

Hudson Public Library

Agenda, January 20, 2010 at 5:00 pm

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

Febr. 17, 2010
Next Meeting - ~~January 20, 2010~~ at 5:00 pm

Hudson Library Board Meeting

January 2010

1. Librarian's Report:

a. Circ. Dec 3039 / LL 613	YTD 48,848
b. Patrons 1676	YTD 20,569
c. Cards issued: A 24	YTD 274
d. Cards issued J 3	YTD 176
e. Card renewed online 27	YTD 566
f. Fines collected 73.80	YTD 869.08
g. Book sales 105.10	YTD 1796.36
h. Copies: 28.25	YTD 540.04
i. reviews	
j. Board training / district	
k. prop 101 + Amendment 61	

Thank You -

Passed every item - fire inspection 1-12-10

Still getting positive comments about
library addition

482,854.37
CD 482,854.37 Checking 29,034.83
Money Market 552,049.76 M&R 6,383.31

Hudson Public Library

Agenda, January 20, 2010 at 5:00 pm

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

Febr. 17, 2010
Next Meeting - ~~January 20, 2010~~ at 5:00 pm

Library

Hudson Public Library

Agenda, March 17, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from February 17, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – April 21, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 17, 2010**

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

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Maureen Lockett. Also present was Terri Redden, Librarian and Judy McGill from the Town of Hudson. Mark Duffy and Mark Neeley, AXA Advisors LLC Representatives were also in attendance.

MINUTES: The minutes from the January 20, 2010 meeting were approved upon motion made by Cathy, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$583,238.64 CD: \$483,363.16 Checking: \$13,961.07 Maintenance and Repair Fund: \$6,384.67. Terri reviewed the January bills. Ries Electric has been doing additional repairs to the lighting system. It is possible that the transformer outside the Library will have to be replaced by United Power. Upon motion made by Sally, seconded by Joann and carried the bills were approved.

LIBRARIAN'S REPORT: Terri gave her report. Circulation: 3,351 and 807 (interlibrary loans) Patrons: 1987 Cards issued: adults 22 juvenile 8 Cards renewed online: 33 Fines collected: \$125.58 Book sales: \$96.30 Copies: \$42.40

- a) Jerry Van Riper will attend the next board meeting to discuss the bid (attached) for the outdoor work to be done. Total bid of \$22691.00 includes replacing some doors, windows, concrete repair and exterior painting.
- b) Keenesburg 4-H Boosters have offered to donate a *Wii* to the library. Terri has written a letter stating the library would like to receive it. A large-screen TV will be needed to use it. The staff will set guidelines for use.
- c) HPL District Board and Director Training will be March 19. RSVP by 3/12 if attending.
- d) Further discussion of the AXA proposals. Joann suggested that a place to invest our money might be in purchasing land to the west or north of our building for parking space. She will talk to Mike Drieling.

OLD BUSINESS:

- a) Upon motion made by Cathy, seconded by Ellen and carried, Teresa Redden, Director and Joann Dunker, Treasurer, are authorized to open an account at the Bank of Colorado, Fort Lupton Branch and deposit \$250,000 in the account.

NEW BUSINESS:

- a) Mark Duffy and Mark Neeley had been invited to attend the meeting to discuss how the board could invest excess funds to get a better

return than we currently get in money markets and CDs. They advise on investments, and how to set up guidelines and policies. Terri reminded us that the current mil levy will sunset in about 15 years. She will get the exact date. Mr. Duffy walked us through an *Investment Policy Outline* that asked for 1) Sources of funds, 2) Mission of the library, 3) Description of how funds are used, 4) Investment goals, 5) Investment policy objectives, 6) Proposed asset mix, 7) Fiduciaries, 8) Anticipated liquidity needs, 9) Taxes, 10) Portfolio transition and 11) Annual review. This would be a working document. Mr. Duffy and Mr. Neeley did not know about the restrictions on public funds. Judy said the law states *no loss of principle allowed*. Mr. Duffy suggested in that case Treasury bonds, inflation protected bonds and “help build America” bonds would be possible investment choices. Cathy asked about checking accounts. Checking accounts are available but funds can also be direct-deposited into bank accounts. She also asked about fees. The fee is based on the amount and the level of activity but 1% on a \$1,000,000 account is standard. It was decided to continue the discussion. Mr. Duffy would call Joann if he had questions as he worked on the outline.

- b) High Plains Library District has asked for the Hudson Public Library budget. Judy said that Terri should provide the Town of Hudson Budget the library district.
- c) Election of officers was held:
Ellen moved that Cathy be elected Chairperson; Carol elected Vice-Chairperson; Sally elected Secretary and Joann re-elected Treasurer. Joann seconded the nominations and the motion carried.
- d) A meeting to discuss Library By-laws was set for Saturday, May 8 at 8:00 AM in the library.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively submitted: Sally Harms, secretary

Hudson Public Library

Agenda, April 21, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from March 17, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – May 19, 2010 at 5:00 pm

Hudson Library Board Meeting



April 21, 2010

1. Librarian's Report:

- | | |
|---|--------------|
| a. Circ.: March :3128 ill 1014 | YTD 11905 |
| b. Patrons: March : 2257 | YTD 6112 |
| c. Cards issued: March A: 12 | YTD 54 |
| d. Cards issued: March J:4 | YTD 19 |
| e. Card renewed online: 36 | YTD 69 |
| f. Fines collected : March :\$244.23 | YTD \$434.60 |
| g. Book sales : March : \$16.30 | YTD \$154.85 |
| h. Copies: March : \$55.10 | YTD \$155.60 |
| i. Jerry Van Riper, storage shed proposal | |
| j. Change order for handicap access on railings, add \$1,378.00 | |
| k. Revenue decrease in 2011 estimated to be a 25% cut (est. 460,000.00) | |

FYI :

1. lettering in the library
2. homeschoolers visit
3. book sale 4-26 through 5-26 (in children's area)
4. Chris Klafhen meeting with me next Tuesday 4/27/10 to give bid for shelving in the east end of the library and additional shelves to add to inspirational area.
5. Scrabble Wednesdays during the summer
6. Poster for the summer reading midsummer's event (worked out trade for window grates), summer reading progress

CD \$684,517.71
Money Market \$ 387,293.70

Checking \$18,543.08
M&R 6,387.25

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

March 17, 2010

CALL TO ORDER: 5:00 pm by Chairperson Cathy Bollers.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis and Maureen Lockett. Also present was Librarian Terri Redden and Judy McGill from the Town of Hudson.

MINUTES: The minutes from the February 17, 2010 were approved upon motion made by Carol, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$610,904.73 **CD:** \$484,517.71 **Checking:** 425,514.04 **Maintenance and Repair Fund:** \$6,385.89. Terri reviewed the bills for February. Tammi attended a Teen Youth Conference and Terri attended a Managers Class. Upon motion made by Ellen, seconded by Joann and carried, the board approved the payment of the bills for February.

LIBRARIAN'S REPORT: Terri gave her report. **Circulation:** 2,740 and 865 (interlibrary loans) **Patrons:** 1,868 **Cards issued: adults 20 juvenile 7 Cards renewed online:** 41 **Fines collected:** \$64.79 **Book sales:** \$42.25 **Copies:** \$58.10.

- a) Jerry Van Riper attended the Board Meeting to answer questions about the bid for remodeling proposal. (1) The east door will be closed in and the outside will have trim to match the other doors. The single door on the west end will match the other new doors with side windows. (2) Window work can be done with Library open. The work will seal windows and cut the energy loss. (3) The stair and porch on the south side will be repaired. Will switch doors during construction. (4) Painting the exterior and cleaning includes putting a Penafin coat on the wooden deck. This will seal better than paint.
Jerry will give the payment schedule to Terri and she will pay as work is done.
- b) Summer reading is planning a special event June 29 at the Keenesburg Fairgrounds. This will be for adults and children and will include a performance by Pan Jumbies.
- c) Andrew Romero, HPL Finance Director sent notices that the revenue checks in 2010 will be distributed throughout the year based on the taxes actually received by the district rather than a designated percentage as was done in the past.
- d) Terri reported that there was an article in the Denver Post on March 7 by Dan Haley titled *Extreme Forces* and was in regard to Ballot Amendments 60 and 61 and Proposition 101. She urged everyone to read it. The library could hand out a bookmark to show how tax dollars are used in the library.

OLD BUSINESS:

- a) Judy reported on behalf of the town that Jerry Van Riper does not have a Business License and Home Occupation Permit from the Town of Hudson (total \$10.00) and cannot do the remodeling work until he gets them. Cathy will talk to Jerry on

Library

Hudson Public Library

Agenda, May 19, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from April 21, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – June 16, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 21, 2010**

CALL TO ORDER: at 5:00 PM by Chairperson Cathy Bollers.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker and Ellen Korthuis. Also present was Director Terri Redden and Judy McGill, representing the Town of Hudson. Maureen Lockette was absent.

MINUTES: It was pointed out that the name of the 4-H Club that has a Wii to donate is missing from the March minutes. The name of the 4-H club is Keene Thunderbolts. The minutes of the March 17, 2010 were approved as corrected upon motion made by Carol, seconded by Ellen and carried.

FINANCIAL REPORT: Money Market: \$387,293.70 **CD:** \$684,517.71 **Checking:** \$18,543.08 **Maintenance and Repair Fund:** \$6,387.25. Terri reviewed the bills. A partial payment of \$15,441.00 was made to Jerry Van Riper for construction/remodeling projects in the library. Upon motion made by Joann, seconded by Sally and carried, the April bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3128 and 1014 (interlibrary loans) **Patrons:** 2257 **Cards issued: adults 12 juvenile 4 Cards renewed online: 36 Fines collected:** \$244.23 **Book sales:** \$16.30 **Copies:** \$55.10.

- a) Jerry Van Riper attended the meeting to update the board on the remodeling and construction plans. He is proposing to build an 8' x 16' long storage room on the north side of the building. It will be built using the existing deck. In order to build the room he needs the Library Plot Plan. The Plot Plan is missing at the County Assessor's Office and at the Library. The Assessor's Office is looking for it. If not found, we may have to do a survey to make the construction plans legal. Several procedural steps are needed to proceed. Joann will look for the condo agreement to see if the Plot Plan is included in it.
- b) The handicap railings will have to be changed. This will add \$1378.00 to the total construction bill.
- c) There is a projected decrease in income of 25% for 2011. This decrease does not take into account the fiscal affect if Proposition 101 and Amendments 60 and 61 pass in the 2010 election.
- d) The Wednesday "after school homework sessions" worked very well this year. Terri said the staff has decided to purchase six scrabble boards for \$99.00 and have Wednesday afternoon Scrabble session during the summer.
- e) Planning for the mid-summer event set for June 29 at 4:00 PM at the Keenesburg Fairgrounds is proceeding. Marcia at *Dog's Unlimited* has designed a poster for the event in exchange for the window grates. The program for the afternoon and evening include a band, a performer with hand made instruments and other fun activities.

- f) Elaine is using the disc polisher. It has been well worth the cost. The Library is charging \$1.00 per disc to clean discs for another Library that doesn't want to purchase a polisher.

OLD BUSINESS:

- a) Joann talked to Mike Dreiling who owns the property to the west of the library. He told her the Library should make an offer. Christina Roskop could be asked to do a survey of the property to determine the market value. Judy will find out the ownership information of the parcel to the north of the Dreiling property.
- b) A new bank account has been established at the Bank of Colorado, Fort Lupton branch. A money market account was set up for \$50,000. Two CDs were purchased – \$100,000 for six months and \$100,000 for one year. The bank needs the corrected By-laws when they are completed. Upon motion made by Joann, seconded by Ellen and carried, Cathy Bollers was authorized to be a signer on checks.
- c) Ellen, Cathy, Sally and Terri attended the board and director training held on March 19 at High Plains District headquarters. Among items discussed were library media policy; vision, staff evaluations by Library Directors rather than board members; and having new board member packets to give new members to the board.
- d) The Board will meet at 8:00 AM on Saturday, May 8 at the Library to review the Bylaws and make necessary changes.

NEW BUSINESS:

- a) Terri called our attention to the new signage in the library. Tammy is using the new letter-cutting machine to create the signs.
- b) 35 home-schooled youth visited the library last week. Terri and the staff presented a program on using the library. This may become an annual event with planned activities.
- c) A table of sale books has been set up. The books will be on sale for a month. Terri is in discussion with a patron has offered to donate 4000 books.
- d) Terri will meet with Chris Klafhen on April 27 to get a bid for shelving in the east end of the library and for additional shelves to add to the inspirational area.
- e) Bev is planning programs for the summer adult program. They will include a program on gardening ideas and card making.

CORRESPONDENCE / PATRON COMMENTS: Comments were all good from the home-schoolers who attended the activity. Terri will set up a comment box or start a comment sheet.

FUTURE AGENDA ITEM: Continue the by-laws discussion. Further discussion of property on west side.

ADJOURNMENT:

Respectively submitted: Sally Harms, secretary

Library

Hudson Public Library

Agenda, June 16, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from May, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – July 21, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 19, 2010**

CALL TO ORDER: at 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: Upon motion made by Ellen and seconded by Carol and carried, the minutes for the April 2010 meeting were approved.

FINANCIAL REPORT: Money Market: \$387,293.70 **CD:** \$684,517.71 **Checking:** \$18,543.08 **Maintenance and Repair Fund:** \$6,387.25. Terri reviewed the bills. Upon motion made by Maureen, seconded by Ellen and carried the May bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3260 and 759 (interlibrary loans) **Patrons:** 2,076 **Cards issued:** adults 9 juvenile 8 **Cards renewed online:** 36 **Fines collected:** \$142.88 **Book sales:** \$348.75 **Copies:** \$66.15 **Discs polished:** \$8.00

- a) Jerry Van Riper attended the meeting and reported on the progress on the storage shed. The town zoning laws allow calling the property on the north side a "side yard" so it can be built to the property line. The shed will be 5 feet wide by 38 feet long with the NW door used as the entry.
- b) The property survey will be completed by the end of this week. Alpha Engineering in Fort Lupton is doing the lot survey. The cost may be more than \$100.00.
- c) There was discussion regarding the cost of building the shed and other possibilities for storage. Terri will discuss with Jerry the possibility of changing the plans to make the building project cheaper. She will also discuss the possibility of buying the building north of the library with the owner of the building. If available, it could be used for storage instead of building the shed.
- d) Additional shelving is needed. The bid from Chris Klafhen is \$3648.00 for CD and DVD shelving and \$2196.00 for inspirational and teen shelving. The total is \$5844.00 for the two parts. Upon motion made by Maureen, seconded by Ellen and approved, the shelving will be ordered. Maureen asked Teri to ask if the shelving style will be good for a few years in case we want to add additional shelving.
- e) The summer reading program is getting under way. Sign up begins on June 2. Advertising on the T-shirts brought in \$380.00 towards expenses for the program.

OLD BUSINESS:

- a) Terri updated the board on using Debt Collect for collecting overdue fines.. There is no formal policy on the use of the Debt Collect service. HPL District does not have a written policy on using Debt Collect. The consensus of the board was that a written policy is not needed if High Plains Library District doesn't have one.

NEW BUSINESS:

- a) Leonard Roskop attended the meeting. He has applied to fill the vacancy on the Board. He likes to read; thinks Hudson Library is well run and best small library he has seen. Born and lived all his life in the area; has his own construction business; member of the Chamber of Commerce and SE Weld Fair Board. He has the time to commit to the board position.
- b) In response to follow-up questions from the By-laws meeting: Judy says that Terri doesn't have to have a contract.
- c) High Plains Highlights newsletter was handed out. It is a good way to keep up with District news.
- d) There was discussion regarding the process for staff evaluations. Terri has acquired copies of the Self-Assessment forms used by HPL District. These forms are a good tool for staff evaluations. Upon motion made by Ellen, seconded by Sally and carried, the Library Director will be responsible for evaluating the staff on a yearly basis.
- e) Terri's evaluation will be conducted at the June meeting.

no

talk about

CORRESPONDENCE / PATRON COMMENTS: Terri has placed a "comment box" at the checkout counter. One patron note said, "Thanks for the book sale".

FUTURE AGENDA ITEM: Library Director evaluation.

ADJOURNMENT: Meeting adjourned at 6:00 PM upon motion made by Maureen, seconded by Carol and carried.

Respectively submitted: Sally Harms, secretary

extra

Hudson Public Library

Agenda, July 21, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from June 16, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – August 18, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 16, 2010**

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: The May minutes should be corrected to note that Terri will not be evaluated at the July meeting. At the July meeting there will be discussion about what evaluation tool to use for Terri's evaluation starting in 2011. Upon motion made by Carol, seconded by Maureen and carried the minutes were approved with correction.

FINANCIAL REPORT: Money Market: \$538,259.26 **CD:** \$886,811.45 **Checking:** \$36,645.62 **Maintenance and Repair Fund:** \$6,389.92.

LIBRARIAN'S REPORT: Circulation: 3,424 (interlibrary loans) 556 **Patrons:** 2112 **Cards issued:** adults 23 **juvenile** 14 **Cards renewed online:** 49 **Fines collected:** \$210.81 **Book sales:** \$225.55 **Copies:** \$37.85 **Discs polished:**

- a) Terri reported that the sales of advertisers' names printed on the back of the summer reading T shirts (\$465.00) almost paid for the summer reading program. Book sales also helped to pay for the program.
- b) Terri discovered that the agreement to vacate the condo did not list the library as the owner of the land. Corey Hoffmann, the Hudson Town attorney, is working to correct the agreement so that it lists the land in the library's name. When the original agreement to dissolve the condo was filed it also had an incorrect signature and description.
- c) Terri has received a bid from Creek Side Landscaping Inc for 42,395.80 for landscaping the side and front of the building. The board members toured the project and made suggestions. The bike stand could be moved or the users of the rack could just use locks loaned to them by the library.
- d) Terri said the staff would like to close the library at 3:00 PM on June 29 to get ready for the Summer Reading Celebration in Keenesburg. Upon motion made by Joann and seconded by Maureen and carried it was agreed to close the library at 3:00 PM on June 29.
- e) The summer reading program has been very successful. There will be two workshops for adult readers: a card making workshop and one on gardening.

OLD BUSINESS:

- a) Joann plans to meet soon with Mike Dreiling about the land on the west side of the building.
- b) By-laws still need to be approved.
- c) Terri handed out the Trustee list. It was approved.

- d) Terri talked to Jerry Van Riper about the cost of the shed. The biggest cost will be for the insulation that will be needed between the existing building and the new building.

NEW BUSINESS: No new business.

CORRESPONDENCE / PATRON COMMENTS: Comments included a letter thanking the library staff for help. There was a note from a child apologizing for leaving her book on the fender and damaging it. The 2010 Census thanked the library for the use of the space during the census time period. Joann thanked the trustees and staff for their support during her surgery.

FUTURE AGENDA ITEM:

Library property Title work report; Library Director evaluation

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

Respectively submitted: Sally Harms, secretary

Library

Hudson Public Library

Agenda, August 18, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from July 21, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – September 15, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES**

DATE – July 21, 2010

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers.

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

MINUTES: The CD amount was incorrect in the June report. The amount should be corrected to \$737,430.86. Correct Maureen's last name to Lockette. The Creek Side Bid should be \$2395.00. Upon motion made by Carol, seconded by Sally and carried, the minutes were approved as corrected.

**FINANCIAL REPORT: Money Market: \$766,006.95 CD: \$737,430.86
Checking: \$58,270.36 Maintenance and Repair Fund: \$6,391.23**

**LIBRARIAN'S REPORT: Circulation: 5,282 (interlibrary loans) 679 Patrons:
2985 Cards issued: adults 24 juvenile 5 Cards renewed online: 56 Fines
collected: \$189.04 Book sales: \$27.20 Copies: \$35.27 Discs polished: 0**

- a) High Plains Library District has provided a draft copy of the services they will provide in 2011. A written document will help all member libraries understand what services to expect and what they can plan on from the District.
- b) There has been a request to eliminate fines at our library. Three member libraries don't charge fines; two do charge fines. It was suggested to try not charging fines for six months and then review. Lost books are charged after a patron has had the book for six weeks and this would not change under a "no-fines" system.
- c) Summer reading program is a big success. 247 children and teens and 80 adults were signed up. 611 have attended the programs throughout the summer.
- d) There is no update yet on the title work. A lawyer familiar with title questions is working on the details.
- e) There was discussion re: the Landscaping bid. Upon motion made by Maureen, seconded by Carol and carried it was decided to go with concrete slab and cement in remaining areas on the south and east side and to include tree trimming. The bid is not to exceed \$3000.00.
- f) The electrical and plumbing work is completed.

OLD BUSINESS:

- a) There had been discussion about whether software programs could be checked out through the library. Terri checked with HPLD and it's not done because of liability issues.
- b) Because of the question about how Proposition 101 and Amendments 60 and 61 will affect library income if they are passed, it was decided not to do anything further about possibly purchasing land owned by Michael Dreiling for a parking lot until after the election.
- c) Jerry Van Riper said he can't build the storage shed for less than his bid amount. For that reason it was again decided to wait until after the election to determine whether there will be enough income to build the storage shed.

NEW BUSINESS:

- a) Leonard will bring in South Weld County Fair brochures for distribution.
- b) There was discussion about having a booth at the Fair. Terri will discuss with staff.
- c) For evaluations Cathy suggested using only the Core Competencies part of the High Plains Performance Appraisal form since we are starting so late in the year with the staff evaluation process.
- d) United Power has provided Power Testers for check out. This has been very successful with patrons.

CORRESPONDENCE / PATRON COMMENTS: A thank you from Marcie was read.

FUTURE AGENDA ITEM:

Library property title work report

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

Respectively submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, September 15, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August 18, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – October 20, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 18, 2010**

CALL TO ORDER: 4:55 PM by Chairperson Cathy Bollers

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

MINUTES: Upon motion made by Leonard, seconded by Ellen and carried the minutes from July 21 meeting were approved.

FINANCIAL REPORT: Money Market: \$756,209.33 **CD:** \$737, 432.92
Checking: \$53,421.24 **Maintenance and Repair Fund:** \$6,392.63. Terri reviewed the bills. Upon motion made by Carol, seconded by Joann and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 5,056 (interlibrary loans) 754 **Patrons:** 2,935 **Cards issued:** adults 24 juvenile 13 **Cards renewed online:** 57 **Fines collected:** \$139.40 **Book sales:** \$26.40 **Copies:** \$46.10 **Discs polished:**

- a) The replat approval is complete and the common areas are now in the Library name. Upon motion made by Leonard, seconded by Sally and carried the replat making one parcel of the Library property was approved. The town will pay the cost for the map. The library will receive a copy of the map with the recording number on it.
- b) There was discussion of the High Plains Library District document of services provided. Libraries want to add that HPLD will take care of used equipment. The Library District will have to approve the final version.
- c) Terri reported that the trial period to charge no fines started on August 1. The trial will run through February 2011.
- d) Marcie Weeks reported on the HPLD Common Read for 2010. The book for 2010 is *The Art of Racing in the Rain* by Garth Stein. The Common Read runs from October 1 – October 31. Marcie is planning a dog walk for October 9 as part of the Common Read month activities.

OLD BUSINESS:

- a) Tami Crossen and Elaine McIrvine will attend the next meeting to report on the summer reading program. Bev Judd will report on the adult summer reading program as well.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS: A thank you from Joann Dunker for the flowers was read.

FUTURE AGENDA ITEM:

Voting to adopt the revised by-laws which were read at the August meeting.

ADJOURNMENT: The meeting was adjourned at 5:30 PM upon motion made by Sally, seconded by Ellen and carried.

Respectively submitted: Sally Harms, secretary

agenda

Hudson Public Library

Agenda, October 20, 2010 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from September 15, 2010 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – November 17, 2010 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 15, 2010**

CALL TO ORDER: 5:00 PM by Chairperson Cathy Bollers

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

MINUTES: Upon motion made by Joann, seconded by Ellen and carried, the minutes were approved.

FINANCIAL REPORT: Money Market: \$806,469.78 CD: \$688,684.26 Checking: \$52,125.62 Maintenance and Repair Fund: \$6,393.94. Terri reviewed the bills and upon motion made by Joann, seconded by Maureen and carried, the bills were approved for payment. Starting in August no fines will be collected for a trial period. Terri will add coffee sales in next report.

LIBRARIAN'S REPORT: Circulation: 3896 (interlibrary loans) 593 Patrons: 2205 Cards issued: adults 19 juvenile 6 Cards renewed online: 42 Fines collected: \$86.35 Book sales: \$81.19 Copies: \$32.05 Discs polished:

- a) The staff gave a review of the *Make a Splash* summer reading program. Bev said that 83 registered for the adult program, run in conjunction with the youth programs. There were two special programs – one was on card making and the other was on gardening.
- b) Tami said 247 youth registered. T-shirts were paid for through sponsorships and were given out after two weeks. 60 received bags and water bottles. 132 completed the program. Some changes being considered for next summer.
- c) Elaine had 50 tweens in a sewing and drum-making program.
- d) Terri said to be sure and check out the author reviews at mylibrary.us. In the next three months local authors Kathleen Kovach, Gini Rifkin and Floy Timmerman will be highlighted.
- e) This week Terri will be attending a workshop on using the performance appraisal materials.
- f) Rebekah is planning a tea party for teens on Saturday 9/18 at the library. 15 teens have signed up.
- g) Current figures show about a 15% decrease in funds for next year. Terri will be working on the budget next week.
- h) A new book drop is needed outside. Terri is looking at costs. It could cost up to \$5,000.00.

- i) Leonard suggested the possibility of having a Seniors' Section at the Fair to the Fair Board. The Library would sponsor ribbons, receiving credit as sponsors. Cost would be approximately \$500. Terri will add this figure to 2011 miscellaneous budget figures. Miscellaneous is the category for advertising costs.
- j) The High Plains Library District Board has taken a position against Amendments 60 and 61 and Proposition 101. The Public Information Office has put a display station in the library with information re: the three ballot measures. Terri showed a DVD presentation on the three measures. It will be emailed to Board members.

OLD BUSINESS:

- a) The HPLD Service Draft was voted on. No changes were made to the draft as presented to us.
- b) The 2010 Census sent a thank you for the use of the Library.
- c) Terri showed us the poster for the Common Read Dog Walk Contest to be held on October 9.
- d) The Library now has eleven CDs. Terri moves the money around so the amounts vary.
- e) Upon motion made by Leonard, seconded by Joann and carried the By-Laws were approved as corrected.
- f) Cathy composed a thank you letter to Hudson thanking the town for their help in resolving the replat work. Everyone signed the letter.

NEW BUSINESS:

- a) Cathy proposed making monetary awards to staff for specific accomplishments. A motion for bonuses was withdrawn and upon motion made by Ellen, seconded by Joann and carried, approval was given to Terri to purchase \$50.00 Pepper Pod gift certificates for Bev, Tami, Elaine and Ed.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Common Read Dog Walk contest report

ADJOURNMENT: Upon motion made by Joann, seconded by Ellen and carried, the meeting was adjourned at 6:05 PM.

Respectively submitted: Sally Harms, secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
October 20, 2010**

CALL TO ORDER: 4:55 PM by Chairperson Cathy Bollers.

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

MINUTES: The minutes of the September 15, 2010 meeting were reviewed and upon motion made by Ellen and seconded by Carol, were approved.

FINANCIAL REPORT: Money Market: \$796,885.96 **CD:** \$688,684.26
Checking: \$38,692.66 **Maintenance and Repair Fund:** \$6,395.26. Terri reviewed the bills and upon motion made by Sally, seconded by Cathy and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,599 (interlibrary loans) 764 **Patrons:** 2,133 **Cards issued: adults** 16 **juvenile** 58 **Cards renewed online:** 98 **Fines collected:** \$15.45 **Book sales:** \$92.50 **Copies:** \$75.35 **Discs polished:** **Coffee:** \$77.50

- a) Before the meeting started Marci reported on the Dog Walking event held in conjunction with the Common Read. 42 people attended with 14 dogs. There was a presentation by a dog trainer and awards for various categories.
- b) Also at the beginning of the meeting, Rebekah reported on the tea party held at the Library, Saturday, September 18. She planned the event for teens and there were three who attended.
- c) There was discussion regarding the budget. The number of hours now considered part time with no insurance are 32. Terri will ask staff members Tami and Elaine if they want to increase their hours after the first of the year. Rita Cadavy will attend the next meeting to discuss how the "peach" check-in system would work and what it costs. The budget must go to the Hudson Town Board by November 15.
Upon motion made by Joann, and seconded by Maureen the first draft of the budget was approved for presentation to the Hudson Town Board for their approval.
- d) The Town of Hudson conducted a Citizen Survey in a recent Hudson Connections Newsletter. The Library was at the top of the survey for satisfaction. The Library will now be a drop-off point for Hudson Angels donations.

Upon motion made by Ellen, seconded by Carol and approved, the Library will purchase Christmas gift-wrap for the Hudson Angels project.

- e) Terri reported that the outdoor sign could be replaced for approximately \$1500 by Brighton Sign. That includes installation. The 3 foot by 4 foot sign will be double-sided.

Upon motion made by Maureen, seconded by Ellen and carried, \$1500 was approved toward a new two-sided sign outside the Library.

Leonard will look into whether the Weld Central FFA could make metal letters for the top of the sign stating this is the Hudson Public Library.

OLD BUSINESS:

- a) Terri reported that a replacement book and DVD drop container for outside the Library would cost approximately \$2167.00. Upon motion made by Maureen, seconded by Ellen and carried, a maximum of \$5000 is approved to purchase and install the new book drop.
- b) Cathy reported that she had given the gift certificates approved last month to the staff. Thank you notes were read.

NEW BUSINESS:

- a) Upon motion made by Maureen, seconded by Joann and carried, it was agreed that \$50.00 Pepper Pod gift cards would be given to Rebekah and Marci for their special projects.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Carol, seconded by Leonard and carried the meeting was adjourned at 6:15 PM.

Respectively submitted: Sally Harms, secretary