BUSINESS:**

- a) We discussed Becky Imhoff's request to have a blood pressure clinic once a month at the library. A motion from Cathy Bollers and a second from Dot Sarchet to have a blood pressure clinic for seniors once a month at the library on a trial basis was passed.
- b) Weld County reported that the 2005 taxes will be \$137,835.33. A rough draft of the budget needs to be submitted to the town of Hudson by October 1 with the final budget due in November.
- c) The new Weld Library District Executive Director Janine Reid starts on September 27<sup>th</sup>.
- d) The District meeting on November 12<sup>th</sup> will be held at the Hudson Public Library at 10:00 am.

**CORRESPONDENCE / PATRON COMMENTS:**

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

Respectively submitted: Cathy Bollers, secretary



**HUDSON PUBLIC LIBRARY**

**AGENDA November 17, 2004**

- 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 – Wednesday, December 15, 2004 at 5:00 PM**

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 20, 2004**

**CALL TO ORDER:** Virginia called the meeting to order at 5:00 pm and opened with prayer.

**TRUSTEES PRESENT:** Virginia Swift, Maureen Lockette, Dot Sarchet, Ellen Korthuis, Joann Dunker, Carol Bryant, and Cathy Bollers. 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 Ellen.

**FINANCIAL REPORT:** Savings: \$188,011.27 Checking: \$10,019.80 CD: \$27,496.71  
Maintenance & Repair Fund: \$2,692.00 The bills for September were \$5,375.68. The itemized list of expenses for September was reviewed. A motion from Joann and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for September: 1378 and 119 (interlibrary loans), Patrons: 892, Cards Issued: 32, Fines Collected: \$46.75, Book Sales: \$13.75, Copies: \$19.40.

**OLD BUSINESS:**

- a) The work in the crawl space has been completed and the new shelves are being constructed.
- b) The proposed budget was modified by increasing the Salaries and Wages to \$42,000 and decreasing Books to \$14,000. The final budget is due November 15. Terri reported the Money Market rates are 1.0%, the Maintenance and Repair Fund (money market) is .6%, and CD rate is 1.49%.
- c) The District meeting on November 12<sup>th</sup> will be held at the Hudson Public Library at 10:00 am.

**NEW BUSINESS:**

- a) Terri will call the insurance agent to review the value of the library inventory for insurance purposes. We discussed a value of \$140,000 for the books and \$12,000 for the desk.
- b) We discussed expanding the current library hours to 9 am – 7 pm (M, W, F), 9 am – 5 pm (T, Th), and 9 am – noon (Sat) for a total of 49 hours, an increase of 12 hours. We talked about increasing Terri's hours from 32 to 40. We would like to have two staff working in the evenings. Maureen suggested that we contact other libraries about sharing a part-time library staff.

**CORRESPONDENCE / PATRON COMMENTS:**

**ADJOURNMENT:** A motion from Joann and a second from Ellen adjourned the meeting at 6:00 pm.

Respectively submitted: Cathy Bollers, secretary