

Library

Hudson Public Library

Agenda – January 16, 2019 - 5:30 pm

1. Call to order
2. Approve Minutes from November 28, 2018 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Meeting in Lochbuie 1/29/19 @ 6:30
 - b) Cost estimate for playground/parking/amphitheater planning
 - c) FYI: board training on February 7, 2019 (in downtown Denver)
6. New Business
 - a) Chamber annual meeting Saturday, February 2nd. Must rsvp by January 18.
 - b) workshops coming up for staff, March 8 & March 29
7. Correspondence and Patron Comments
8. Adjourn

Policies - Review

Next Meeting – February 20, 2019

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: November 28, 2018**

CALL TO ORDER: Vice-Chairperson Danette Kramer, 5:10 pm

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present was Terri Redden, Library Director. Judy McGill was absent.

MINUTES: Upon motion made by Leonard, seconded by Carol Bryant and carried, the minutes were approved. The December meeting date will be added to the agenda.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,430.92 **CD:** \$98,161.47 **Checking:** \$2,716.75
Bank of Colorado: Money Market: \$17,252.84 **Building Acc:** \$8,125,725.03 The bills were discussed. There was a question about the van and insurance. The town will let us know about insurance thru CIRSA. Upon motion made by Leonard, seconded by Carol and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 2930 e: 1377 pro:213
Patrons: 5,037 Computer Uses: H: 462 LB: Cards issued: 23 Cards renewed online:
Fines and Fees collected: \$41.64 Book Sales: Copies: Fax: Coffee: \$95.36**

OLD BUSINESS:

- a) There will be no meeting in December. Librarian's Report and Bills will be discussed and paid in January.
- b) Ben Carter is leaving staff. Alison will take his place.
- c) Reviews and salaries. Upon motion made by Leonard, seconded by Danette and carried, the salaries were approved as discussed.

NEW BUSINESS:

- a) Ideas and thoughts are needed for the Lochbuie Town meeting, 1,29,19 at 6:30 pm.
- b) The HPLD Service Area was set-up in 1985. Our service area is the RE3(J) school district except for Roggen. Hudson is the library for our service area.
- c) Terri met new HPLD members. 92% of Colorado residents have access to Propector. HPLD is 5th highest lending library in the state.
- d) Ellen Korthuis has written a new book, *Through the Valley*. She will be at the Library on Wednesday, December 5 at 10:00 am.
- e) Judy McGill's granddaughter died in an automobile accident. Upon motion made by Danette, seconded by Sally and carried, it was agreed to donate \$500.00 to Judy in honor of her granddaughter.

- f) 127 lbs. of food were donated to the Weld Food Bank from Hudson. It was discussed to give to Loaves and Fishes in Keenesburg.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Danette, seconded by Leonard and carried, the meeting adjourned at 6:15 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 11-20-2019**

EXECUTIVE SESSION CALL TO ORDER: 5:30 pm Upon motion made by Barb, seconded by Carol and carried an Executive Session was convened to discuss salary issues.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant and Sally Harms. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Leonard Roskop and Danette Kramer were absent.

MINUTES: no minutes

FINANCIAL REPORT: no financial reports
Valley Bank: Money Market: CD: Checking:
Bank of Colorado: Money Market: Building Acc:

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) & e: pro: Patrons: Computer Uses: H: LB: Cards issued: Cards renewed online: Fines and Fees collected: Book Sales: Copies: Fax: Coffee:

OLD BUSINESS:

NEW BUSINESS:

- a) Upon motion made by Barb, seconded by Cathy and carried, a 20% across the board raise for all employees including Tami Crossen and Terri Redden but excluding snow removal, was approved.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Barb, seconded by Cathy and carried, the Executive Session was adjourned at 6:00 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: December 5, 2019**

CALL TO ORDER: 5:45 pm by Jo Bowen

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson.

MINUTES:

FINANCIAL REPORT:

**Valley Bank: Money Market: CD: Checking:
Bank of Colorado: Money Market: Building Acc:**

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) & e: pro: Patrons: Computer Uses: H: LB: Cards issued: Cards renewed online: Fines and Fees collected: Book Sales: Copies: Fax: Coffee:

OLD BUSINESS:

- a) Upon motion made by Leonard, seconded by Cathy and carried, the online votes confirming the 2020 budget for the Library were approved.

NEW BUSINESS:

- a) Owner's Rep Dan Spykstra's sent his report regarding the final cost of construction from Krische Construction Company. The final cost for the whole project including paving, buildings, site work that includes concrete, landscaping etc. is \$700,000.00. Upon motion made by Leonard, seconded by Barb and carried, the construction budget of \$700,000.00 from Krische Construction Company was approved.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: The meeting adjourned at 6:05 pm.

Respectively Submitted: Sally Harms, Secretary



Hudson Public Library

Agenda, February 19, 2020 at 5:00 pm

1. Call to order
2. Approve Minutes from meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Carol's party on February 28th, 6:15 at the Library.
 - b) Success with the bookmobile and ESL
 - c) Approve minutes from Executive Session 11-20-2019 and December 5, 2019 meeting.
6. New Business
 - a) Board Member applicants
 - b) Board Elections
 - c) Permission to close Library 3/13 and 3/27 for staff training and workshops
 - d) Adding additional hours on Tuesdays. Stay open until 8:00 pm for evening Yoga class.
 - e) Adding an additional full-time employee
 - f) If Jessica agrees, putting her on salary for yoga and children's yoga.
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – March 18, 2020 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: January 15, 2020**

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

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Additional guests were Keenesburg Mayor Ken Gfeller and Wilbur and Mary Wafel also from Keenesburg.

MINUTES: Upon motion made by Leonard, seconded by Barb and carried, the minutes for November 20, 2019 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,953.52 **CD:** \$98,557.56 **Checking:** \$2,690.94
Bank of Colorado: Money Market: \$9,757,425.30 **Building Acc:** \$16,257.72 The bills were discussed and upon motion made by Leonard, seconded by Cathy and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 2,092 e: 361 pro: 207
Patrons: 4,754 Computer Uses: 287 wi fi: 218 H: LB: Cards issued: 6 Cards renewed
online: Fines and Fees collected: \$143.12 Book Sales: Copies: Fax:
Coffee: \$75.50**

- a) The Bookmobile was serviced (new engine heater) and will be going out next week. Stops in Keenesburg, Lochbuie and the RV Park.
- b) An ad has been placed for a new board member. Linda Pruitt from Keenesburg area has applied.
- c) Terri played Santa and told staff about their raises.
- d) Jana Caldwell is new HPLD At-Large Board Member.

OLD BUSINESS:

- a) Chamber of Commerce dinner will be February 1 at the Sanctuary.

NEW BUSINESS:

- a) Ad in the newspaper for new board member. Linda Pruitt from Keenesburg area has applied.
- b) Report on Town of Keenesburg meeting, held December 17
- c) Party for Carol, out-going board member of 15 years will be at the Pepper Pod February 28.
- d) New staff member is Janet
- e) HPLD IGA has a change on page 12 regarding posting meeting notices
- f) There was discussion regarding Hudson IGA sent to Keenesburg and process for appointment of library board members.

CORRESPONDENCE/PATRON COMMENTS:

- a) Discussion on working with Keenesburg on future library there.

FUTURE AGENDA ITEM: Board elections will be held in February

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

Respectively Submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda – March 20, 2019 5:00 pm

1. Call to order
2. Approve Minutes from February 20, 2019 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Comprehensive/Strategic Plan for Hudson Library
 - b) Review By-Laws
6. New Business
 - a) Grace Younger, Volunteers for Summer Reading
 - b) Board Appreciation Dinner, April 17 at 5:00 pm following meeting with Mike Tupa and final playground plans
7. Correspondence and Patron Comments
8. Adjourn

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: February 20, 2019**

CALL TO ORDER: 5:05 by Chairperson Jo Bowen

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson. Jamie Jeffery, representing the Town of Lochbuie, was also present.

MINUTES: Upon motion made by Cathy, seconded by Carol and carried, the minutes for January 16, 2019 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,789.35 **CD:** \$98,557.56 **Checking:** \$2,687.43

Bank of Colorado: Money Market: \$8,106,473.18 **Building Acc:** \$12,480.08

The bills were discussed and upon motion made by Sally, seconded by Danette and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 3,462 e: 1,496 pro: 289
Patrons: 4,628 Computer Uses: 433 H: LB: Cards issued: 20 Cards renewed online:
Fines and Fees collected: \$101.00 Book Sales: Copies: Fax: Coffee: \$103.20**

- a) There will be a Staff Day for Highplains Library District March 8th at UNC. Board members are invited to attend.

OLD BUSINESS:

- a) Terri reported on a conference call with Hudson Town Manager Guy Patterson and attorney Corey Hoffman. The Town of Hudson is our fiscal agent but the Library has the right to hold title and to build another library in a town other than Hudson. Guy recommended we have a Comprehensive Plan and hire a consultant to help write the plan.
- b) Playground meetings are being held with Mike Tupa, **Pridian Design Group**. Meetings are currently scheduled for February 27, March 14, which will be an open house for members of the town and April 17. Plans should be complete by Memorial Day. At that time *Requests for Proposals* will be sent out with planned grand opening scheduled on Memorial Day if all goes as planned.

NEW BUSINESS:

- a) There was discussion about additions to the Policies and Procedures Manual. Service Animal policy will be added to the Patron Conduct section; Dress Code policies will be added to the employee Handbook. Upon motion made by Leonard, seconded by Cathy and carried, it was agreed to adopt the revisions.

- b) Upon motion made by Leonard, seconded by Carol and carried, Jo Bowen was nominated as Chairperson, Danette Kramer nominated as Vice-Chair, Sally Harms nominated as Secretary and Cathy Bollers nominated as Treasurer. All nominations were approved.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Danette and carried the meeting adjourned at 6:20 pm.

Respectively Submitted: Sally Harms, Secretary

Library

Hudson Public Library

Agenda, April 17, 2019 at 5:00 pm

1. Call to order
2. Approve Minutes from March 20, 2019 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Playground/amphitheater plan with Mike Tupa – 4:00 pm
Review and approval.
6. New Business
 - a) Scholarship approvals
 - b) 5:00 pm appreciation dinner for board
 - c) Meeting with all boards April 22, 2019, 5:30 pm. DSS. Catered
by Kenny's Steakhouse
7. Correspondence and Patron Comments:
8. Adjourn

Next Meeting – May 15, 2019

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: March 20, 2019**

CALL TO ORDER: By Jo Bowen, Chairperson, 5:15 pm

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Terri Redden, Library Director, Judy McGill representing the Town of Hudson and Jamie Jeffery representing the Town of Lochbuie. Carol Bryant was absent.

MINUTES: Upon motion made by Barb, seconded by Cathy and carried, the minutes were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,789.35 **CD:** \$98,557.56 **Checking:** \$2,687.43
Bank of Colorado: Money Market: \$8,106,473.18 **Building Acc:** \$12,480.08 The bills were discussed and upon motion made by Barb, seconded by Sally and carried the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 2,954 & e: 1,352 pro: 242
Patrons: 4,240 Computer Uses: H: 394 Cards issued: 28 Cards renewed online:
Fines and Fees collected: \$145.20 Book Sales: Copies: Fax: Coffee: \$106.00**

- a) Staff reports on the District Staff meeting. "It was a real great experience of networking and attending valuable classes."
- b) Terri would like help with the March 28 Open House for the community to discuss the playground plans. The evening program begins at 6:30 pm.
- c) There will be a Founders Day event at Hudson Town Hall on March 30 from 4:00 – 9:00 pm.

OLD BUSINESS:

- a) Katherine Weadley (CLIC) Colorado Library Association will attend the May 15 meeting to discuss Comprehensive plans for the library.
- b) By-laws were discussed. Upon motion made by Leonard, seconded by Danette and carried the By-Laws were approved with no changes.
- c) Staff Handbook and Policies were reviewed in February. Upon motion made by Sally, seconded by Leonard and carried, the changes made in February were approved.

NEW BUSINESS:

- a) Grace is recruiting teen volunteers for summer reading with themes of "Take me to your Reader" and "A Universe of Stories". The program will be called "volunteens". She will be looking for five or more depending on what is planned.

- b) The agenda at the April 17 Board Meeting will include final playground plans with Mike Tupa. Meeting will begin at 4:00 pm. A Board appreciation dinner will follow.
- c) There was discussion regarding compensation for John who is doing the coding sessions.

CORRESPONDENCE/PATRON COMMENTS: Jamie had remarks about visitors to the library and programs.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Barb and carried, the meeting adjourned at 6:00 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 4-17-19**

CALL TO ORDER: 4:00 pm by Chairperson Jo Bowen.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill representing the Town of Hudson. Guests included Matt (also with the Town of Hudson) and Din HirschingerMike Tupa who is with Pridian Design Group.

MINUTES: Upon motion made by Barb, seconded by Danette and carried, the minutes for March 20 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,817.18 **CD:** \$98,557.56 **Checking:** \$2,687.85

Bank of Colorado: Money Market: \$8,272,320.05 **Building Acc:** \$10,593.80

Bills were discussed and upon motion made by Leonard, seconded by Cathy and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 3,263 (interlibrary loans) & e: 1,485 pro: 239
Patrons: 4,422 **Computer Uses:** H: 382 **LB: Cards issued:** 44 **Cards renewed online:**
Fines and Fees collected: \$94.05 **Book Sales: Copies: Fax: Coffee:** \$68.00

OLD BUSINESS:

- a) Mike Tupa discussed plans for the playground and the amphitheater. There was discussion of cost, construction, number of pieces of equipment and ground cover. The consensus is that the playground is most important to Library Trustees and the amphitheater is not important to the Library.
- b) Also discussed was the parking issue. The plan has added 20 spots with no cost estimate yet. One question was whether parking can be added to the south side of the street?
- c) Approval would be needed by Memorial Day in order to have the project completed by Labor Day. Bids would be received in June with a range of cost estimates. Cost estimates include site preparation, construction and installation.
- d) Mike Tupa said that Eric Akko, with Weld County Environment and Health Department might have information regarding possible grants to help cover the cost. Also, oil companies might provide financial help.
- e) Discussion of putting the playground on hold. Upon motion made by Leonard, seconded by Carol and carried, it was agreed to put the

- Playground plan on hold.
- f) The parking lot additions and the dirt work is tentatively estimated at \$75,000.00 according to Leonard.

NEW BUSINESS:

- a) Upon motion made by Leonard, seconded by Barb and carried, it was agreed to award seven scholarships at \$1000.00 each. Leonard will attend the May 9 Senior Award Program and present the scholarships to the winners.
- b) Terri read a letter from HPLD Board regarding concerns of two citizens – one from Lochbuie and one from Keenesburg – regarding use of Library funds. There was discussion about servicing the two communities.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Sally, seconded by Barb and carried the meeting adjourned at 5:45 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: May 15, 2019**

CALL TO ORDER: Chairperson Jo Bowen at 5:00 PM. Jo called for a roll call.

TRUSTEES PRESENT: Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Barb Baker was absent. Guests attending included Katherine Weadley from CLIC (Colorado Library Consortium) and Keenesburg Mayor Ken Gfeller and a group of citizens representing Keenesburg.

MINUTES: Upon motion made by Leonard, seconded by Carol and carried, the April 17, 2019 minutes were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,832.81 **CD:** \$98,557.56 **Checking:** \$2,688.11
Bank of Colorado: Money Market: \$8,279,572.49 **Building Acc:** \$9,140.24 Bills were discussed and upon motion made by Leonard, seconded by Danette and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 3,312 & e: 1,368 pro: 238 Patrons: 4,300 Computer Uses: H: 449 LB: Cards issued: 15 Cards renewed online: Fines and Fees collected: \$111.45 Book Sales: Copies: Fax: Coffee: \$66.05

a) Katherine Weadley works with libraries to set up strategic plans and to reach outcomes to make sure the library is functioning for the community and the patrons. She said that libraries are the last place left for conversation and services at no charge to patrons.

She led our board and guests through an exercise on strategic planning. The exercise discussed best practices, listing seven essential practices and discussed what outcomes should be. A strategic plan would be for three to five years; revisited regularly.

Katherine recommended that Board of Trustees members attend the September 19 – 21 Association of Libraries.

Katherine and Terri will meet to discuss the Strategic Plan and then a Board session will be held to decide on the plan.

b) Mayor Gfeller discussed the Keenesburg Town Board's plans for use of the School Admin building and Elementary School building which the Town has purchased. A committee has been established and a library is included in the plans. The Town's plan for a library includes the following points:

1. Representation on the Hudson Library Board.
2. Access to treasurer's report and the minutes.
3. They want it to be their library..
4. The Town Board wants access to plans.

5. They want financial backing.
6. They want autonomy. They want to know what is the relationship as a branch of Hudson Library.
7. They would like to know the history of the High Plains Library District.

OLD BUSINESS:

- a) A letter will be sent to the Town of Hudson re: The Library playground being put on hold because of cost considerations.
- b) The paving project was discussed. If the project is over \$20,000.00 it is recommended that we go out to bid. The Town Engineer's estimate for the cost of the paving project is \$133,000.00.

NEW BUSINESS:

- a) The Summer Reading Program donations from area businesses totaled \$2570.00.
- b) There was discussion about how to honor the Andrews family since the playground is on hold. A suggestion is to purchase a locally made bench with a plaque honoring the Andrews family's support of the Library.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Carol and carried, the meeting adjourned at 7:00 pm.

Respectively Submitted: Sally Harms, Secretary

Hudson Library Board Meeting



Librarian's Report: July 17, 2019

a. Circ. : June 4545 e 144 pro: m 230 j 230	Ytd 29,689
b. Patrons: June 6015	Ytd. 27,959
c. Computer uses: 510	Ytd. 2,569
e. cards issued: 41	Ytd. 218
f. Fines & Fees: \$77.00	Ytd. \$620.70
g. Coffee: \$84.80	Ytd. \$514.25

Agenda items:

Renew Cd at TBK

Building project, how much to budget?

Need for a full-time staff person

Valley Bank CD: \$98,557.56 Checking: \$2,688.58 \$ MMkt \$118,861.63

Bank of Colorado: Building\$6,356.99 \$MMkt \$9,952,582.61

Hudson Public Library

August 21, 2019

Agenda, ~~April 19, 2017~~ at 5:00 pm

1. **Call to order**
2. **Approve Minutes from meeting**
3. **Approve payment of bills**
4. **Librarian's Report**
5. **Old Business**
 - ✓ a) Amend minutes to reflect Grace as full-time employee until September ✓
6. **New Business**
 - a) New part time Hire
 - b) Meet on 9/25 with the district to discuss IGA at DSS 1-5. (Two board members and director to attend)
 - c) Preview and discuss budget
 - d) Proposed schedule for building project
7. **Correspondence and Patron Comments**
8. **Adjourn**

Next Meeting - September 18 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: July 17, 2019**

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

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms and Leonard Roskop. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson. Attending from the Town of Keenesburg were Mayor Ken Gfeller and Wilbur Wafel. Danette Kramer was absent.

MINUTES: Upon motion made by Leonard, seconded by Carol and carried, the minutes for June 19, 2019 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,861.63 **CD:** \$98,557.56 **Checking:** \$2,688.58
Bank of Colorado: Money Market: \$9,952,582.61 **Building Acc:** \$6,356.99 Upon motion made by Leonard, seconded by Cathy and carried, the bills were approved for payment.

**LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 4545 e: 144 pro: 230 j 230
Patrons: 6015 Computer Uses: H: 510 Cards issued: 41 Cards renewed online:
Fines and Fees collected: \$77.00 Book Sales: Copies: Fax: Coffee: \$84.80**

OLD BUSINESS:

- a) Renew CD for \$31,778.86 at TBK Bank. Upon motion made by Barb, seconded by Leonard and carried, the CD was approved for renewal.

NEW BUSINESS:

- a) Proposed building projects include parking lots in front and back and a carport style cover and attached building for shelving and storage. Dan Spikspur - Builder's Rep for HPLD will work with our library on the building projects and will be reimbursed by HPLD. Projected costs: Parking in front, \$133,000.00; Concrete for back parking, \$40,000.00; Bookmobile building, \$75,000. Upon motion made by Barb, seconded by Cathy and carried, a proposed budget of \$300,000.00 was approved for the building projects.
- b) There was discussion that Grace will be a half-time staff person after maternity leave with no benefits and Alison will be hired as full-time staff person with benefits to replace Grace. Upon motion made by Barb, seconded by Carol and carried, the staff changes beginning in August were approved.
- c) A building assessment was done for HPLD. Suggested repairs include:

1-facia needs repainting; 2-cement outside Community Room needs repair; 3-North end door needs repair; 4- chair rails are needed in Community Room. These improvements will be made in 2020.

CORRESPONDENCE/PATRON COMMENTS:

- a) Mayor Gfeller reported that Lochbuie wants a library and will make a proposal. They want their share of the library funds but will remain members.
- b) Leonard will drive the Bookmobile to Keenesburg to participate in the celebration of their Centennial on Saturday, July 20.
- c) The Library has a school supply center for donations.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Barb, seconded by Leonard and carried the meeting adjourned at 6:20 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: August 21, 2019**

CALL TO ORDER: 5:00 pm by Chairperson Jo Bowen.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Library Director Terri Redden, and Judy McGill, representing the Town of Hudson. Attending from Keenesburg were Mayor Ken Gfeller and Mary Wafel and attending from Lochbuie was Jaime Jeffery. Hudson Town Manager Guy Patterson and attorney Corey Hoffmann were also in attendance.

MINUTES: In the July minutes the spelling of Dan Spysktra's name should be corrected. Upon motion made by Barb, seconded by Danette and carried, the minutes for July 17 were approved as corrected.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,877.75 **CD:** \$98,557.56 **Checking:** \$2,688.79
Bank of Colorado: Money Market: \$9,896,768.05 **Building Acc:** \$5,027.57 Bills were discussed and upon motion made by Cathy, seconded by Leonard and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 3804 & e: 1500 pro: Patrons: 7696 Computer Uses: H: 579 LB: Cards issued: 23 Cards renewed online: Fines and Fees collected: \$86.90 Book Sales: Copies: Fax: Coffee: \$89.00

- a) Attorney Corey Hoffman reported on Lochbuie issues. Questions being raised include Hudson Library's responsibility as a HPLD member for Hudson, Keenesburg, Lochbuie and unincorporated areas; should there be board members who represent Keenesburg and Lochbuie; and the rough-proportionality will have to be determined if Lochbuie leaves the district. Corey is working to put a solution structure together.

OLD BUSINESS:

- a) Grace Driskell's position must be continued as a full-time employee through the end of September, 2019 with benefits. Upon motion made by Barb, seconded by Danette and carried Grace's position was approved.

NEW BUSINESS:

- a) A part-time staff person is needed to work 20-24 hours. Upon motion made by Barb, seconded by Carol and carried it was agreed to hire a part-time staff person not to exceed 24 hours with salary set at \$15.00 per hour.
- b) Terri, Jo and Barb will meet with HPLD Director Matt ~~Hora~~ ^{Hartt} on September 25 to discuss the IGA.

- c) The preliminary budget figures were discussed.
- d) The proposed building project was discussed. There are questions on the proposed costs. There will be a meeting at 2:00 pm on September 5 to discuss project and costs.

CORRESPONDENCE/PATRON COMMENTS:

- a) Keenesburg Mayor Ken Gfeller asked how Library Trustees are selected. It was explained that forms are available at the Library. When a board position opens up, the Hudson Town Board selects the new Trustee. He reported that Keenesburg is working on plans for their town library to be finalized in the fall. Their plan is to continue as part of the Hudson Library District.
- b) The HPLD mil levy sunshines in 2020. HPLD would be responsible for proposing an override vote.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Leonard, seconded by Danette and carried the meeting adjourned at 6:15 pm.

Respectively Submitted: Sally Harms, Secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: September 18, 2019**

CALL TO ORDER: 5:00 pm by Chairperson Jo Bowen.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Carol Bryant, Sally Harms and Danette Kramer. Also present were Terri Redden, Library Director, Judy McGill, representing the Town of Hudson, Ken Gfeller, Mayor of Keenesburg and Dan Spykstra, HPLD Builder's Rep.

MINUTES: In the August 21 minutes the HPLD Director's name is misspelled. It should be Matt Hortt. Upon motion made by Barb, seconded by Danette and carried the minutes for August 21, 2019 were approved as corrected.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,892.41 **CD:** \$98,557.56 **Checking:** \$2,689.00
Bank of Colorado: Money Market: \$9,943,014.38 **Building Acc:** \$4,132.28. Bills were discussed and upon motion made by Cathy, seconded by Carol and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2783 (interlibrary loans) & e: 738 pro: 488
Patrons: 3909 **Computer Uses:** 404 **H: LB: Cards issued:** 25 **Cards renewed online:**
Fines and Fees collected: \$50.38 **Book Sales: Copies: Fax: Coffee:** \$48.75

- a) Dan Spykstra, Builder's Rep, reported that the contracts are out. Several firms have contacted him; the proposals are due on Tuesday, September 24. Dan will hold a meeting at the Library on September 24 at 2:30 PM to review the proposals. Board members are invited to attend.

OLD BUSINESS:

- a) The computers are set up and the books coded for the Bookmobile. Barb and Jo will take the Bookmobile to the Touch a Truck Day at the Hudson Park.
- b) The IGA meeting with Matt Hortt is September 25. Terri, Barb and Jo will attend.

NEW BUSINESS:

- a) Mayor Ken Gfeller discussed the proposed memorial bench which will be built and installed at the Library to honor the Gene Andrews Family. Lyle Smidlek, XS Designs in Roggen will build the bench.
- b) The Town of Lochbuie called for a meeting with HPLD Matt Hortt. No town or library staff invited. Library issues were discussed.
- c) Danette discussed resigning from her Board position because they are moving away.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Barb, seconded by Danette and carried, the meeting was adjourned at 5:45 PM.

Respectively Submitted: Sally Harms, Secretary

Hudson Public Library

Agenda, November 20, 2019 at 5:00 pm

1. Call to order
2. Approve Minutes from October 16, 2019 meeting
3. Approve payment of bills
4. Librarian's Report
 - a) Paula to speak to board about a gift-wrapping event
5. Old Business
 - a) News from Corey our lawyer
 - b) Christmas party at the library
 - c) Memorial Bench decisions
6. New Business
 - a) Reviews and salaries
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting: January 15, 2020 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: October 16, 2019**

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

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Jo Bowen, Sally Harms and Danette Kramer. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Also attending were Dan Spykstra, HPLD Builder's Rep., Keenesburg Mayor Ken Gfeller and Mary and Wilbur Wafel, also from Keenesburg. Board members Leonard Roskop and Carol Bryant were absent.

MINUTES: Upon motion made by Barb, seconded by Cathy and carried, the minutes for September 18 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$118,907.56 **CD:** \$98,557.56 **Checking:** \$2,689.26
Bank of Colorado: Money Market: \$9,935,160.68 **Building Acc:** \$18,579.44 The bills were discussed and upon motion made by Danette, seconded by Barb and carried the bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: 2932 (interlibrary loans) & e: pro: **Patrons:** 4715
Computer Uses: 382 **H: LB: Cards issued:** 16 **Cards renewed online:** **Fines and Fees collected:** \$42.89 **Book Sales: Copies: Fax: Coffee:** \$53.50

- a) Dan Spykstra discussed the contracts for the building project. He recommended that they be signed by the Library Board Chair and the Town Mayor. The design kick-off meeting will be October 23, at 1:00 pm at the Library. Upon motion made by Barb, seconded by Danette and carried, the contracts for the project construction were approved and will be signed by the Hudson Mayor and the Library Board Chairperson.
- b) Tami reported on the progress as the staff is getting the bookmobile ready for use. They will need the following when the staging area is complete:
 - 1) Room to store the carts when not in use
 - 2) Shelving
 - 3) Work space for checking in and out
 - 4) Docking space for four computers
 - 5) Shore-line plug when loading for heat and light
 - 6) Block heater for winter
 - 7) Inside space for all work needing to be done

Tami will be sure the list is complete as building starts. Staff is also studying locations in Keenesburg and Lochbuie for safe, well-lit, convenient Bookmobile parking in the various locations they will be visiting. In the future, stops will be added at Wild Country RV Park and Prairie View and Aladdin apartments. More stops will be considered in the future.

- c) Mayor Gfeller reported that there will be a walk-through of the old school admin building on Nov. 1. He will look at parking availability in the town for the bookmobile stop. Mayor Gfeller also said that Keenesburg must be included in the discussions with Lochbuie as related to the legal issues.

OLD BUSINESS:

- a) The final 2020 budget will be approved in November.
- b) Veteran's Day dinner at the Library: November 9, 11:30 – 1:30 pm
- c) Project: contracts and budget

NEW BUSINESS:

- a) No regular December meeting. Meet December 5, at 6:30 pm for dinner. Spouses are invited. Library will provide meat; bring side dishes.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURN: Meeting adjourned at 6:00 pm with motion made by Barb, seconded by Danette and approved.

Respectively Submitted: Sally Harms, Secretary

Carol

Hudson Library Board Meeting

October



Librarian's Report: 10-16-19

a. Circ.: 2932	Ytd 44,934
b. Patrons: September 4715	Ytd. 44,279
c. Computer uses 382	Ytd. 3,984
e. cards issued: 16	Ytd. 282
f. Fines & Fees \$42.89	Ytd. \$800.87
g. Coffee \$53.50	Ytd. \$705.50

h. Update on Bookmobile

i. Project, contract and budget

old business: Lochbuie letter

Budget

Veteran's Day dinner is on 11/9/2019 from 11:30 to 1:30

Valley Bank CD: \$98,557.56 Checking: \$2,689.26 MMkt \$118,907.56

Bank of Colorado: Building \$18,579.44 MMkt \$9,935,160.68