

Library

Hudson Public Library

Agenda, January 15, 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) Chamber dinner February 1 at the Sanctuary
6. New Business
 - a) Ad in the newspaper for new board member
 - b) Report on Town of Keenesburg meeting, December 17
 - c) Reminder, elections in February
 - d) Party for Carol, out-going board member of 15 years
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – February 19, 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 Williams
- 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

A handwritten signature in cursive script that reads "Sally Harms". The signature is written in black ink and is positioned centrally below the typed name.

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: February 19, 2020**

CALL TO ORDER: 5:00 pm by Vice-Chairperson Danette Kramer.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Sally Harms, Danette Kramer and Leonard Roskop. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Board of Director candidates present were: Shawn Campbell, Wilbur Wafel and Lynda Pruett. Jo Bowen was absent.

MINUTES: Upon motion made by Leonard, seconded by Cathy and carried, the minutes from the 11-20-2019 Executive Session were approved. Upon motion made by Leonard, seconded by Barb and carried, the minutes from December 5, 2019 meeting were approved. The minutes for January 15, 2020 were corrected to show the new staff member is Janet Williams and upon motion made by Leonard, seconded by Cathy and carried the minutes were approved as corrected.

FINANCIAL REPORT:

Valley Bank: Money Market: CD: Checking:

Bank of Colorado: Money Market: Building Acc:

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

LIBRARIAN'S REPORT: Circulation: 494 (interlibrary loans) & e:396 pro: Patrons: 4,324 Computer Uses: H: 403 wifi: 238 Cards issued: 20 Cards renewed online: Fines and Fees collected: \$113.97 Book Sales: Copies: Fax: Coffee: \$101.40

OLD BUSINESS:

- a) Carol Bryant's farewell party is February 28; 6:15 in the Library.
- b) Elections will be held in March because Jo is absent. Upon motion made by Leonard, seconded by Cathy and carried, the Board of Trustees elections were tabled until March.

NEW BUSINESS:

- a) Board of Trustees Candidates were introduced and they made comments about why they are interested in serving on the Board. The candidates are: Shawn Campbell, Wilbur Wafel and Linda Pruett. Board members voted for two. The Town Board will make the final choice. Votes tallied placed Linda, first; Wilbur, second and Shawn, third.
- b) Upon motion made by Leonard, seconded by Barb and carried it was agreed to close the library on March 13 and 27 for staff training workshops.

- c) Tammy and Alison will do a presentation on the bookmobile on Staff Day in Greeley.
- d) A Tuesday evening Yoga class is being added so the library will need to be open until 8:00 pm on Tuesdays. Upon motion made by Barb, seconded by Leonard and carried, it was agreed to keep the library open until 8:00 PM on Tuesdays.
- e) Terri said that staff will increase by one full-time employee when Jayra moves from part-time to full-time. Upon motion made by Leonard, seconded by Cathy and carried, adding one full-time staff position was approved.
- f) Terri would like to add Yoga Instructor Jessica King to the payroll at \$60.00 an hour for Yoga and Children's Yoga if she is interested. Upon motion made by Leonard, seconded by Barb and carried, it was approved to offer Jessica King the opportunity to be an instructor on the Library staff.
- g) Discussion of the building and paving project. Owner's Rep Dan Spykstra asked if we would do the project in two parts. It would add \$21,000.00 to the total cost. Terri will say "no" – that we want to keep the project together. Dan will attend the March meeting to discuss this issue.
- h) Leonard suggested that there be "A Night at the Library" once a month when the public is invited to attend and discuss what programs they would like to see at the Library.
- i) ESL has 17 students and will add a second class.
- j) There was discussion of the Lochbuie Library issue. The suggestion is to invite HPLD Director Matt Hort to a meeting to discuss the issue.
- k) Ken Gfeller said his father, who is 95 years old, has a large collection of stamps. He would like to donate them to the Library. Terri will discuss this with the staff.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

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

Respectively Submitted: Sally Harms, Secretary



Hudson Public Library

Agenda – March 18, 2020 at 5:00 pm

1. Call to order
2. Approve Minutes from February 19, 2020 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) Dan Spykstra (scheduling issue - speak first)
 - b) Lochbuie
 - c) elections
 - d) attend town meetings
6. New Business
 - a) Hiring an attorney
 - b) Getting financial advice
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – April 15, 2020

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: March 25, 2020**

CALL TO ORDER: 10:00 AM via ZOOM online meeting

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Sally Harms and Leonard Roskop.
Also present was Terri Redden, Library Director.

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:

NEW BUSINESS: Upon motion made by Cathy, seconded by Leonard and carried, it was agreed to continue paying all staff salaries through the time the Library is closed due to the Covid 19 Corona virus shutdown.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT:

Respectively Submitted: Sally Harms, Secretary



Hudson Public Library

Agenda May 20, 2020 at 5:00 pm

1. Call to order
2. Approve Minutes from meeting
3. Approve payment of bills
4. Librarian's Report
 - a) Guests – Lynda Pruett and Wilbur Wafel
5. Old Business
 - a) Bookmobile project
 - b) Elections – nominations please
6. New Business
 - a) Welcome new Board Member – Shawn Campbell
 - b) Anticipated opening of library – unless Health Dept. extends order
 - c) Approval for Lynda Pruett and Wilbur Wafel for Library Board positions
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – June 17 at 5:00 pm

Library

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: May 20, 2020
Meeting by ZOOM**

CALL TO ORDER: 5:00 pm by Library Director Terri Redden in absence of Chairperson Jo Bowen.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms and Leonard Roskop. Also present was Terri Redden, Library Director. Guests were Lynda Pruett and Wilbur Wafel. Jo Bowen and Danette Kramer were absent.

MINUTES: The Scholarship deadline was extended to June 15 by an email vote in April. Upon motion made by Terri, seconded by Barb and carried, the minutes for March 25, 2020 were approved.

FINANCIAL REPORT: Upon motion made by Barb, seconded by Sally and carried the bills were approved for payment.

**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:

- a) Lynda Pruett and Wilbur Wafel - the new Library Board members - will be approved by the Hudson Town Board at their meeting this evening.
- b) Terri will plan a thank you party for retiring Jo and Danette.
- c) The staff is almost full-time working both virtually and on-site. There are many good comments about the staff on the Facebook page. They are working on how to manage opening procedures.
- d) The 2022 revenue is predicted to be cut 40-50%.

OLD BUSINESS:

- a) Terri will send scholarship applications to Board. Seven have applied and can be approved. Upon motion made by Barb, seconded by Sally and carried, the seven applicants were approved for scholarships.
- b) Owners' Rep Dan Spykstra will attend June meeting to discuss Bookmobile building project. The Town will have to approve plans with cost estimates.
- c) Barb nominated Leonard as Chairperson and Shawn Campbell as Vice-Chairperson. Cathy seconded the nomination and the nominations were approved.

NEW BUSINESS:

- a) Shawn Campbell was welcomed as a new Board Member.
- b) June 8 is the anticipated date for Library opening. Plans will be worked out for spacing and numbers of patrons allowed at a time.
- c) Upon motion made by Barb, seconded by Cathy and carried, Lynda and Wilbur were approved as new Board Members.
- d) Shawn asked about the *Take a Book/Leave a Book* programs in the area. This will be a future discussion.

CORRESPONDENCE/PATRON COMMENTS:

- a) Thank you card from Carol Bryant was shared.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Barb, seconded by Shawn and carried the meeting was adjourned at 5:40 pm.

Respectively Submitted: Sally Harms, Secretary

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Hudson Library

Town Driven Cost Summary

Division	Cost Increase	Notes
02 Existing Conditions/Clean-Up	\$ 750.00	Additional erosion control
07 Roofing	\$ 7,647.00	Original budget based on standard metal roof. Town requiring addition to match existing roof.
07 Caulking/ Insulation	\$ 1,367.00	Higher R Value required per recently adapted energy code.
26 Electrical	\$ 14,012.47	Design/Build engineer has indicated additional site lighting will be required. This will be confirmed once design is initiated.
32 Wet Utilities	\$ 17,045.00	Below grade stormwater system added to construction documents-code required. original budget included landscape repair for construction of addition.
32 Landscape	\$ 9,380.00	Town is requiring additional landscape and landscape screening for headlight mitigation <i>Vinyl or wood ? cost ?</i>
32 Site Amenities	\$ 5,400.00	Bollards, fence, and wheel stops added required by town.
Subtotal	\$ 55,601.47	
General Insurance/Builder's Risk	\$ 389.21	
Bond	\$ 556.01	
Fee	\$ 5,560.15	
Total	\$ 62,106.84	

Hudson Library

Book Mobile Options

Option	As Designed Cost	New Cost	Delta	Notes
As Currently Designed	\$ 79,789.00	\$ 79,789.00	\$ -	PEMB, Standing Seam Metal Roof, Stucco Siding, Extended Soffits, Increased Roof Pitch
PEMB w/ Standing Seam Siding	\$ 79,789.00	\$ 88,062.25	\$ 9,273.25	PEMB, Standing Seam Metal Roof, Standing Seam Metal Siding, Eliminate Extended Soffits, and Increased Roof Pitch
Stick Built w/ Stucco Siding	\$ 79,789.00	\$ 66,106.00	\$ (13,683.00)	Stick Built, Standing Seam Metal Roof, Stucco Siding, Eliminate Extended Soffits, and Increased Roof Pitch
Stick Built w/ Standing Seam Siding	\$ 79,789.00	\$ 73,222.50	\$ (6,566.50)	Stick Built, Standing Seam Metal Roof, Standing Seam Metal Siding, Eliminate Extended Soffits, and Increased Roof Pitch
PEMB w/ Standard Standing Roof, Standard Chief Siding, & Gutters	\$ 79,789.00	\$ 54,512.00	\$ (25,277.00)	Standing Seam Roof to match, Standard Metal Siding, & Gutters

Cost Reduction Items:

Description	Deduct Value	Comments
Landscape & Irrigation beyond patch & repair by owner	\$ 3,880.00	Landscape required by town for headlight mitigation still included.
Standard 5" K style Gutters in lieu of Custom half round	\$ 2,111.00	Option 4 packages gutter in ProSteel cost and would be removed from this list.
Eliminate Patio, patio door, patio concrete	\$ 4,850.00	
Eliminate new light poles @ front parking	\$ 14,012.47	KCI will have to work with electric d/b to confirm minimum requirements
Substitute lighting package	\$ 2,536.00	Simplify interior fixtures and exterior wall packs.
Basic PEMB-Delete added structural and deflection required for stucco, 4/12 roof slope, standard gutters, siding vs stucco, and standard roof.	\$ 22,077.00	Add back \$7,356 to keep overhangs at eaves and rakes. Deduct \$10,053 instead of \$22,077 to build barn out of wood and keep stucco (does not include design cost)
Eliminate Snow Guard	\$ 1,051.00	

Manufacturer hardware instead of spec'd hardware	\$	11,500.00	
Delete walk way storefront-wood framed, 2 windows, 1 door to parking side	\$	22,150.00	
ProSteel, Chief, & Thermal Design discount on PEMB pack	\$	4,500.00	Offered to the project
Double doors to single 4' door	\$	2,750.00	6'
Total:		\$91,417	

Potential updated GMP

~~\$~~ 530,000
 2750
53,2750

not to exceed \$ 550,000
 approve

Hudson Public Library

Agenda, June 17, 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) Welcome Wilbur Wafel and Lynda Pruettt – new board members
6. New Business
 - a) Update on construction with Owners' Rep Dan Spysktra
 - b) Reopening Library
 - c) Give Marcie time off after Keith's passing
7. Correspondence and Patron Comments
8. Adjourn

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: June 17, 2020**

CALL TO ORDER: 5:00 pm by Chairperson Leonard Roskop

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms, Lynda Pruett, Leonard Roskop and Wilbur Wafel. Also present were Library Director Terri Redden, Judy McGill representing the Town of Hudson and Dan Spysktra, Owner's Representative.

MINUTES: Upon motion made by Lynda, seconded by Cathy and carried, the minutes for May 20 were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: CD: Checking:

Bank of Colorado: Money Market: Building Acc:

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

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 1,999 & e: 1,236 pro: Patrons: 142 (curbside) Computer Uses: H:0 LB:0 Cards issued: Cards renewed online: Fines and Fees collected: 0 Book Sales: Copies: Fax: Coffee: 0

- a) Mary will be moving and a new hire will be needed. ~~She~~ ^{Mary} does building maintenance, landscaping and snow removal.
- b) Terri will retire as Library Director in December after 27 years. An executive session will be needed to discuss replacement.
- c) Terri presented information to the new board members explaining the HPLD system and a graph showing library statistics.

OLD BUSINESS:

- a) New board members Lynda Pruett and Wilbur Wafel were welcomed to the Board of Directors.

NEW BUSINESS:

- a) Dan Spysktra reported on the Bookmobile garage project. Upon motion made by Barb, seconded by Shawn and carried, it was agreed that the budget for the Bookmobile garage project shall not exceed \$550,000.00.
- b) The Library will reopen June 22. Social distancing masks and gloves will be worn. All incoming materials will be quarantined for 72 hours.
- c) Keenesburg is still working on their Library plans. No new information from Lochbuie.
- d) Upon motion made by Barb, seconded by Cathy and carried, it was agreed to give Marcie \$500.00 in memory of her husband Keith

CORRESPONDENCE/PATRON COMMENTS:

- a) Patron comments are favorable in regard to the way the Library has been working during the pandemic.
- b) A thank you for his scholarship was received from James Owen Kuemmerle.

FUTURE AGENDA ITEM: Discuss funding for scholarships. Do we ask for contributions for the scholarship awards?

ADJOURNMENT: Upon motion made by Wilbur, seconded by Shawn and carried the meeting was adjourned at 5:55 pm.

Respectively Submitted: Sally Harms, Secretary

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Hudson Public Library

Agenda, July 15, 2020 at 5:00 pm

1. Call to order
2. Approve Minutes from June 17, 2020 meeting
3. Approve payment of bills
4. Librarian's Report
5. Old Business
 - a) IGA before Town Board August 5th
6. New Business
 - a) Budget draft
 - b) Colorado Association of Libraries, and Conference
 - c) Multi Chamber event
 - d) Executive Session
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – August 20, 2020 - 5:00 pm

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

CALL TO ORDER: 5:00 pm by Chairman Leonard Roskop

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms, Lynda Pruett, Leonard Roskop and Wilbur Wafel. Also present were Terri Redden, Library Director and Judy McGill, representing the Town of Hudson.

MINUTES: In the June 17 minutes correct Mary's name in a) Librarian's Report. Upon motion made by Barb, seconded by Lynda and carried, the minutes for June 17 were approved as corrected.

FINANCIAL REPORT:

Valley Bank: Money Market: \$121,706.30 **CD:** \$99,348.30 **Checking:**

Bank of Colorado: Money Market: \$11,043,244.95 **Building Acc:** \$3,746.56

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

LIBRARIAN'S REPORT: Circulation: 1269 (interlibrary loans) & e: 370 **pro: Patrons:** **BKM:** 46 **Curb:** 97 in 200 **Computer Uses:** H: 18 **WIFI:** 88 **Cards issued:** 26 **Cards renewed online:** **Fines and Fees collected:** 0 **Book Sales:** **Copies:** **Fax:** **Coffee:** 0

- a) The Bookmobile will be sent to sites where social distancing can be carried out.
- b) There was discussion of the Keenesburg Library project. The budget item is in Library Building Project/Other Capital Outlay. The committee to discuss the project includes Leonard, Wilbur and Ken Gfeller.
- c) Terri, Cathy and Lynda will meet with Hudson Town Manager Guy Patterson to discuss coding issues.

OLD BUSINESS:

- a) The Intergovernmental Agreement (IGA) for this year will be before the Town Board on August 5. It will be up for renewal in 2021.

NEW BUSINESS:

- a) The added amount (\$12,000) on the Advertising/Promotions line in the budget is because we might have to pay for a web-site staffer.
- b) Cal-Con 2020 will be a virtual conference. Email Terri if you can attend the conference.
- c) Multi-Chamber event, August 26, 5:30 – 7:30 pm at Wild Animal Sanctuary.
- d) Upon motion made by Barb, seconded by Wilbur and carried, the meeting was adjourned to go into Executive Session. The item to discuss is the retirement of Library Director Terri Redden in December 2020. The process for hiring a replacement was discussed. Leonard asked for any

further issues for discussion and the vote by all present was no and resume regular meeting.

CORRESPONDENCE/PATRON COMMENTS:

- a) Marcie thanked the Board for the gift following the passing of her husband Keith.
- b) Grace Driskell will resign August 6, 2020.
- c) Greg Ravenhorst sent a letter saying the Banner project is on hold for this year and will resume in 2121.

FUTURE AGENDA ITEM: Barb suggested that the Board should consider having our own legal counsel. Further discussion is needed. It was suggested that Leonard and any other Trustee interested should meet with HPLD Counsel Bill Garcia to discuss the idea.

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

Respectively Submitted: Sally Harms, Secretary

A handwritten signature in cursive script that reads "Sally Harms". The signature is written in black ink and is positioned below the typed name "Sally Harms, Secretary".

Hudson Public Library

Agenda, August 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) Library Addition
6. New Business
 - a) Alison and Jayra report on the success of the bookmobile.
 - b) Approval for library Website. Cost will be \$6500.00 with three installments of \$2100.00
 - c) Town manager requests a joint meeting between town board and library board. Discuss what future cooperation looks like between the entities.
 - d) Barb Baker will present an overview of the taxes for the district.
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – September 16, 2020 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: August 19, 2020**

CALL TO ORDER: 5:00 pm by Chairperson Leonard Roskop who led the Pledge of Allegiance.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms, Leonard Roskop and Wilbur Wafel. Also present were Library Director Terri Redden and Judy McGill representing the Town of Hudson. Lynda Pruett was absent.

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

FINANCIAL REPORT:

Valley Bank: Money Market: \$4,121,721.81 **CD:** \$99,348.30 **Checking:**

Bank of Colorado: Money Market: \$11,302,408.93 **Building Acc:** \$12,844.54

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

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) 2528 & e: 363 pro: Patrons: 2373 Outreach: 49 Computer Uses: H: 97 wifi: 107 Cards issued: 20 Cards renewed online: Fines and Fees collected: \$45.00 Book Sales: Copies: Fax: Coffee: 0

- a) Alison and Jayra gave a bookmobile report. They are at Autumn's and Billie's Day Care every other Thursday. Stories and crafts are working well.
- b) Shawn asked how the Coffee Maker plan works. Terri said we are not using it during this COVID time. It is a monthly payment.
- c) Amy Warner will replace Mary Duckwall whose last day is Friday, August 21.
- d) Terri, Lynda and Cathy will meet with the Town to discuss coding issues.
- e) The IGA was signed with the Town on August 5.

OLD BUSINESS:

- a) The permit for the Bookmobile addition will be needed the first week of September.

NEW BUSINESS:

- a) Library website was discussed. A website designer/manager will be needed. Total cost is \$6500.00 payable in three installments. Upon motion made by Barb, seconded by Shawn and carried, it was agreed to begin immediately. Shawn also suggested that ways be found to involve the community in the design.
- b) The Town Manager would like a joint meeting between the Town Board and the Library Board on Oct. 21. It will be a discussion about what future

cooperation looks like between the two boards. Terri will confirm the details.

- c) Barb reported on the mill levy decrease issue. Apparently, the library will not lose the entire 1.8 mill levy. It will
- d) Barb also reported she discussed the issue of having our own lawyer with Dr. Hort. No other libraries have their own lawyers. We can get legal advice from the HPLD Lawyer, Bill Garcia when/if needed.
- e) Leonard reported on his and Wilbur's meeting with Keenesburg Mayor Ken Gfeller regarding a building permit for the Keenesburg Branch Library. There will be a room for books and a room for computers. HPLD will install the computers and might be responsible for the computers. There may be some design and cost estimates to start but the total estimate would be less than \$50,000.00. A suggested sign for the project would be FUTURE HOME OF THE HUDSON LIBRARY – KEENESBURG BRANCH. There will be further information in the future.

CORRESPONDENCE/PATRON COMMENTS: A thank-you for her scholarship was received from Leanna Lange. Mary Duckwall thanked the library for her years of employment.

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Sally, seconded by Barb and carried the meeting was adjourned at 6:30 pm.

Respectively Submitted: Sally Harms, Secretary

A handwritten signature in cursive script that reads "Sally Harms". The signature is written in black ink and is positioned below the typed name of the secretary.

Hudson Public Library

Agenda, September 16, 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) Budget 2021 – review
 - b) New Director - hiring
6. New Business
7. Correspondence and Patron Comments
8. Adjourn

Next Meeting – October 21, 2020

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 9-16-20**

CALL TO ORDER: 5:00 pm by Chairperson Leonard Roskop.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms, Lynda Prueff, Leonard Roskop and Wilbur Wafel. Also present were Library Director Terri Redden, Tami Crossen, Library Staff and Judy McGill representing the Town of Hudson.

MINUTES: The September 19 minutes were amended with a correction under New Business part C: Barb reported on the mil levy decrease issue. The library will not lose the entire 1.8 mil levy. The mil levy fluctuates based on tax revenue. The result for the Hudson Library will be a decrease of approximately 1%. The mil levy decrease will be from 3.252 to approximately 3.12. Upon motion made by Barb, seconded by Shawn and carried, the minutes were approved.

FINANCIAL REPORT:

Valley Bank Money Market: \$121,737.32 **CD:** \$99,348.30 **Checking:**

Bank of Colorado Money Market: \$11,312,889.21 **Building Acc:** \$11,897.77

Marci will add the Town amount for the building permit next month. Bills were discussed and upon motion made by Barb, seconded by Cathy and carried the bills were approved for payment.

LIBRARIAN'S REPORT: **Circulation: (interlibrary loans) 2492 & e: 362 pro: Patrons: 2896 Outreach: 27 Computer Uses: H: 160 WIFI: 126 Cards issued: 9 Cards renewed online: Fines and Fees collected: \$30.00 Book Sales: Copies: Fax: Coffee: 0**

- a) The library is opening up using caution because of Covid-19 virus.
- b) Upon motion made by Shawn, seconded by Wilbur and carried, it was agreed to send \$500.00 to Ellen Korthuis in memory of her husband Bob.
- c) Leonard and Wilbur working on Keenesburg Branch plan. HPLD will set up the IT network. Needs include staff (1 or 2) with training, establish location report for books. An MOU will be needed between Hudson and Keenesburg for duties and responsibilities. Hudson: staff, ordering, bills, computers (Hudson, Keenesburg, HPLD) Keenesburg: building responsibility, building repairs. Leonard suggests hiring local carpenters to build shelving. Research will need to be done regarding cost estimates. Terri suggested that we wait to start the Keenesburg project to get it up and running after the first of the year. Cathy and Barb suggested putting a plan in place. Leonard is the temporary project manager.

OLD BUSINESS:

- a) Review 2021 Budget. Final report due October 15.

- b) Discussion: Should 7790 be done as a separate spreadsheet for projects like the Keenesburg Branch Library. Upon motion made by Barb, seconded by Shawn and carried it was approved to make acct 7790 a separate spreadsheet starting with budget in 2021.

NEW BUSINESS:

- a) Discussion: hiring a new Library Director. Qualifications will be posted for ten days with a return deadline of September 25. Barb will post the job qualifications September 17. A special Board meeting will be held September 28 at 5:30 pm. This will be an executive session to discuss the hiring of the new director and the meeting notice will be posted September 24. The Board will re-enter the regular meeting with motions for hiring and salary.

CORRESPONDENCE/PATRON COMMENTS:

- a) A card was signed for Ellen.

FUTURE AGENDA ITEM:

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

Respectively Submitted: Sally Harms, Secretary



Rewritten minutes to comply with Executive Session rules:

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 9-28-20**

CALL TO ORDER: 6:00 pm by Leonard Roskop

Executive Session called to order by Leonard Roskop 6:05 pm.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Lynda Pruett, Sally Harms, Leonard Roskop and Wilbur Wafel. Also present was Terri Redden, Library Director.

The Trustees discussed hiring the new Library Director. Tami Crossen is only applicant.

Executive Session adjourned at 6:30 pm with all Trustees present agreeing.

a) Re-enter regular meeting with all Trustees present agreeing.

Regular Session :

a) Upon motion made by Barb, seconded by Wilbur and carried it was agreed to offer the position of Hudson Public Library Director to Tami Crossen at a salary of \$63,000.00 commencing on January 1, 2021.

The number of hours to be worked should be in this motion.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Lynda, seconded by Sally and carried, the meeting was adjourned at 7:00 pm.

Respectively Submitted: Sally Harms, Secretary



Hudson Public Library

Agenda, October 21, 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) Keenesburg updates
 - b) Budget
6. New Business
 - a) Raises for staff
 - b) Compensation for Director
7. Correspondence and Patron Comments
8. Adjourn

Attend meeting at Town Hall at 6:00 pm

Next Meeting – November 18, 2020

extra

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 10-21-20**

CALL TO ORDER: 5:05 pm by Chairperson Leonard Roskop.
Trustee Wafel led the Trustees in the pledge of allegiance.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Lynda Pruett, Leonard Roskop and Wilbur Wafel. Also present were Library Director Terri Redden, Tami Crossen, Library Staff and Judy McGill representing the Town of Hudson.

MINUTES: Upon motion made by Linda and seconded by Wilbur, the minutes from special meeting on Sept 28 were placed on hold. The minutes from the regular meeting on September 16th were approved with the modification of a minor typo.

FINANCIAL REPORT:

Valley Bank Money Market: \$121,752.33
CD: \$99,348.30
Bank of Colorado Money Market: \$11,248,460.82
Building Acc: \$10,943.37

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

LIBRARIAN'S REPORT:

Circulation: (interlibrary loans) 2492 e 353
Patrons: 2768
Outreach: 27
Computer Uses: H: 181 WIFI: 119
Cards issued: 14
Fines and Fees collected: \$44.88
Coffee: 47.80

Brief discussion about our outreach numbers not reflecting all activity. We will re-capture these numbers and modify.

Librarian's report also included the WOW bookmobile activity, including all stops.

The Board discussed staff raises. The Director/Asst. Director were given a range of increases from 4% to 7% for staff increases.

The new Web Site (<https://thehudsonpubliclibrary.org/>) is up and running, and it looks just grand!!

Keenesbury Library update: Brief discussion on Memorandum of Understanding (MOU). (Note: This MOU has since been changed to an Intergovernmental Agreement (IGA)) The Location Code for the new Library is still in process.

Note that the library contributed to the Keenesburg Trick or Treat Street.

Terri and Tami gave us an update on the parking lot construction.

Terri's bonus to compensate for all 45 days of her time she lost due to urgencies at the Library was discussed. Linda made a motion for a bonus for Terri to cover these days in the amount of \$12,500. The was seconded by Barb.

Barb made a motion to adjourn the meeting at 5:44 pm

The Library Board moved to Town Hall to attend the town hall meeting at 600 pm

Sally Harms

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: November 18, 2020**

CALL TO ORDER: 5:05 pm by Chairperson Leonard Roskop, Wilbur Wafel
The Pledge of Allegiance was led by Wilbur.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Shawn Campbell, Sally Harms and Leonard Roskop. Also present were Library Director Terri Redden, Judy McGill representing the Town of Hudson and Tami Crossen, Library Staff. Lynda Pruett was absent.

MINUTES: Upon motion made by Barb, seconded by Cathy and carried the Minutes of the October 21 meeting were approved. Upon motion made by Shawn, seconded by Barb and carried the minutes of the September 18 Executive Session were approved.

FINANCIAL REPORT:

Valley Bank: Money Market: \$121,767.34 **CD:** \$99,348.30 **Checking:**
Bank of Colorado: Money Market: \$11,714,226.79 **Building Acc:** \$9,785.53
Bills were discussed and upon motion made by Barb and seconded by Cathy and carried, the September bill were approved for payment. Upon motion made by Barb, seconded by Cathy and carried, the October bills were approved for payment.

LIBRARIAN'S REPORT: Circulation: (interlibrary loans) & e: 2398 + 360 **pro:** 980
Patrons: 2,500 **bkm:** 858 **Computer Uses:** H: 189 **wifi:** 114 **Cards issued:** 8 **Cards renewed online:** **Fines and Fees collected:** \$62.74 **Book Sales:** **Copies:** **Fax:**
Coffee: \$20.50

- a) Tami did the staff reviews with raises with Terri.
- b) HPLD is moving to orange in Covid rules. Open for now allowing use of computers with cleaning after every use. Libraries will not be closing down but taking precautions. The decision is to not move to red.
- c) The library outreach statistic numbers have been corrected this month.

OLD BUSINESS:

- a) The Keenesburg IGA was discussed. The district lines were discussed. Wilbur asked if the Library District includes the actual school district. This will be looked into. Upon motion made by Barb, seconded by Wilbur and carried, it was approved to sign the Keeneburg/Hudson IGA Library project agreement.
- b) The building project is coming along fine. The parking area may be opened before the whole project is done. The project may be finished by early January.

NEW BUSINESS:

- a) Terri has written a letter of resignation to Valley Bank and Bank of Colorado. As the new Library Director, Tami Crossen will be the signer on bank accounts at Valley Bank and Bank of Colorado. Upon motion made by Cathy, seconded by Barb and carried, Terri Redden's name will be removed and Tami Crossen is approved as the signer with Valley Bank and Bank of Colorado taking effect January 3, 2021.
- b) Terri asked for and was given permission to announce that Tami will be the new Library Director to the Town Council and the HPLD Board of Trustees.
- c) The Board of Directors and the Staff Christmas Party will be held December 16. Food will be ordered from the Pepper Pod.

CORRESPONDENCE/PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: Upon motion made by Wilbur, seconded by Barb and carried, the meeting was adjourned at 5:49 pm.

Respectively Submitted: Sally Harms, Secretary

A handwritten signature in cursive script that reads "Sally Harms". The signature is written in black ink and is positioned below the typed name "Sally Harms, Secretary".

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
DATE: 12-16-20**

CALL TO ORDER: The meeting was called to order at 5:10 pm by Chairperson Leonard Roskop.

TRUSTEES PRESENT: Barb Baker, Cathy Bollers, Lynda Pruett, and Leonard Roskop. Also present were Library Director Terri Redden and Tami Crossen, and Judy McGill representing the Town of Hudson.

MINUTES: Upon a motion made by Barb and seconded by Linda, the minutes from November 18 were approved with the addition of Wilbur Walfel as Trustees Present.

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

Upon a motion made by Linda and Approved by Cathy, the bonus for Terri was adjusted from \$12,500 to \$15,250.

Keenesburg Library update: Tami provided the Board with an update on progress with the Keenesburg Library.

Barb made a motion to adjourn the meeting at 5:20 pm. The motion was seconded by Cathy.