



Agenda
January 19, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - D. Approval of last month's meeting minutes
 - E. Review and approval of payments due
 - F. Treasurer and budget reports
 - a. Director's Report
 - i. YTD Budget
 - G. Keenesburg school project update – Dan Spykstra from Wember
 - H. Old Business
 - a. Town of Hudson has approved Cathy for new term
 - b. Keenesburg branch updates – Jayra
 - c. Lochbuie branch updates - if any
 - d. MakerSpace updates
 - I. New Business
 - a. Changes at Hudson Town Hall – Tami Crossen
 - b. Reminder February meeting: Election for board positions
 - c. Director's Pay (carry over from December)
 - i. What is procedure for Board to review Director and provide compensation review?
 - J. Next meeting February 16, 2021
 - K. Adjourn
-



Meeting Notes
December 15, 2021

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop at 5:01pm
 - a. Attendees: Leonard Roskop; Cathy Bollers, Barb Baker, Lynda Pruett, Wilbur Wafel, Jamie Jeffery, Rick Medrano; Tami Crossen; Judy McGill
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - b. Jamie
 - i. Do we consider a different day than the Town Meeting to avoid conflicts when we run over?
 - ii. One reason we have this date is the budget information is ready from Lorraine
 - iii. There are some unknowns at Town of Hudson as the Manager and Clerk are leaving, so Judy's schedule is a bit unknown.
 - iv. We will leave meeting date/time as is and re-evaluate month to month
 - D. Approval of last month's meeting minutes
 - a. Motion to approve: Barb / Jaime second
 - b. Pass 7-0
 - E. Review and approval of payments due
 - a. Motion to approve payments Jamie Jeffery / Second Barb Baker
 - b. Pass 7-0
 - F. Treasurer and budget reports
 - a. Director's Report
 - i. YTD Budget pending as Lorraine is backlogged
 - ii. Performance evals
 - 1. Self evals, then Director review
 - 2. 4% to 7% scale based on performance review
 - 3. Motion to approve the percentage increases 4 to 7%
 - a. Jaime Jeffery motion / Rick Medrano second
 - i. Pass 7-0
-



Meeting Notes

G. Old Business

- a. Board nominations and re-up Treasurer officership for Cathy Bollers
- b. Submit to Town of Hudson
 - i. All has been submitted to Town, no applications so far other than Cathy
 - ii. Dec 20 is cutoff and if no other applications, will be approved and continue as our Seated Treasurer in January
- c. Summary of the meeting with Commissioner Buck
 - i. Meeting went well and met all the needs and answered questions from constituents.

H. New Business

- a. Correspondence to share – Tami Crossen
 - i. Sally Harms fell and broke a number of bones and surgery
 - ii. In hospital for a while and then moved rehab center
 - iii. In good spirits and recovering

I. Next meeting January 19, 2021

- J. Motion to Adjourn Jamie Jeffery / Second Wilbur Wafel
 - a. Pass 7-0
-

Report Criteria

Summary report type printed

Invoice Detail GL account = "25646010"-25999999

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Almos Energy	12/08/21	Natural Gas Utilities - 100	11/19/2021	272.31	25646412	272.31	59049	12/10/2021
Total 2:					272.31		272.31		
5	United Power Inc.	12/01/2021	100 S Beech St Library	12/01/2021	934.55	25646413	934.55	59077	12/10/2021
Total 5:					934.55		934.55		
30	Century Link	NOV 28 2021	Phone Service - 536-4226	11/28/2021	54.88	25646410	54.88	59099	12/29/2021
Total 30:					54.88		54.88		
206	Valley Fire Extinguisher Inc	148492	Fire Alarm Service	11/24/2021	251.04	25646420	251.04	59082	12/10/2021
Total 206:					251.04		251.04		
466	Professional Management	84551	Financial Consulting - May	06/15/2021	1,243.13	25646632	1,243.13	Multiple	Multiple
		84589	Financial Consulting - Sept	10/04/2021	418.25	25646632	418.25	Multiple	Multiple
		84599	Financial Consulting- Octo	11/15/2021	812.81	25646632	812.81	Multiple	Multiple
		Total 466:					2,472.19		2,472.19
1041	Caselle Inc.	113792	Contract Support and Main	12/01/2021	238.75	25646633	238.75	59054	12/10/2021
Total 1041:					238.75		238.75		
1186	Pinnacle Bank	12/01/2021	Jayra - program supplies	12/01/2021	272.88	26656725	272.88	59108	12/29/2021
		12/01/2021 1	Terri - program supplies	12/01/2021	3,862.26	25646725	3,862.26	59108	12/29/2021
Total 1186:					4,135.14		4,135.14		
1471	Pure Water Dynamics, Inc	1447857-IN	operating supplies-coffee	12/01/2021	45.00	25646710	45.00	59070	12/10/2021
Total 1471:					45.00		45.00		
1479	Highplains Library District	2743	Audio Books	12/09/2021	2,614.42	25656723	2,614.42	59104	12/29/2021
Total 1479:					2,614.42		2,614.42		
1599	Library Payables	NOVEMBER	Donation	11/01/2021	100.00	25646511	100.00	59060	12/10/2021
Total 1599:					100.00		100.00		
1663	Arrowhead Trash Service I	WED DEC 1,	Trash Removal - Library	12/01/2021	48.00	25646423	48.00	59047	12/10/2021
Total 1663:					48.00		48.00		
1699	Cracked Toe Yoga	0000007	Yoga classes	12/02/2021	120.00	25646725	120.00	59056	12/10/2021
Total 1699:					120.00		120.00		
1786	Black Roofing, Inc.	7181	roof maintenance	11/24/2021	590.00	25646724	590.00	59051	12/10/2021

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1786:					590.00		590.00		
1824	Karen Land	109	program services - Dog Mu	11/02/2021	700.00	25646725	700.00	59062	12/10/2021
Total 1824:					700.00		700.00		
Grand Totals:					12,574.28		12,574.28		

Report Criteria:

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RESOLUTION NO.

22-04

**TITLE: A RESOLUTION MAKING AN APPOINTMENT TO THE HUDSON
PUBLIC LIBRARY BOARD OF TRUSTEES**

WHEREAS, Section 2-161 of the Town of Hudson Municipal Code provides that, with the approval of the Town Council, the Mayor shall appoint no less than five (5) and no more than seven (7) persons from the citizens at large to serve on the Hudson public library board of trustees; and

WHEREAS, there is a vacancy on the library board of trustees that the Town Council wishes to fill.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HUDSON, COLORADO, AS FOLLOWS:

Section 1. The Town Council hereby appoints Cathy Bollers to serve on the Hudson public library board of trustees.

INTRODUCED, READ and PASSED this 5th day of January 2022.

TOWN OF HUDSON, COLORADO


Laura Hargis, Mayor

(SEAL)

ATTEST:


Heather Meierkort CMC, Deputy Town Clerk



Keeneburg Library - School Location
Keeneburg, Colorado

Total Project Budget **Bldg SF= 2,500.00**
 1/10/2022

Item #	Description	Original Budget		Comments
			Total Cost	
Design, Engineering and Owner's Requirements				
	Architecture	\$	43,000.00	Architectural, Electrical, Mech, Interiors possible roof evaluation for RTU Reimbursed by HPLD
	Structural Engineering	\$	2,500.00	
	Owner's Representation	\$	-	
	Move Management & Relocation Costs	\$	5,000.00	
	Materials Testing	\$	5,000.00	
	Utilities	\$	-	assumed included in core & shell of building provided
	FFE Total	\$	55,500.00	
Fixtures, Furniture and Equipment				
	Furnishings, Fixtures & Equipment	\$	75,000.00	Partial Reimbursement by HPLD
	Operating Day Collection	\$	50,000.00	
	Wayfinding/signage	\$	5,500.00	
	Phone system	\$	5,000.00	
	Technology (IT, Security & AV)	\$	15,000.00	
	FFE Total	\$	150,500.00	
CONSTRUCTION				
	General Contractor - Tenant Finish Improvements	\$	387,500.00	
	HVAC system	INCL		
	Bathroom Improvements	\$	15,000.00	Allowance
	Permits	\$	-	BY GC
	Construction Hard Costs Total	\$	402,500.00	
Owners Contingency				
	Owner's Contingency	\$	58,125.00	
	Escalation allowance (10%)	\$	38,750.00	
	Owner's Project Budget	\$	705,375.00	

Hudson

Stats report for Hudson and Keenesburg 2021

Door	Computer/Count	Self Check Usage	Self Check 1st Time CO	Self Check Renewal	Self Check Total	Self Check %	Total Circ	1st Time CheckOut	Renewals	% of renewals	Borrower Activity	Cardholders	Wifi Usage	Prints	Fax	OverDrive Checkouts	Copies	Mobile Prints
J-21	1185	77	306	0	306	23%	1,530	1,311	219	14%	335	991	119		5	340		
F-21	2016	121	714	17	731	38%	2,467	1,885	582	24%	404	1,215	78		0	353		
M-21	1876	185	669	9	678	37%	1,968	1,797	171	9%	384	955	105		13	403		
A-21	1985	152	656	6	662	46%	1,617	1,439	178	11%	361	968	111	85	12	364	20	0
M-21	2635	186	886	2	888	58%	1,661	1,530	131	8%	405	982	98	261	13	355	162	1
J-21	3813	179	1,299	8	1,307	53%	2,593	2,446	147	6%	483	1,051	75	208	14	411	200	12
J-21	3125	242	1,010	12	1,022	53%	2,622	2,458	164	6%	478	1,076	86	204	0	340	170	9
A-21	3925	209	871	4	875	42%	2,172	2,051	121	6%	489	1,091	96	334	15	374	199	27
S-21	3163	211	801	14	815	45%	1,938	1,769	169	9%	553	1,208	73	301	18	336	188	92
O-21	3355	188	769	7	776	45%	2,153	2,016	137	9%	568	1,245	68	157	17	280	160	24
N-21	3456	167	603	6	609	34%	1,859	1,750	109	6%	546	1,258	81	148	18	298	247	20
D-21	3542	169	582	9	601	39%	1,630	1,489	131	8%	553	1,261	65	175	13	310	175	11

Keenesburg

Door	Computer/Count	Self Check Usage	Self Check 1st Time CO	Self Check Renewal	Self Check Total	Self Check %	Total Circ	1st Time CheckOut	Renewals	% of renewals	Borrower Activity	Cardholders	Wifi Usage	Prints	Fax	OverDrive Checkouts	Copies	Mobile Prints
M-21	297	9			185		183	2	1%	19	19	28	8	0	0	0	0	0
J-21	300	23			398		375	23	6%	40	42	28	47	0	0	0	0	16
J-21	286	15			450		417	33	6%	47	59	N/A	10	0	0	0	0	0
A-21	334	28			443		379	64	14%	54	77	N/A	49	0	0	0	0	23
S-21	187	23			266		236	30	11%	48	85	N/A	51	0	0	0	0	23
O-21	226	28			266		238	28	11%	44	87	N/A	51	2	0	0	0	13
N-21	275	14	N/A	N/A	400	N/A	334	66	17%	38	92	N/A	26	6	0	0	0	4
D-21	255	23	N/A	N/A	371	N/A	323	48	13%	28	94	N/A	32	3	0	0	0	6

	WOW!	Hudson	Keenesburg
New Cards	Nov/Dec	12	38
Direct Contact		234	9
Exposure	Parades	550	



TREE CITY USA COMMUNITY CELEBRATION

May 7, 2022

2 pm – 7 pm

Schey Park - Keenesburg, Colorado

Greetings!

On Saturday, May 7, 2022, the Town of Keenesburg will host its Launch event: Tree City USA Community Celebration! This celebration will feature official Tree City USA tree planting and proclamation, vendors, food, education events, music, 5th grade poster contest, kids' activities, and much more. This is an opportunity to promote our local businesses, build community, and educate citizens on tree conservation and planting. In an effort to honor the Town's commitment to enhancing the quality of life for the community, this event is *free* and open to the public.

While the Town is the host of the event, it is impossible to do without help from our partners. We encourage you to consider becoming a partner in a variety of ways. This event will be a unique way to advertise, gain exposure, make contacts, educate the public, and build positive relationships with our growing community. What a great opportunity to showcase your business, merchandise, crafts, or products to attendees.

Attached is an outline of the benefits that come with your business partnership.

In addition to partners, the Town would like to fill Schey Park with vendors to enhance the event for the attendees. Your organization may also be an in-kind donor. All partners and vendor may provide items to be placed in a SWAG bag. This event is about bringing our community together and celebrating the environment.

The Town is also looking for local school groups, non-profit groups to host food and beverage areas.

We truly appreciate your consideration and look forward to working together as a team to enhance the quality of life for the community of Keenesburg.

Sincerely,

Laurie Kuntz
Town of Keenesburg
E: tokhr@rtebb.net
P: (303) 732.4281

Please note: Food and beverage vendors will be limited to not have like items. School organizations and local non-profits will have priority on a first come first serve basis. Please contact Laurie to verify space availability.



PARTNERSHIPS
DUE APRIL 1, 2022

Partner Benefits Tree City USA Launch Event May 7, 2022	Blue Spruce \$2,000.00	Oak \$1,000.00	Maple \$500.00	Honey Locust \$250.00	Pine Booth \$25.00
Event Co-Sponsor(s) with Town of Keenesburg Additional Signage (Banner provided by Partner)	X				
Sponsor logo on event poster and event banner	X	X			
Logo included on all additional advertising provided through the Town	X	X	X	X	
Area Partner (Kids' Corner, Education Center, Entertainment) Additional Signage (Banner provided by Partner)	X	X			
Social media exposure	X	X	X	X	X
Banner placement on event site (3ft.X6ft. or smaller)(Banner provided by Partner)	X	X	X		
On stage sponsor recognition announcements	X	X	X		
Booth space on event day – Tents, tables, and chairs are responsibility of the vendor. None will be provided. All booths are outdoors, limited to no electrical available.	30x30	20x20	20x10	10x10	10x10
Partner listed (logo) and link on Town Website	X	X	X	X	
Listing only of vendors for event with link on website	X	X	X	X	X
Material included in SWAG Bag	X	X	X	X	X



EVENT PARTNERSHIP INFORMATION

Please complete and mail with payment
(payable to: Town of Keenesburg)
Attn: Tree City USA Celebration
91 W Broadway Ave - Keenesburg, CO 80643
Contact: Laurie Kuntz, tokhr@treebb.net, 303.732.4281



TREE CITY USA
All About The Trees

Company / Organization Name: _____

Contact Person: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Type of business and/or items for booth: _____

CHOOSE YOUR PARTNERSHIP LEVEL:

Blue Spruce	Oak	Maple	Honey Locust	Pine Booth
\$2,000.00	\$1,000.00	\$500.00	\$250.00	\$25.00

☐ I will include material in the SWAG Bag. (Material may also be handed at booth for people to pick up).
All SWAG bag items are the responsibility of the partner and must be dropped off at Town Hall by April 29, 2022 (2 pm).

☐ I will be selling an item from my booth. My Colorado Sales Tax License number is: _____
Please attach copy of license.

Event	Deadline	Event Date	Amount
Tree City USA Celebration	April 1	May 7	\$

Method of payment (Circle): Cash Check CC (3% processing fee will be added)

CC#: _____ CID: _____

Name on Card: _____ Expires: _____

Vendors selling an item MUST provide a copy of their sales tax license with this application. Vendors NOT selling an item do not need to provide a sales tax license. The Town of Keenesburg's sales tax rate is 3%. Please be sure to include our sales tax when remitting to the State of Colorado. -- Mobile Vendors -- Those retailers who carry their inventory with them and make sales from that inventory directly to customers are classified as mobile vendors, and all local taxes must be collected. If you have not made sales in a particular taxing area previously, email your account number and identify the city and/or county to multilocation@spike.dor.state.co.us. If you are in need of a sales tax license, please go to www.colorado.gov to apply.

*IN-KIND: In-kind contributions are accepted as well. Items must be items that would otherwise have to be purchased for the project. Contributions to the project are provided in services rather than cash may include, but are not limited to supplies, equipment, space, or training. Please contact Laurie Kuntz, tokhr@treebb.net, 303.732.4281 for more information.

I hereby certify that the above information is true and correct.

Signature: _____ Date: _____





Meeting Notes
January 19, 2022

- A. The January meeting was cancelled due to weather conditions.**
- B. Next meeting February 9, 2022**
 - a. Rescheduled due to schedule conflicts with our February 16 meeting time.**



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 - b. Keenesburg branch updates – Jayra**
 - c. Lochbuie branch updates - if any**
 - d. MakerSpace updates**
- I. New Business**
 - a. Changes at Hudson Town Hall – Tami Crossen**
 - b. Election for board positions**
 - c. Approval for Keenesburg Library IGA to be presented to Town of Keenesburg and Town of Hudson for 2022**
 - d. Director's Pay (carry over from December)**
 - i. What is procedure for Board to review Director and provide compensation review?**
- J. Next meeting March 16, 2022**
- K. Adjourn**



HUDSON PUBLIC LIBRARY

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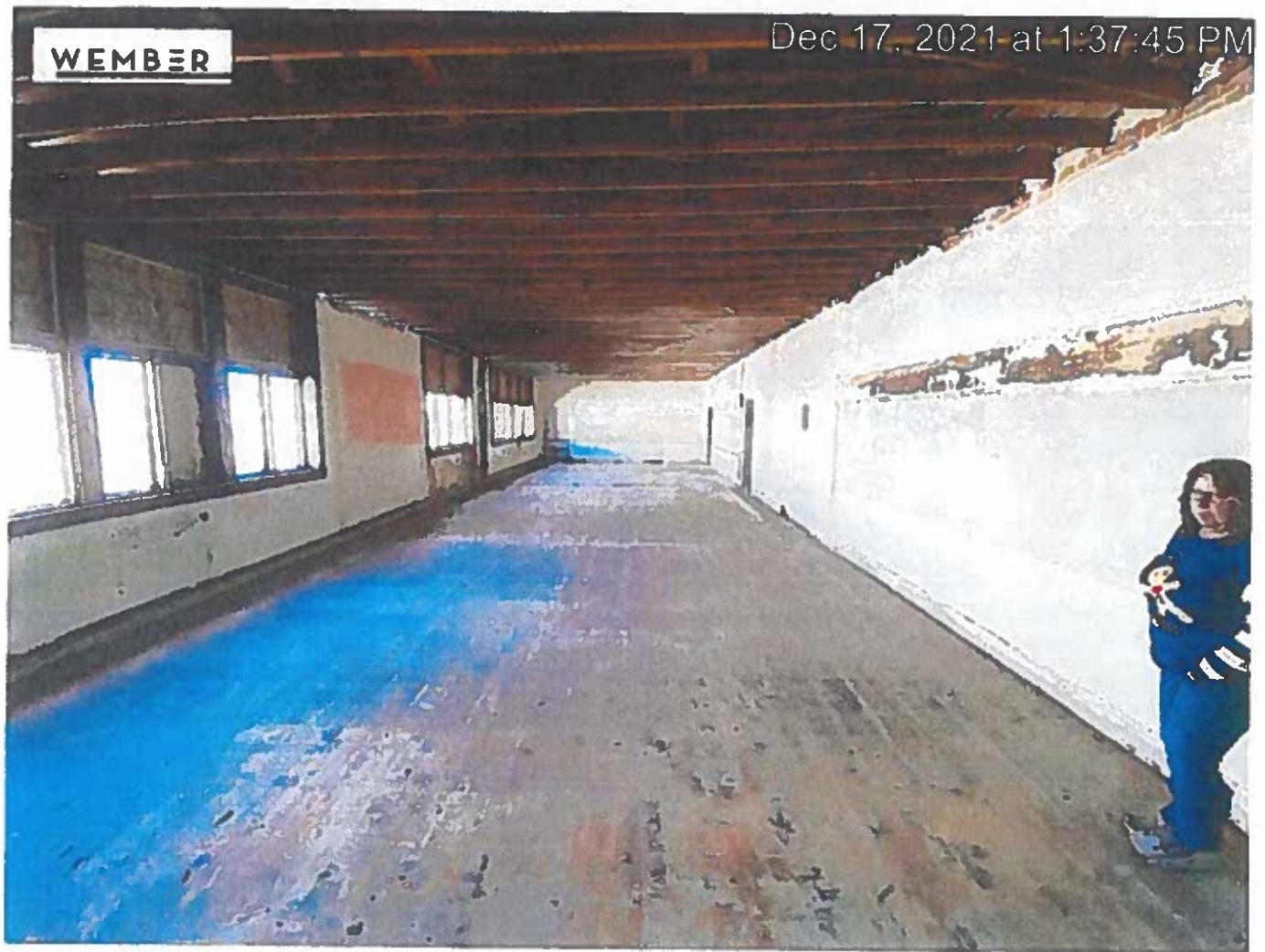
Synda M. Pruett
2-9-2022

Keenesburg Library - School Location
Keenesburg, Colorado

Total Project Budget

Bldg SF = **2,500.00**
1/10/2022

Item #	Description	Original Budget		Comments
		Total Cost		
Design, Engineering and Owner's Requirements				
	Architecture	\$	43,000.00	Architectural, Electrical, Mech, Interiors possible roof evaluation for RTU Reimbursed by HPLD
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	Owner's Representation	\$	-	
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	Materials Testing	\$	5,000.00	
	Utilities	\$	-	assumed included in core & shell of building provided
	FFE Total	\$	65,600.00	
Fixtures, Furniture and Equipment				
	Furnishings, Fixtures & Equipment:	\$	75,000.00	
	Opening Day Collection	\$	50,000.00	
	Wayfinding/signage	\$	5,500.00	
	Phone system	\$	5,000.00	
	Technology (IT, Security & AV)	\$	15,000.00	Partial Reimbursement by HPLD
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	General Contractor - Tenant Finish Improvements	\$	387,500.00	
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Hudson

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	Count	Usage	1stTime CO	Renewal	Total	%								
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F-21	2016	121	714	17	731	38%	2,467	1,885	582	24%	404	1,215	78	
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J-21	3813	179	1,299	8	1,307	53%	2,593	2,446	147	6%	483	1,051	75	208
J-21	3125	242	1,010	12	1,022	53%	2,622	2,458	164	6%	478	1,076	86	204
A-21	3925	209	871	4	875	42%	2,172	2,051	121	6%	489	1,091	96	334
S-21	3163	211	801	14	815	45%	1,938	1,769	169	9%	553	1,208	73	301
O-21	3355	188	769	7	776	45%	2,153	2,016	137	9%	568	1,245	68	157
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Keenesburg

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J-21	286	15					450	417	33	6%	47	59	N/A	10
A-21	334	28					443	379	64	14%	54	77	N/A	49
S-21	187	23					266	236	30	11%	48	85	N/A	51
O-21	226	28					266	238	28	11%	44	87	N/A	51
N-21	275	14					400	334	66	17%	38	92	N/A	26
D-21	255	23					371	323	48	13%	29	94	N/A	32

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Formal Response Regarding HPLD Programming Policy

As we enter a new year, we want to reflect and update our community on what High Plains Library District has accomplished and is headed. At the end of 2018, High Plains approved the HPLD Strategic plan for 2019-2024. The plan was informed by feedback and information provided by communities throughout the District. We have been diligently working toward the goals of that plan. In 2020, we embarked on the Baldrige Performance Excellence Program Journey in pursuance of our Excellence Goal. In 2021, we broke ground on LINC, our newest project that is a combination of Library, Innovation Center and Events Space.

The Malcolm Baldrige National Quality Award was established by Congress to promote improved quality of goods and services in U.S. companies and organizations. The goal of the Malcolm Baldrige National Quality Improvement Act of 1987 (Public Law 100-107) was to enhance the competitiveness of U.S. businesses. Achieving this goal would mean we would be the first Library District in the country to do so. On average, only four organizations are recognized with the award a year. This is a lofty goal, and whether or not we earn this award, the process of continual improvement will make for a better High Plains Library District year over year.

In our journey down the Baldrige path, we have committed ourselves to implementing a strategic plan to satisfy our community's needs. During that process, it was determined we review and update our current procedures and practices to ensure they are aligned with our policies. We dedicated a staff member to this endeavor and made great progress.

The community input also led to an update in our Mission and Vision.

Mission

Helping build Community

Vision

High Plains Library District gives access to answers for every question.

In the Aspiration section of our Strategic Plan, we included the following steps in response to community feedback:

- Shift focus of programming to skill-based and development, with the goal of providing people throughout the District an opportunity to improve their skills and life.
- Offer programming that encourages crucial conversations and civil discourse.

In this shift, we had to allocate resources and even make budgetary decisions. This change coupled with the Baldrige Framework has led us to further evaluate the outcomes of programs and their potential for success. As a result, some underutilized programs were discontinued or reworked. Program topics

were not eliminated but were worked through with managers and the programming committee for the best outcomes.

Much like our collection, we must make choices in what we add to the collection in accordance with our budget. If one book is selected over another, it is not about its stance, but for a mix of formal processes of consideration used for collection development and management. In collection management, books that do not meet usage goals are often removed. The same choice must be made with a finite budget for programming. Programs need to be reviewed and evaluated prior to approval and throughout their life cycle. For a variety of reasons, some programs are not approved. Again, these decisions are not made based on content; they are the result of program development and management and the need to ensure our limited physical space and budget dollars are being used efficiently and productively.

Despite the space and budget limitations, the public is free to reserve our study and meeting rooms on a first-come first-served basis, for any legal purpose.

HPLD firmly believes in the Jo Godwin quote – “A truly great library contains something in it to offend everyone.” This is true in our collection. Over the years, we have received challenges and reconsideration requests and have maintained our collection. We value having a robust collection that presents information from various points of view. This is the core of the definition of Intellectual Freedom as defined by the American Library Association.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

It is of vital importance that we provide materials that represent all points of view. This is a foundational principle of libraries, but as of late, has been surrounded by controversy. We can only stand on a solid foundation if we continue to be recognized as being objective in our programming. If we are viewed as pushing or supporting only one specific view or stance on a subject, our foundation cracks. Doing so risks alienating one or more sides of an issue.

We continue to hear how divided people are across our nation. Many factors in life are driving people apart. We have worked to offer programming that encourages crucial conversations and civil discourse. We have worked to plan and message our programming in a way that can bring people from diverse viewpoints together to discuss, learn and grow together.

These ideas and issues have driven our programming decisions throughout the years. As the overall review of policy was conducted, it became apparent that the evolution of our programming did not always align with our goals. Staff worked to update the policy, it was reviewed by the Library Managers Group and the Board Governance Committee and was ultimately recommended by staff to go to the Board for approval. The policy change does not represent a drastic departure from our core principles and goals, but a small realignment to ensure they are met.

We believe providing programming in this manner will increase the likelihood of success in bringing our community together to have needed discussions and ultimately help to build our community further.

Sincerely,

Your High Plains Library District



Agenda
March 16, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - D. Approval of last month's meeting minutes
 - E. Review and approval of payments due
 - F. Director's Report
 - G. Keenesburg school project update – No updates carry to next month
 - H. Old Business
 - a. Keenesburg Library IGA
 - i. Update: submitted to Keenesburg and Hudson, no changes were made and it is going before both counsels to be approved this month.
 - ii.
 - b. Keenesburg branch updates – Jayra
 - c. Lochbuie branch updates - if any
 - d. MakerSpace updates
 - e. Changes at Hudson Town Hall –
 - i. Any updates?
 - I. New Business
 - J. Next meeting April 20, 2022
 - K. Adjourn
-



HUDSON PUBLIC LIBRARY

NOTES
February 9, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop - 5:06
 - a. In Attendance: Judy McGill, Barb Baker, Wilbur Wafel, Cathy Bolles, Jamie Jeffery, Tami Crossen, Rick Medrano, Leonard Roskop, Jayra Rodriguez. Absent: Lynda Pruett (excused)
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - i. No comments tonight
 - D. Approval of last month's meeting minutes
 - a. Barb motion to approve. Wilbur seconded. Approved unanimously.
 - E. Review and approval of payments due
 - a. Approving both December and January since we did not have a January meeting.
 - i. Cathy motion to approve. Jamie seconded. Approved unanimously.
 - F. Treasurer and budget reports
 - a. Director's Report
 - i. YTD Budget
 - 1. Hudson has not yet closed out December or January budgets.
 - 2. The Town is still in the process of hiring the vacant positions. The staff has been fantastic despite the turnover.
 - b. Cathy, treasurer, did not have anything specific to report.
 - c. Tami went over the Director's Report. It's been busy. Exciting!
 - d. Tami shared some news. The High Plains Library District has responded to the allegations you may or may not have seen in the Denver Post and Greeley Tribune. It has to do with programming. There was a conflict. The District has already created a new programming policy. If you are asked about this matter, our response is "No Comment." Tami will email the Board the District response. If a constituent is persistent, Tami will share with us the contact information for the person who can answer questions.
 - G. Keenesburg school project update – Dan Spykstra from Wember
 - a. Dan is the Owner's Rep for HPLD and building projects. He has visited the site.
 - i. Franzen-Pittman helped provide real-time budget numbers, and some FFE is included in this project budget.
-



NOTES

1. Jamie nominates Lynda. Rick seconded. Approved unanimously
- ii. Treasurer
 1. Barb nominates Cathy as treasurer. Jamie seconded. Approved unanimously.
- iii. Co-Chair
 1. Wilbur nominates Barb. Jamie seconded. Approved unanimously.
- iv. Chair
 1. Wilbur nominates Leonard. Barb seconded. Approved unanimously.
- c. Approval for Keenesburg Library IGA to be presented to Town of Keenesburg and Town of Hudson for 2022
 - i. This was sent out to the Board with this agenda. Tami feels that no changes are needed at this time.
 - ii. Jamie moved to approve. Wilbur seconded. Approved unanimously.
- d. Director's Pay (carry over from December)
 - i. What is procedure for Board to review Director and provide compensation review?
 - ii. Cathy apologized to Tami for not bringing this up in November/December.
 - iii. Cathy moved to give Tami a 10% raise for 2022, retroactive back to January 1, 2022. Jamie seconded. Approved unanimously.
- J. Next meeting March 16, 2022
 - a. Tami thanked us for being flexible for this meeting.
 - b. Tami will be gone for the March meeting and Jayra will be here to run the meeting.
- K. Adjourn
 - a. Jamie moved to adjourn. Wilbur seconded. Approved unanimously. 6:06 PM.

Lynda M. Knott
3-16-22



Hudson Library Board Meeting

March 16, 2022

Financial Report

Bank Account Information

TBK

CD: (2) \$100,007.21

Money Market \$121,980.71

Bank of Colorado:

Building \$1883.19

Money Market \$1,880,057.39

High Plains Bank

Money Market: \$250,038.36

Insured Cash Sweep: \$4,754,964.89

ColoTrust

Prime: \$5,000,388.45

Plus+: \$2,000,419.53



**Agenda
April 20, 2022**

- A. Pledge of Allegiance**
- B. Call meeting to order – Leonard Roskop**
- C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per**
- D. Approval of last month's meeting minutes**
- E. Review and approval of payments due**
- F. Director's Report – Tami Crossen**
- G. Keenesburg school project update – Tami Crossen**
- H. Old Business**
 - a. Keenesburg Library IGA**
 - i. Board Chair and Secretary to sign**
 - ii. All other signatures in place**
 - b. Keenesburg branch updates – Jayra Rodriguez**
 - c. Lochbuie branch updates -**
 - i. Brian McBroom presenting**
 - d. MakerSpace updates**
 - e. Changes at Hudson Town Hall –**
 - i. Any updates?**
- I. New Business**
 - a. Safety Deposit box – Cathy Bollers**
 - b. Review policy related to 8 to 10 year old children in library**
 - c. Plan for reviewing, updating By Laws**
 - d. Motion to enter Executive Session**
- J. Next meeting May 18, 2022**
- K. Adjourn**



**Meeting Notes
March 16, 2022**

- A. Pledge of Allegiance**
- B. Call meeting to order – Barb Baker 5:00pm, Barb will be chairing the meeting in Leonard Roskop's absence.**
 - a. Present: Jaime Jeffery, Wilber Wafel, Cathie Bollers, Rick Medrano, Jayra Rodriquez, Lynda Pruett, Judy McGill (Leonard Roskop Tami Crossen absent)**
- C. Call for Public Comments – Barb Baker**
 - a. Three (3) minutes per**
 - i. Jamie reminded Board of the Public Meeting laws includes emails and any conversations with 2 or more Board members about Library topics.**
- D. Approval of last month's meeting minutes**
 - a. Jaime Jeffery moved to approve**
 - i. Second Rick Madrano**
 - ii. 6 – 0 Approved**
- E. Review and approval of payments due**
 - a. Cathie Bollers moved to pay bills**
 - b. Jaime Jeffery 2nd**
 - i. Roll call approval**
 - ii. Yes votes**
 - 1. Jaime Jeffery, Wilber Wafel, Cathie Bollers, Rick Medrano, Jayra Rodriquez, Lynda Pruett**
 - iii. No votes**
 - 1. none**
- F. Director's Report – Jayra Rodriquez standing in for Tami Crossen**
 - a. Reviewed numbers: Appendix A**
- G. Keenesburg school project update – No updates carry to next month per Tami**
- H. Old Business**
 - a. Keenesburg Library IGA**
 - i. Update: submitted to Keenesburg and Hudson, no changes were made and it is going before both counsels to be approved this month.**



Meeting Notes

- ii. Town of Keenesburg approved, sent to Town of Hudson for approval
 - 1. Town of Keenesburg is not in favor of expanding to the extra room in the current building for Keenesburg Library
- b. Keenesburg branch updates – Jayra Rodriguez
 - i. Working to gain 8 to 10 year old patrons; however, they cannot be in Library without parent.
 - ii. Board making a note to review this policy with Tami Crossen
 - 1. Will add to April agenda to review policy and get feedback from Library Staff
- c. Lochbuie branch updates - if any
 - i. No updates per Jamie Jeffery
- d. MakerSpace updates
 - i. Show n tell by Jayra Rodriguez
 - 1. Variety of 3D printed items were shown around
 - 2. Training date of staff members still TBD when Tami returns
 - 3. Need a process for patron usage, charges, time allotments - TBD
 - ii. Button making is keeping busy
- e. Changes at Hudson Town Hall – Judy McGill
 - i. Hired Town Clerk
 - ii. Interviewed for Deputy Town Clerk and Maintenance
 - iii. Police Dept: Number of openings. Chief of Police position is open until Town Manager position is filled.
 - iv. Only two employees on Town Staff currently
- I. New Business
 - a. Time to review By Laws (every three years) – April agenda item



HUDSON PUBLIC LIBRARY

Meeting Notes

- b. Jamie Jeffery moved to go into Executive Session pursuant to CRS 24-6-402(4)(e),
 - i. Cathie Bollers second
 - ii. Roll call approval
 - 1. Yes votes
 - a. Jaime Jeffery, Wilber Wafel, Cathie Bollers, Rick Medrano, Lynda Pruett
 - 2. No votes
 - a. none
- c. The time is now 5:51 pm, and the executive session has been concluded. The participants in the executive session were:
 - i. Roll call: Jamie Jeffery, Barb Baker, Rick Medrano, Cathie Bollers, Wilbur Wafel, Lynda Pruett
 - ii. Barb Baker: For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meeting Law, I would ask that you state your concerns for the record.
 - iii. Seeing none, continue with next agenda item.

J. Next meeting April 20, 2022

K. Adjourn

- a. Wilbur Wafel motion to adjourn
- b. Jamie Jeffery second
- c. Pass 6-0
- d. Adjourn 5:56

Lynda M. Pruett

Hudson

Stats report for Hudson and Keenesburg 2022

	Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholders	Wifi	Prints
	Count	Usage	1stTime CO	Renewal	Total	%		Checkout		renewals	Activity		Usage	
J-22	3554	124	548	11	559	34%	1,738	1,594	144	8%	468	1,271	56	149
F-22	3117	131	579	9	588	41%	1,527	1,412	115	8%	427	1,249	73	167
M-22	3856	242	921	41	962	49%	2,158	1,877	281	13%	542	1,254	66	265

Keenesburg

	Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholders	Wifi	Prints
	Count	Usage	1stTime CO	Renewal	Total	%		Checkout		renewals	Activity		Usage	
J-22	210	21	N/A	N/A	N/A	N/A	292	263	29	10%	30	97	N/A	26
F-22	236	17	N/A	N/A	N/A	N/A	303	266	37	12%	30	102	N/A	45
M-22	254	26	N/A	N/A	N/A	N/A	303	280	23	8%	38	107	N/A	0

	WOW!	Hudson	Keenesburg
New Cards	March 1	March 19	March 4
Direct Contact	116		
Exposure			

4-20-22
Appendix A



Hudson Library Board Meeting

April 20, 2022

Financial Report

Bank Account Information

TBK

CD: (2) \$100,007.21

Money Market \$121,966.25

Bank of Colorado:

Building \$1883.19

Money Market \$2,207,129.65

High Plains Bank

Money Market: \$250,038.36

Insured Cash Sweep: \$4,756,101.60

ColoTrust

Prime: \$5,000,813.43

Plus+: \$2,000,848.11



Agenda
May 20, 2022
18

- A. Pledge of Allegiance
- B. Call meeting to order – Leonard Roskop
- C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
- D. Approval of last month's meeting minutes
- E. Review and approval of payments due
- F. Director's Report – Tami Crossen
- G. Keenesburg school project update – Tami Crossen
- H. Old Business
 - a. Keenesburg branch updates – Jayra Rodriguez
 - b. MakerSpace updates
 - c. Review policy related to 8 to 10 year old children in library
 - i. Any feedback per Tami?
- I. New Business
 - a. There was interest in discussing increasing the scholarship funding. Currently, \$10,000 (10 \$1000 scholarships).
- J. Next meeting May 18, 2022
- K. Adjourn



Meeting Notes

April 20, 2022

- A. Pledge of Allegiance**
- B. Call meeting to order – Leonard Roskop – 5:04 pm**
 - a. Attendees: Leonard Roskop, Barb Baker, Cathy Bollers, Wilbur Wafel, Rick Madreno
Lynda Pruett, Judy McGill, Tami Crossen, Jamie Jeffery, Brian McBroom**
- C. Call for Public Comments – Leonard Roskop**
 - a. None**
- D. Approval of last month's meeting minutes**
 - a. Amendment/typo remove Jayra from exec vote**
 - b. Rick Madreno motion to approve with amendment**
 - c. Jamie Jeffery second**
 - d. Pass 7-0**
- E. Review and approval of payments due**
 - a. Cathy motion to approve**
 - b. Wilbur second**
 - c. 7-0 pass**
 - d. Director's Report – Tami Crossen**
 - i. Appendix A and B**
 - ii. Summer reading program planning in progress**
 - iii. Book Mobile will be present at Tree City event May 7**
 - iv. We Care event at Weld Central Library Tami represented Library3**
 - v. Summer School program visits planned**
 - vi. New hires**
 - 1. Library associate, KC Baker (Art Degree and background)**
 - 2. Page, Sami Mettler (summer staff)**
- F. Keenesburg school historical project update – Tami Crossen**
 - a. No updates, committee not met since November**



Meeting Notes

G. Old Business

- a. Keenesburg Library IGA
 - i. Board Chair and Secretary to sign - completed
 - ii. All other signatures in place
- b. Keenesburg branch updates – Jayra Rodriguez
 - i. No updates other than Appendix B
- c. Lochbuie branch updates -
 - i. Brian McBroom presenting
 - 1. Town updates: Slides
 - 2. Goals: safe, amenities (like a Library), revenue growth, more involvement from residents, improve/maintain infrastructure
 - 3. Board objectives: advance create center-type facility (Library?); accelerate non-residential development to broaden tax base; increase quality of communication to and engagement with residents; create town annexation policy to grow long term; addition revenue generating means
 - 4. Budget: Sales Tax and Property Tax Revenues expected to be flat; Property tax increases possible with residential home building increases;
 - 5. Development: Estimates a population growth of today's 8197 to approx. 23421 in 2035
 - 6. Temporary location Library branch is integral to the town planning
 - a. Temp makes sense as the town grows into its land options
 - b. Blended use building options for future more permanent building
 - 7. Temporary building options being considered, information not yet available. Will provide update on this for Board to consider for a starting Temporary location and planning
- d. MakerSpace updates
 - i. Lots of training, closed one morning to train staff
 - ii. Need to finalize the guidelines for use by patrons
- e. Changes at Hudson Town Hall – Judy McGill
 - i. Any updates
 - 1. Town clerk hired; Deputy Town clerk hired, and one maint person
 - 2. Missing Police Chief, manager and 4 maint persons



Meeting Notes

H. New Business

a. Safety Deposit box – Cathy Bollers

- i. All contents were historical and removed and placed in the safe on Library premises
- ii. Jamie Jeffery motion to close the safe deposit box
- iii. Lynda Pruett second
- iv. Pass 7-0

b. Review policy related to 8 to 10 year old children in library

- i. Tami will get feedback from the staff and bring to meeting in May

c. Plan for reviewing, updating By Laws

- i. Actually, we did this update last year, so not needed at this time

d. Barb Baker moved to go into Executive Session pursuant to CRS 24-6-402(4)(e),

1. Second Jamie Jeffery
2. 7-0 pass

e. The time is now 5:55 pm, and the executive session has been concluded. The participants in the executive session were:

- i. Roll call: Jamie Jeffery, Barb Baker, Rick Medrano, Cathy Bollers, Wilbur Wafel, Lynda Pruett. Leonard Roskop, Tami Crossen

I. Next meeting May 18, 2022

J. Adjourn – 6:00pm

Hudson

[illegible]

Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholder	Wifi	Prints	Fax	O
Count	Usage	1st Time CO	Renewal	Total	%	Checkout		renewals	Activity		Usage				C

[illegible]



HUDSON PUBLIC LIBRARY

Meeting Notes

April 21, 2022

- A. Call meeting to order – Barb Baker 5:09 pm
 - a. Attendance roll call present:
 - i. Jamie Jeffery
 - ii. Lynda Pruett
 - iii. Barb Baker
 - iv. Rick Medrano
 - v. Cathy Bollers
 - vi. Leonard Roskop (Barb chaired meeting due to tech difficulties)
 - b. Wilbur Wafel not in attendance; however, provided his feedback absentee. He was in favor of all applicants
- B. Special meeting: Scholarship awards
 - a. Trustees had previously reviewed materials and began comments and questions related to the applicants
 - b. All applicants met the requirements
 - c. Leonard Roskop motion to approve all applicants
 - d. Rick Medrano Second
 - e. Pass 6-0 (All present voted yes)
- C. Next regular meeting May 18, 2022
- D. Adjourn
 - a. Leonard Roskop motion to adjourn
 - b. Jamie Jeffery Second
 - c. Pass 6-0
 - d. Adjourned at 5:17pm

Lynda M. Pruett
4-21-2022



Agenda
June 15, 2022

- A. Pledge of Allegiance**
 - B. Call meeting to order – Leonard Roskop**
 - C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per**
 - D. Approval of last month and April's meeting minutes**
 - E. Review and approval of payments due this month**
 - a. Review and approval of payments made last month**
 - F. Director's Report – Tami Crossen**
 - G. Keenesburg school project update – Tami Crossen**
 - H. Old Business**
 - a. Keenesburg branch updates – Jayra Rodriguez**
 - b. MakerSpace updates**
 - c. Review policy related to 8 to 10 year old children in library**
 - i. Any feedback per Tami?**
 - I. New Business**
 - a. There was interest in discussing increasing the scholarship funding. Currently, \$10,000 (10 \$1000 scholarships).**
 - J. Next meeting May 18, 2022**
 - K. Adjourn**
-



Meeting Notes
May 18, 2022

- A. Pledge of Allegiance
- B. Call meeting to order – Barb Baker call to order at 5:13pm
 - a. Attendance: Cathy Bollers, Lynda Pruett, Barb Baker
 - b. No Quorum, meeting is cancelled

Lynda M. Pruett

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries and Stats for WOW!

	WOW!			Hudson		Keenesburg	
New Cards	May	1		May	21	May	5

Direct Contact	May	483
Exposure	May	300

Tree City USA

Library Financials

Financial Institution	Account Type	Balance
TBK	CD	100,007.21
	Money Market	121,996.83
Bank of Colorado	Building	1,798.19
	Money Market	3,375,556.84
High Plains Bank	Insured Cash Sweep	4,759,822.35
	Money Market	250,041.10
ColoTrust	Prime	5,003,977.76
	Plus+	2,002,932.32



**Agenda
July 20, 2022**

- A. Pledge of Allegiance**
- B. Call meeting to order – Leonard Roskop**
- C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per**
- D. Approval of last month meeting minutes**
- E. Review and approval of payments due this month**
- F. Director’s Report – Tami Crossen**
- G. Old Business**
 - a. Keenesburg branch updates – Jayra Rodriguez**
 - b. MakerSpace updates**
 - c. Continue discussion over Scholarship changes**
 - i. Amounts**
 - ii. Requirements**
 - d. IGA Draft from Lochbuie to review**
 - i. What are procedures related to amending, approving this?**
- H. New Business**
- I. Next meeting August, 17, 2022**
- J. Adjourn**



**Meeting Notes
June 15, 2022**

- A. Pledge of Allegiance**
- B. Call meeting to order – Leonard Roskop**
 - a. Called to order at 5:02pm
 - b. In attendance: Leonard Roskop, Lynda Pruett, Barb Baker, Wilbur Wafel, Rick Medrano
Judy McGill, Tami Crossen, Jamie Jeffery (Cathy Bollers absent)
- C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per
 - b. Jamie noted we have some sidewalk raised areas that affect accessibility.
 - i. Leonard will look at them and assess needs
 - ii. Contractor or local handyman ?
- D. Approval of last month and April's meeting minutes**
 - a. Jaime Jeffery moves to approve April Meetings notes
 - b. Rick Madreno 2nd
 - c. Pass 5-0
- E. Review and approval of payments due this month**
 - a. Review and approval of payments made last month – Appendix B for May and June
 - b. Jamie Jeffery motion to pay May and June
 - c. Wilbur Wafel second
 - d. Pass 5-0
- F. Director's Report – Tami Crossen**
 - a. Traffic / door counts up – See Appendix A
 - b. WOW has been busy attending events
 - c. First week of June event was standing room only event, very well attended
- G. Keenesburg school project update – Tami Crossen**
 - a. Tami met with Town to clarify that the project is their project, not Library project.
 - b. Library will be a possible tenant of the School project when completed.
 - c. Town needs to move forward
 - i. Wilbur indicated United Power is working to get power to the building



Meeting Notes

H. Old Business

- a. **Keenesburg branch updates – Jayra Rodriguez**
 - i. **Summer reading super busy**
 - ii. **New window painting is completed**
 - iii. **The vacated Town Hall space Tami will present a proposal for use of it in Fall.**

- b. **MakerSpace updates**
 - i. **Continued learning**
 - ii. **Using it for Library marketing as well as for patrons**
 - iii. **Tami will work to sort out adding stats to the Stats report for the Maker Space usage/activities.**
 - 1. **Rick provided some options/examples that exist**
 - iv. **All inventory has been received and tons of donations**
 - 1. **Have had to turn down some donations (sewing machines)**

- c. **Review policy related to 8 to 10 year old children in library**
 - i. **Tami presented edits for Board to consider. Appendix C**
 - ii. **Jamie Jeffery motion to approve changes presented by Tami with one revision in Appendix C**
 - iii. **Barb Baker 2nd**
 - iv. **Pass 5-0**

- d. **Lochbuie update – question from Leonard**
 - i. **Tami went to see the modular, definitely a usable building**
 - ii. **Located right behind Town Hall**
 - iii. **Must do:**
 - 1. **Add a bathroom based on code requirements**
 - 2. **Reinforce floor to accommodate the weight of books/contents**



HUDSON PUBLIC LIBRARY

Meeting Notes

I. New Business

- a. There was interest in discussing increasing the scholarship funding. Currently, \$10,000 (10 \$1000 scholarships).
 - i. Consider adding more requirements to our scholarships
 1. example: Meet a certain number of volunteer hours (pending a Volunteer program be implemented)
 - a. suggestion the hours be met before pay out
 - ii. Consider increasing the budget amount to accommodate various suggested changes
 - iii. Look at budget for sustainability
 - iv. Carry forward this discussion to next meeting agenda.
 - v. May also set a work session as/if needed.

J. Next meeting July 20, 2022

K. Jaime asked about Bereavement gift to Alison

- a. Jaime Jeffery motion to gift/donate \$1000 to Alison family
- b. Lynda questioned where the amount will be pulled from in the budget and we have \$5000 in donation budget
 - i. Tami confirmed general funds were available and earmarked for such use
- c. Barb Baker 2nd
- d. Motion passed 5-0

L. Adjourn

- a. Motion to adjourn – Lynda Pruett
- b. Second Rick Madreno
- c. 5-0 pass – Meeting Adjourned

Lynda M. Pruett
7-20-2022

6-15-22 APPENDIX
B

Town of Hudson

Paid Invoice Report - Library Monthly
Check issue dates 5/1/2022 5/31/2022Page 1
Jun 08, 2022 12:26PM

Report Criteria

Summary report type printed

Invoice Detail GL account = "25646010"-25999999"

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Almos Energy	05112022C	Natural Gas Utilities - 100	05/11/2022	257.81	25646412	257.81	59657	05/25/2022
Total 2					257.81		257.81		
5	United Power Inc.	05042022B	100 S Beech St	05/04/2022	717.96	25646413	717.96	59681	05/25/2022
Total 5					717.96		717.96		
30	CenturyLink	303 536 422	Telephone Service - 303-5	04/28/2022	72.09	25646410	72.09	59603	05/11/2022
		303 536-455	Telephone Service- 303-53	05/07/2022	195.37	25646410	195.37	59661	05/25/2022
Total 30					267.46		267.46		
135	SEWC Jr Fair Assn	05092022	Advertising Fair Book	05/09/2022	875.00	25646512	875.00	59630	05/11/2022
Total 135					875.00		875.00		
1041	Caselle inc	116986	Contract Support and Main	05/01/2022	255.75	25646633	255.75	59602	05/11/2022
Total 1041					255.75		255.75		
1186	Bank of Colorado	05012022-JR	operating supplies	05/01/2022	661.58	25646512	661.58	59658	05/25/2022
		05012022-TA	Dues	05/01/2022	2 690.07	25646725	2 690.07	59658	05/25/2022
Total 1186					3 351.65		3 351.65		
1471	Pure Water Dynamics Inc	1456190-IN	Coffee rental and supplies	05/01/2022	361.52	25646710	361.52	59624	05/11/2022
Total 1471					361.52		361.52		
1479	Highplains Library District	2748	Audio Books	05/15/2022	1 650.21	25656723	1 650.21	59669	05/25/2022
Total 1479					1 650.21		1 650.21		
1481	Grace Driskell	1004	Program expenses	04/24/2022	100.00	25646725	100.00	59612	05/11/2022
		1005	Program expenses	05/22/2022	100.00	25646725	100.00	59666	05/25/2022
Total 1481					200.00		200.00		
1482	Story Creations	6022022	Program expenses	04/05/2022	250.00	25646725	250.00	59679	05/25/2022
Total 1482					250.00		250.00		
1645	Employee Reimbursement	05022022	Mileage	05/02/2022	107.70	25646213	107.70	59622	05/11/2022
Total 1645					107.70		107.70		
1699	Cracked Toe Yoga	0000011	program services- yoga cla	03/31/2022	600.00	25646724	600.00	59607	05/11/2022
		0000012	program services- yoga cla	04/28/2022	480.00	25646725	480.00	59607	05/11/2022
Total 1699					1 080.00		1 080.00		
1718	Matt's Aeration	05012022	aeration at Library	05/01/2022	120.00	25646422	120.00	59672	05/25/2022

Town of Hudson

Paid Invoice Report - Library, Monthly
Check issue dates: 5/1/2022 - 5/31/2022

Page 2
Jun 08 2022 12:26PM

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1718					120.00		120.00		
1799	Amazon Capital Services	1TTK-J4JY-1	Program expenses	05/01/2022	514.00	25646710	514.00	59655	05/25/2022
Total 1799					514.00		514.00		
1830	Arrowhead Construction &	05022022	Misc. capital projects	05/02/2022	850.00	25647711	850.00	59598	05/11/2022
Total 1830					850.00		850.00		
1855	VJP Home Crafts	0016	Program expense	05/20/2022	100.00	25646725	100.00	59683	05/25/2022
Total 1855					100.00		100.00		
Grand Totals					10,959.06		10,959.06		

Report Criteria

Summary report type printed

Invoice Detail GL account = "25646010"-25999999

5-18-22

Appendix B

Town of Hudson

Paid Invoice Report - Library, Monthly
Check issue dates: 4/1/2022 - 4/30/2022Page: 1
May 05, 2022 12:34PM

Report Criteria:

Summary report type printed

Invoice Detail GL account = "25646010"-25999999"

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Atmos Energy	04122022B	Natural Gas Utilities - 100	04/12/2022	361.57	25646412	361.57	59547	04/28/2022
Total 2:					361.57		361.57		
5	United Power Inc	04052022B	100 S Beech St	04/05/2022	790.92	25646413	790.92	59570	04/28/2022
Total 5:					790.92		790.92		
30	Century Link	03282022	Telephone Service - 303-5	03/28/2022	57.22	25646410	57.22	59551	04/28/2022
		04072022F	Telephone Service - 303-5	04/07/2022	185.28	25646410	185.28	59551	04/28/2022
Total 30:					242.50		242.50		
1041	Caselle Inc.	116370	Contract Support and Main	04/01/2022	255.75	25646633	255.75	59502	04/11/2022
Total 1041:					255.75		255.75		
1122	Zamar Screen Printing Inc.	18906	Advertising	04/18/2022	1,652.69	25646512	1,652.69	59579	04/28/2022
		18907	Advertising	04/08/2022	5,625.00	25646512	5,625.00	59579	04/28/2022
Total 1122:					7,277.69		7,277.69		
1186	Bank of Colorado	04012022-JA	Meeting expense	04/01/2022	551.92	25646725	551.92	59548	04/28/2022
		04012022-TA	Membership dues	04/01/2022	904.81	25646410	904.81	59548	04/28/2022
Total 1186:					1,456.73		1,456.73		
1471	Pure Water Dynamics, Inc	1454548-IN	operating supplies-coffee	04/01/2022	45.00	25646710	45.00	59564	04/28/2022
Total 1471:					45.00		45.00		
1481	Grace Driskell	1003	Music and Movement	03/27/2022	120.00	25646725	120.00	59508	04/11/2022
Total 1481:					120.00		120.00		
1513	Dictoguard	97679	Annual Fire Alarm Monitor	03/20/2022	285.00	25646420	285.00	59506	04/11/2022
Total 1513:					285.00		285.00		
1517	BookPage	S59341	Periodical BookPage 1 yr.	04/25/2022	390.00	25646729	390.00	59500	04/11/2022
Total 1517:					390.00		390.00		
1660	H-2 Enterprises, LLC	39747	Snow removal	03/31/2022	150.00	25646426	150.00	59511	04/11/2022
Total 1660:					150.00		150.00		
1777	Collaborative Summer L'br	21715	Program expense	04/14/2022	270.49	25646725	270.49	59553	04/28/2022
Total 1777:					270.49		270.49		
1794	Bill Nance Plumbing & Hea	3461	Operation	03/28/2022	849.50	25646724	849.50	59499	04/11/2022

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**Agenda
August 17, 2022**

- A. Pledge of Allegiance**
 - B. Call meeting to order – Leonard Roskop**
 - C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per**
 - D. Approval of last month meeting minutes**
 - E. Review and approval of payments due this month**
 - F. Director's Report – Tami Crossen**
 - G. Old Business**
 - a. Keenesburg branch updates – Jayra Rodriguez**
 - b. MakerSpace updates**
 - c. Continue discussion over Scholarship changes**
 - i. Amounts**
 - ii. Requirements**
 - H. New Business**
 - I. Next meeting September 21, 2022**
 - J. Adjourn**
-



Meeting Notes
July 20, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop 5:09pm
 - a. Attendance: Barb Baker, Cathy Bollers, Rick Medrano, Leonard Roskop, Lynda Pruett Judy McGill; Gerri Holton (High Plains Library Trustee, Region 2)
 - C. Call for Public Comments – Leonard Roskop – None
 - D. Approval of last month meeting minutes
 - a. Edits made per Rick and Tami
 - b. Motion to approve: Barb Baker; second Rick Medrano
 - i. Pass 4-0
 - E. Review and approval of payments due this month
 - a. Rick Medrano asked for clarification advertising expenses
 - i. Bank of Colorado
 - ii. Tshirt purchases, advertising
 - b. Cathy Bollers motion to approve bill payments; Barb Baker second
 - i. Pass 4-0
 - F. Director's Report – Tami Crossen Appendix A
 - a. Summer Reading numbers surpassed goal and are above pre-pandemic attendance!
 - i. Cathy Bollers noted how well the program was run when she attended
 - ii. Staff will celebrate this accomplishment with a golf outing
 - b. Book Mobile has not been out as much due to staffing changes needed
 - c. MakerSpace now added to monthly stats report
 - i. Number patrons and the time spent with patrons will be logged
 - ii. Continually training staff and staff then will be teaching patrons. The Library staff are not here to do the laser printing for patrons, it is a learning area with staff supervision.
 - iii. Added a Corelle Draw software
 - iv. A huge donation of new supplies we provided to Library for craft/MakerSpace use (estimate \$5000 value)
 - d. Sami Mettler last day Aug 8
-

person, company or corporation within the meaning of Article XI, Section 2 of the Colorado Constitution.

- g. *Compliance with Applicable Laws.* At all times during the term of this Agreement, the Parties shall strictly adhere to and comply with all applicable federal and state laws, orders and regulations as they currently exist or may hereafter be amended, including without limitation all applicable laws and regulations respecting discrimination. Nothing herein is intended to modify or waive any rights under the Colorado Library Law.
- h. *Governmental Immunity; Limitation of Liability.* Each Party to this Agreement shall be responsible for its own negligence and that of its directors, officers, employees, agents and representatives. Notwithstanding any other provision of this Agreement to the contrary, no term or condition hereof shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection or other provisions of the Colorado Governmental Immunity Act, C.R.S § 24-10-101, et seq., as now existing or hereafter amended. The provisions of this Agreement shall be controlled, limited and otherwise modified to limit the liability of the Parties under the above cited law.
- i. *Legal Authority.* Each Party warrants that it has the legal authority to enter into this Agreement and that it has taken all actions required by its procedures and applicable laws or regulations to exercise that authority and to lawfully authorize its undersigned signatory to execute this Agreement.
- j. *No Third-Party Beneficiaries.* There are no express or implied third-party beneficiaries of this Agreement. No third-party has the right to enforce this Agreement.
- k. *Governing Law and Venue.* This Agreement shall be interpreted pursuant to the laws of the State of Colorado and venue for any disputes shall be in Weld County, Colorado.
- l. *Severability.* Should any one or more provisions of this Agreement be determined to be illegal or unenforceable, all other provisions nevertheless shall remain effective.

SIGNATURE PAGE FOLLOWS

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Agenda
September 21, 2022

- A. Pledge of Allegiance**
- B. Call meeting to order – Leonard Roskop**
- C. Call for Public Comments – Leonard Roskop**
 - a. Three (3) minutes per**
- D. Approval of last month meeting minutes**
- E. Review and approval of payments due this month**
- F. Director's Report – Tami Crossen**
 - a. 2023 Budget**
- G. Old Business**
- H. New Business**
- I. Next meeting October 19, 2022**
- J. Adjourn**



Meeting Notes
August 17, 2022

- A. Pledge of Allegiance
- B. Call meeting to order – Leonard Roskop at 5:02pm
 - a. Attendees: Barb Baker, Cathy Bollers, Rick Medrano, Leonard Roskop, Lynda Pruett, Jamie Jeffery, Tami Crossen
- C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
- D. Approval of last month meeting minutes
 - a. Motion to approve Wilbur Wafel
 - b. Second Barb Baker
 - c. Pass 5-0
- E. Review and approval of payments due this month – Appendix A
 - a. Jamie Jeffery questioned the unemployment item on the balance sheet
 - i. Tami Crossen will check with Accountant
 - b. Jamie Jeffery moves to approve payment
 - c. Rick Medrano second
 - d. Pass 5-0
- F. Director's Report – Tami Crossen
 - a. Numbers Appendix B
 - b. Create HQ patron numbers consistent
 - i. Staff hours Tami believes may be underestimated. Trying to find a way to more accurately account staff time. Time with patrons is logged, some of the miscellaneous time may be missing.
 - ii. Rick noted to consider logging hours based on the hours the machines tabulate.
 - 1. Laser for maintenance
 - 2. 3D printer for maintenance
 - iii. Tami will check if the machine keeps track of hours for reporting and maintenance usage.
 - c. Thank you letter from scholarship recipient – Cesar Calixto
 - d. Review and agreement of 2023 Holiday Closures – Appendix C
 - i. Remove Day before Thanksgiving as a closure
 - ii. Will remain open for Juneteenth



Meeting Notes

- e. Add online banking to Library bank account
 - i. Tami Crossen and Cathy Bollers will have access
 - ii. Main purpose is to pay Town of Hudson reimbursement from monthly payments they make on Library's behalf
 - f. KC started full time this week
 - g. Advertising for staff opening
 - i. Outreach role – part time 15 – 24 hours
 - 1. Book mobile driver
 - 2. Add to the Book mobile route
 - 3. Book mobile maintenance
- G. Old Business
- a. Keenesburg branch updates – Jayra Rodriguez
 - i. Keeping busy and going well
 - b. MakerSpace/ CreateHQ updates
 - i. See Appendix B
 - c. Continue discussion over Scholarship changes
 - i. Additional funding would merit expanding requirements
 - ii. Keep process simple, though increase with a cost of education increase.
 - iii. Jamie Jeffery: Motion to increase scholarship amounts from \$1000 to \$1500, process and requirements will remain the same. Ten scholarships will continue to be available at the \$1500 amount.
 - iv. Barb Baker second
 - v. Pass 5-0
 - d. Budget planning, review YTD budget – Tami Crossen
 - i. Over budget on grounds keeping, will need to consider increasing that amount for 2023
 - ii. Seasonal budget shows over due to a Part-time person being misallocated to Seasonal. The net effect is all within budget.
 - e. Lochbuie IGA
 - i. Jamie Jeffery excused herself while Board discuss Lochbuie IGA (conflict of interest)
 - ii. Tami sent information to Brian McBroom and waiting for response
- H. New Business
- a. None
- I. Motion to adjourn 5:56pm
- a. Wilbur Wafel motion to adjourn
 - b. Rick Medrano seconded
 - c. Pass 5-0

Lynda M. Truett
9-21-2022

Appendix A

TOWN OF HUDSON
BALANCE SHEET
JUNE 30, 2022

LIBRARY FUND

ASSETS

25-00-0100	CASH-COMBINED FUND	(99,508.87)	
25-00-1001	PETTY CASH		.00	
25-00-1010	CASH IN BANK - CHECKING		.00	
25-00-1033	CASH IN BANK - CHECKING 847		.00	
25-00-1034	CASH IN BANK - MM		122,011.87	
25-00-1035	CASH IN BANK - LIB BLDG -0350		1,798.19	
25-00-1036	CASH IN MM CKG - LIB -6708		3,442,020.78	
25-00-1037	HIGH PLAINS BANK-733		250,041.10	
25-00-1038	HIGH PLAINS BANK- INVESTMENT		4,781,041.26	
25-00-1040	CERTIFICATES OF DEPOSIT		100,205.17	
25-00-1050	COLOTRUST-LIBRARY-PRIME(55)		5,007,333.00	
25-00-1051	COLOTRUST-LIBRARY-PLUS(56)		2,004,880.43	
25-00-1070	ACCOUNTS RECEIVABLE		.00	
25-00-1080	PREPAID EXPENSE		.00	
TOTAL ASSETS				15,589,803.13

LIABILITIES AND EQUITYLIABILITIES

25-00-2005	ACCOUNTS PAYABLE		.00	
25-00-2013	RETAINAGE PAYABLE		.00	
25-00-2020	SALARIES & WAGES PAYABLE		8,635.25	
25-00-2102	FICA/941 TAXES PAYABLE	(2,509.84)	
25-00-2103	SWT PAYABLE	(402.00)	
25-00-2104	457 PAYABLE	(283.32)	
25-00-2105	MEDICAL INSURANCE PAYABLE	(8,714.74)	
25-00-2106	DENTAL INSURANCE PAYABLE	(38.24)	
25-00-2107	LIFE INSURANCE PAYABLE	(122.34)	
25-00-2108	LTD INSURANCE PAYABLE	(108.61)	
25-00-2109	STD INSURANCE PAYABLE	(133.27)	
25-00-2110	AFLAC		.00	
25-00-2114	GARNISHMENTS PAYABLE		.00	
25-00-2115	CHILD SUPPORT PAYABLE		.00	
25-00-2119	MISCELLANEOUS PAYABLE		.00	
25-00-2120	UNEMPLOYMENT PAYABLE		328.32	
25-00-2121	WORKERS COMPENSATION PAYABLE		.00	
25-00-2305	ACCRUED SALARIES & BENEFITS		.00	
TOTAL LIABILITIES				(1,428.59)

FUND EQUITY

25-00-3000	FUND BALANCE		14,043,419.11	
	REVENUE OVER EXPENDITURES - YTD	1,547,812.61		
BALANCE - CURRENT DATE				15,591,231.72
TOTAL FUND EQUITY				15,591,231.72

TOWN OF HUDSON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2022

		LIBRARY FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & FORFEITURES</u>						
25-42-4211	FINES & FORFEITURES	49.00	49.00	1,500.00	1,451.00	3.3
	TOTAL FINES & FORFEITURES	49.00	49.00	1,500.00	1,451.00	3.3
<u>INTERGOVERNMENTAL REVENUE</u>						
25-44-4425	HPPH INTERGOVERNMENTAL REVENUE	301,145.29	1,810,346.20	2,027,819.00	217,472.80	89.3
	TOTAL INTERGOVERNMENTAL REVENUE	301,145.29	1,810,346.20	2,027,819.00	217,472.80	89.3
<u>INVESTMENT INCOME</u>						
25-46-4610	EARNINGS ON INVESTMENT	6,622.57	19,530.02	8,000.00	(11,530.02)	244.1
	TOTAL INVESTMENT INCOME	6,622.57	19,530.02	8,000.00	(11,530.02)	244.1
<u>DONATIONS</u>						
25-47-4710	CHARITABLE DONATIONS RECEIVED	400.00	4,460.00	2,000.00	(2,460.00)	223.0
	TOTAL DONATIONS	400.00	4,460.00	2,000.00	(2,460.00)	223.0
<u>MISCELLANEOUS REVENUE</u>						
25-48-4810	MISCELLANEOUS REVENUES	123.12	211.12	2,000.00	1,788.88	10.6
	TOTAL MISCELLANEOUS REVENUE	123.12	211.12	2,000.00	1,788.88	10.6
<u>SOURCE 49</u>						
25-49-4920	SALE OF FIXED ASSETS	.00	500.00	.00	(500.00)	.0
	TOTAL SOURCE 49	.00	500.00	.00	(500.00)	.0
	TOTAL FUND REVENUE	308,339.98	1,835,096.34	2,041,319.00	206,222.86	89.9

TOWN OF HUDSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
25-64-6727 AUDIO BOOKS	887.90	1,174.82	7,000.00	5,825.18	16.8
25-64-6728 VISUAL DVD'S	20.94	974.60	10,000.00	9,025.50	9.8
25-64-6729 PERIODICALS	.00	410.87	3,000.00	2,589.13	13.7
25-64-6730 FURNISHINGS	.00	125.86	60,000.00	59,874.14	.2
25-64-6732 DONATIONS	.00	.00	5,000.00	5,000.00	.0
25-64-6733 BOOKMOBILE MATERIALS	.00	256.39	10,000.00	9,743.61	2.6
25-64-6740 BOOKMOBILE	149.54	149.54	10,000.00	9,850.46	1.5
25-64-7711 MISC. CAPITAL PROJECTS	.00	.00	.00	.00	.0
25-64-7719 LIBRARY BUILDING PROJECT	.00	.00	50,000.00	50,000.00	.0
25-64-7730 CAPITAL OUTLAY--OFFICE EQUIP	.00	.00	.00	.00	.0
25-64-7740 MISCELLANEOUS	.00	.00	.00	.00	.0
25-64-7790 OTHER CAPITAL OUTLAY	.00	.00	1,000,000.00	1,000,000.00	.0
 TOTAL ADMINISTRATION--HUDSON	 42,646.09	 239,871.20	 2,038,700.00	 1,799,028.80	 11.8

TOWN OF HUDSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
25-65-6728 VISUAL DVD'S	.00	.00	2,000.00	2,000.00	.0
25-65-6729 PERIODICALS	.00	8.00	500.00	492.00	1.6
25-65-6730 SPECIAL EVENTS	.00	.00	2,000.00	2,000.00	.0
25-65-6732 DONATIONS	.00	.00	1,000.00	1,000.00	.0
25-65-6733 BOOKMOBILE MATERIALS	.00	.00	.00	.00	.0
25-65-6740 BOOKMOBILE	.00	.00	.00	.00	.0
25-65-7711 MISC. CAPITAL PROJECTS	.00	.00	.00	.00	.0
25-65-7719 LIBRARY BUILDING PROJECT	.00	850.00	.00	(850.00)	.0
25-65-7730 OFFICE EQUIPMENT	.00	.00	.00	.00	.0
25-65-7740 MISCELLANEOUS	.00	.00	.00	.00	.0
25-65-7780 OTHER CAPITAL OUTLAY	.00	.00	100,000.00	100,000.00	.0
TOTAL ADMINISTRATION-KEENESBURG	7,759.66	47,612.53	305,300.00	257,687.47	15.6
CONTINGENCY					
25-97-7737 CONTINGENCY	.00	.00	.00	.00	.0
TOTAL CONTINGENCY	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	50,405.75	287,283.73	2,344,000.00	2,056,716.27	12.3
NET REVENUE OVER EXPENDITURES	257,834.23	1,547,812.81	(302,681.00)	(1,850,493.61)	511.4

Appendix C

Library District x MyHighPlains - Home x Mail - Tami Crossen - Outlook x Holiday Closures - High Plains x +

mylibrary.us/holiday-closures/hihd



Catalog v Search for Books, Movies, Music and Media...

Search

Locations & Hours >

My Account >

Stream

Reserve

Learn v

Events v

Services

About v

Thanksgiving, Nov 25

Christmas Eve, Dec 24

Christmas Day, Dec 25

New Year's Eve, December 31

2022

New Year's Day, Jan 01

President's Day, Feb 21

~~Easter, Apr 17, 2022~~

Memorial Day, May 30

Independence Day, Jul 04

Labor Day, Sep 05

Veterans Day, Nov 11

Day Before Thanksgiving, Nov 23

Thanksgiving, Nov 24

Day after Thanksgiving, Nov 25

Christmas Eve, Dec 24

Christmas Day, Dec 25

New Year's Eve, December 31

June 19
"Juneteenth"?

not open Sundays.

early close

early close



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Agenda
October 19, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - D. Approval of last month meeting minutes
 - E. Review and approval of payments due this month
 - F. Director's Report – Tami Crossen
 - a. 2023 Budget updates
 - i. Submitted to the Town of Hudson
 - b. Revenue projections
 - G. Old Business
 - a. Southeast Weld Chamber of Commerce banquet rescheduled to February
 - H. New Business
 - a. KC enrolled in Master of Arts, Art & technology degree: What tuition assistance opportunities are available to her?
 - i. This degree will be utilized with the MakerSpace and Library overall
 - b. Lynda and Rick terms are up in December.
 - i. Tami will post the positions early November
 - ii. Review applicants in November meeting
 - iii. Rick and Lynda will need to fill out applications to be considered
 - c. Bonuses – need to consider and finalized by November meeting to be included in last pay period of the year
 - i. Staff
 - ii. Director
 - I. Next meeting November 16, 2022
 - J. Adjourn
-



Meeting notes
September 21, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop calls to order at 5:04pm
 - a. Attendees: Barb Baker, Cathy Bollers, Wilbur Wafel, Leonard Roskop, Lynda Pruett Tami Crossen
 - C. Call for Public Comments – Leonard Roskop
 - a. None
 - D. Approval of last month meeting minutes
 - a. Update Casey to KC in section F.f.
 - b. Motion to approve post amendment, Cathy Bollers
 - c. Second Barb Barb Baker
 - d. 5 – 0 pass
 - E. Review and approval of payments due this month from email
 - a. Cathy, asked clarification over the professional management Apr, May, Aug payments
 - i. they are part of backlog from Town bill pay.
 - b. Motion to approve, Barb Baker
 - c. Second Wilbur Wafel
 - d. 5-0 Pass
 - F. Director's Report – Tami Crossen
 - a. Appendix A
 - i. Attendance: Keenesburg up, Hudson a little down (door counter may be off)
 - ii. Programs are very well attended
 - iii. Kids' yoga is starting
 - iv. MakerSpace stats still sorting out a dashboard information format
 - b. Craft show will be at Library again this year.
 - c. November 1, 2022, Tour LINC and Dinner, send RSVP to Tami per email invite sent to Board members.
 - d. Southeast Weld Chamber of Commerce Annual Banquet
 - i. Plan: Table for 4 Sponsor and any additional individual sponsor tickets as needed
 - e. Cracker Jack will be fixing our uneven sidewalks
-



HUDSON PUBLIC LIBRARY

Meeting notes
September 21, 2022

- f. 2023 Budget
 - i. Rough draft of budget will be emailed from Tami to Board members
 - ii. Oct 10 Tami will present to Town of Hudson the draft of tentative budget
 - iii. Formal budget vote is in December
- g. New hire started on Tuesday, Sept 20. Joelle Muckey.
- G. Old Business
 - a. No update from Lochbuie
 - b. Two scholarships not claimed
- H. New Business
 - a. None
- I. Next meeting October 19, 2022
- J. Adjourn
 - a. Motion to adjourn Barb Baker
 - b. Second Lynda Pruett
 - c. Pass 5-0 at 5:40pm

Lynda Pruett

Stats report for Hudson and Keenesburg 2022

[illegible][illegible]



Agenda
November 16, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - D. Approval of last month meeting minutes
 - E. Review and approval of payments due this month
 - F. Director's Report – Tami Crossen
 - a. 2023 Budget approval
 - G. Old Business
 - a. Approve budget as it was submitted to the town
 - b. Decision on a budget number for continuing education, Tami submitted \$12,500
 - i. Approve or submit change
 - c. Board Member Applications-Review and make recommendation
 - d. Bonuses-Tami would like to revisit this if possible
 - H. New Business
 - a. Criteria or percentage recommendations Board would like Tami to follow for staff raises?
 - b. December's meeting
 - i. Dinner? With spouses? Similar to past December meetings?
 - c. Keenesburg Chamber of Commerce Dinner December 10th - Who would like to go?
 - d. Motion to enter Executive Session
 - I. Next meeting TBD H.b.
 - J. Adjourn
-



HUDSON PUBLIC LIBRARY

Meeting Notes
October 19, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - a. Call to order at 5:00pm
 - b. Attendance: Leonard Roskop, Barb Baker, Wilbur Wafel, Jamie Jeffery, Rick Maderno; Cathy Bollers, Jayra Rodriquez, Tami Crossen, Judy McGill
 - C. Call for Public Comments – Leonard Roskop
 - a. None
 - D. Approval of last month meeting minutes
 - a. Motion to accept last month meeting minutes – Barb Baker
 - b. Wilbur Wafel 2nd
 - c. Pass 6-0
 - E. Review and approval of payments due this month – Appendix B
 - a. Motion to approve payments for month of Sept – Jamie Jeffery
 - b. Wilbur Wafel 2nd
 - c. Pass 6-0
 - F. Director's Report – Tami Crossen
 - a. 2023 Budget updates
 - i. Submitted draft to the Town of Hudson
 - ii. Tami has coding questions for the Town to respond to, examples:
 - 1. Need MakerSpace code
 - 2. Snow removal line item added
 - 3. Landscaping budget added
 - 4. Building maintenance items will be needed in 2023, though expected that we can keep it the same or slightly more than last year.
 - 5. Book Mobile maintenance and upgrades to consider
 - iii. Updates will be sent to Board in preparation to review/approve in November meeting.
-



Meeting Notes
October 19, 2022

- d. Christmas/ Year-end Bonuses – need to consider and finalized by November meeting to be included in last pay period of the year
 - i. Bonus ranges were discussed and finalized
- I. Next meeting November 16, 2022
- J. Adjourn
 - a. Motion to adjourn – Barb Baker
 - b. Second Rick Maderno
 - c. Pass 6-0
 - d. Adjourned at 6:18pm

Lynda M. Pinett
Secretary

Stats report for Hudson and Keenesburg 2022

[illegible]

Door	Computer Usage		Self Check		Self Check		Total Circ	1st Time Checkout	Renewals	% of renewals	Borrower Activity	Cardholder	Wifi Usage	Prints	Fax	OverDrive Checkouts	Copies	Mobile Prints
	Count	Usage	1st Time CO	Renewal	Total	%												
J-22	210	21	N/A	N/A	N/A	N/A	292	263	29	10%	30	97	N/A	28	1	N/A	0	8
F-22	236	17	N/A	N/A	N/A	N/A	303	266	37	12%	30	102	N/A	45	3	N/A	0	9
M-22	254	26	N/A	N/A	N/A	N/A	303	280	23	8%	38	107	N/A	0	4	N/A	0	8
A-22	242	13	N/A	N/A	N/A	N/A	311	298	13	4%	34	110	N/A	18	2	N/A	0	11
M-22	327	15	N/A	N/A	N/A	N/A	428	345	83	19%	40	115	N/A	49	0	N/A	0	29
J-22	365	19	N/A	N/A	N/A	N/A	438	417	21	5%	48	117	N/A	37	0	N/A	0	11
J-22	286	27	N/A	N/A	N/A	N/A	359	340	19	5%	46	116	N/A	35	2	N/A	31	4
A-22	295	90	N/A	N/A	N/A	N/A	575	525	50	9%	91	218	N/A	0	2	N/A	20	0
S-22	278	21	N/A	N/A	N/A	N/A	421	380	41	10%	45	120	N/A	26	3	N/A	37	10
O-22	271	20	N/A	N/A	N/A	N/A	257	232	25	10%	48	119	58	6	1	0	34	6



Agenda
December 15, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - C. Call for Public Comments – Leonard Roskop
 - a. Three (3) minutes per
 - D. Approval of last month meeting minutes
 - E. Review and approval of payments due this month
 - F. New Business
 - a. Motion to enter Executive Session
 - G. Next meeting January 18, 2023
 - H. Adjourn
-



HUDSON PUBLIC LIBRARY

Meeting Notes
November 16, 2022

- A. Pledge of Allegiance
 - B. Call meeting to order – Leonard Roskop
 - a. 5:08 pm call to order
 - b. Attendance: Leonard Roskop, Barb Baker, Wilbur Wafel, Rick Maderno; Cathy Bollers, Jayra Rodriguez, Tami Crossen, Judy McGill
 - C. Call for Public Comments – Leonard Roskop
 - a. none
 - D. Approval of last month meeting minutes
 - a. Rick Medrano motion to approve
 - b. Cathy Bollers second
 - c. 5-0 Pass
 - E. Review and approval of payments due this month
 - a. Cathy Bollers motioned to approve
 - b. Barb Baker second
 - c. Pass 5-0
 - F. Director's Report – Tami Crossen
 - a. Stats review – Appendix A
 - i. Trunk or Treat great turnout
 - ii. October very busy month
 - b. Book Mobile going great with new staffing
 - i. Reaching out to local nursing home
 - ii. Will be part of Parade of Lights both Hudson and Keenesburg
 - c. Create HQ stats continue to grow
 - i. Great monthly projects offered
 - d. 2023 Budget approval
 - i. Updated interest rate information
 - ii. Motion to approve Barb Baker
 - iii. Second Wilbur Wafel
 - iv. Pass 5-0
 - v. Cathy Boller complimented Tami Crossen on her hard work in updating and expanding the budget information.
-



Meeting Notes
November 16, 2022

G. Old Business

- a. Approve budget as it was submitted to the town
 - i. See new business F.d.
- b. Decision on a budget number for continuing education, Tami submitted \$12,500 for budget
 - i. Board to review this in January and make final decision/vote on any distribution changes
 - ii. For budget purposes the \$12,500 is approved as part of the budget above
- c. Board Member Applications-Review and make recommendation
 - i. Applications
 - 1. Lynda Pruett
 - 2. Rick Medrano
 - ii. Board recommends both applicants to Town of Hudson for approval
- d. Bonuses-Tami would like to revisit for clarification
 - i. Clarification: The bonus information the Board provided is a guide for Tami to distribute prorated within the range based on hours/years worked

H. New Business

- a. Criteria or percentage recommendations Board would like Tami to follow for staff raises?
 - i. 8.7% is the COLA Social Security base and up to 12% based on performance per Tami's reviews.
 - b. December's meeting, December 15, 5:00, brief meeting
 - i. Tami will post the date change for the meeting.
 - ii. Dinner at the Library
 - iii. Spouses are invited
 - c. Keenesburg Chamber of Commerce Dinner December 10th - Who would like to go?
 - i. No table, determine who can go and buy individual tickets
 - d. Leonard Roskop moved to go into Executive Session pursuant to CRS 24-6-402(4)(e),
 - i. Rick Medrano second
 - ii. Roll call approval
 - 1. Yes votes
 - a. Wilber Wafel, Cathie Bollers, Lynda Pruett, Barb Baker, Rick Medrano
 - 2. No votes
 - a. none
-



Meeting Notes
November 16, 2022

- e. The time is now 7:10 pm, and the executive session has been concluded. The participants in the executive session were:
 - i. Roll call: Barb Baker, Rick Medrano, Cathie Bollers, Wilbur Wafel, Lynda Pruett, Tami Crossen for first topic, then excused.
 - ii. Leonard Roskop: For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meeting Law, I would ask that you state your concerns for the record.
 - iii. Seeing none, continue with next agenda item.
- f. Barb Baker, motion to extend 12% raise to Tami Crossen for 2023
 - i. Second Cathy Bollers
 - ii. Pass 5-0
- I. Next meeting December 15, 2022 at 5:00 pm
- J. Rick Medrano, motion to adjourn
 - a. Barb Baker second
 - b. Pass 5-0

Lynda Pruett
Secretary

Appendix A
Dec 2022

Stats report for Hudson and Keenesburg 2022

Hudson

Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholder	Wifi	Prints	Fax	OverDrive	Copies	Mobile
Count	Usage	1stTime CO	Renewal	Total	%		Checkout		renewals	Activity	Usage				Checkouts		Prints
J-22	3554	124	548	11	559	1,738	1,594	144	8%	468	1,271	56	149	12	335	152	17
F-22	3117	131	579	9	588	1,527	1,412	115	8%	427	1,249	73	167	14	288	136	35
M-22	3856	242	921	41	962	2,158	1,877	281	13%	542	1,254	66	265	18	377	225	24
A-22	3546	177	746	27	773	2,052	1,719	333	16%	557	1,296	86	216	20	325	243	51
M-22	4043	131	579	9	588	1,527	1,412	115	8%	427	1,249	73	167	14	288	136	37
J-22	6651	284	1,412	33	1,445	3,155	2,986	169	5%	533	1,303	136	113	22	404	225	21
J-22	5846	256	1,310	55	1,365	2,707	2,444	263	10%	557	1,321	132	59	21	384	184	59
A-22	3854	289	843	17	860	2,029	1,884	145	7%	537	1,308	122	51	23	372	128	51
S-22	3564	196	678	59	737	2,137	1,763	374	18%	565	1,322	119	65	21	413	166	65
O-22	4648	244	893	18	911	2,450	2,148	302	12%	587	1,341	73	28	15	376	128	28
N-22	5098	226	763	26	789	2,130	1,824	306	14%	613	1,356	0	44	16	424	122	44

Keenesburg

Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholder	Wifi	Prints	Fax	OverDrive	Copies	Mobile
Count	Usage	1stTime CO	Renewal	Total	%		Checkout		renewals	Activity	Usage				Checkouts		Prints
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O-22	271	20	N/A	N/A	N/A	257	232	25	10%	48	119	58	6	1	0	34	6
N-22	281	37	N/A	N/A	N/A	372	337	35	9%	50	127	N/A	3	4	0	29	3