



Agenda
January 25, 2023

- 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. Old Business
 - a. Continuing Education funding amount/terms
 - i. \$12,500 in budget approved in November
 - ii. Terms and Conditions needed for Employee Handbook
- G. New Business
 - a. Review Keenesburg IGA – submit to Town of Keenesburg
 - b. Review Lochbuie IGA response
 - i. Matt Hortt from District attending to assist in our following statues governing Libraries.
 - ii. Jamie Jeffery to step out for this topic as a Town of Lochbuie Board Member
 - c. Administrative items:
 - i. Policies and Procedures, review/update/approve
 - ii. Employee Handbook, review/ update/approve
 - iii. By-Laws review/update/approve
 - d. These need to be reviewed every two (2) years. What month is preferred by Board to include in our agenda and tasks?
- H. Reminder: Officer elections next month
- I. Next meeting February 15, 2023
- J. Adjourn



HUDSON PUBLIC LIBRARY

Meeting Notes
December 15, 2022

- A. Pledge of Allegiance
- B. Call meeting to order – Leonard Roskop at 5:07pm
 - a. Attendance: Leonard Roskop, Lynda Pruett, Cathy Bollers, Rick Medrano, Wilbur Wafel, Jamie Jeffery, Barb Baker, Tami Crossen
- C. Call for Public Comments – Leonard Roskop
 - a. None
- D. Approval of last month meeting minutes
 - a. Motion to approve: Barb Baker
 - b. Second: Wilbur Wafel
 - c. 6-0 pass
- E. Review and approval of payments due this month
 - a. Jamie Jeffery motion to approve
 - b. Rick Medrano second
 - c. 6-0 pass
- F. Director's Report
 - a. Appendix A
- G. New Business
 - a. Jamie Jeffery moved to go into Executive Session pursuant to CRS 24-6-402(4)(e),
 - i. Wilbur Wafel second
 - ii. Roll call approval
 - 1. Yes votes
 - a. Wilbur Wafel, Cathy Bollers, Lynda Pruett, Barb Baker, Rick Medrano
 - 2. No votes
 - a. none
 - b. The time is now 5:39 pm, and the executive session has been concluded. The participants in the executive session were:



HUDSON PUBLIC LIBRARY

Meeting Notes
December 15, 2022

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

Seeing none, continue with next agenda item.

H. Next meeting January 18, 2023

I. Adjourn 5:42pm

- a. Motion to adjourn Lynda Pruett
- b. Second Barb Baker
 - i. 6-0 Pass

Lynda M. Pruett

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
5	United Power Inc.	010523	Library Electric Bill service	01/05/2023	655.58	25646413	655.58	60519	01/11/2023
Total 5:					655.58		655.58		
30	CenturyLink	122822-976B	Telephone Service 12/28-1/	12/28/2022	57.65	25646410	57.65	60546	01/12/2023
Total 30:					57.65		57.65		
53	Farm & Home Lumber LLC	56495	Flapper Ult Water Saver K	11/21/2022	25.48	25646710	25.48	60509	01/10/2023
		57412	Credit for Flapper Ult Water	12/15/2022	7.99-	25646710	7.99-	60509	01/10/2023
Total 53:					17.49		17.49		
108	CIRSA	230052	Property Casualty Insuranc	01/01/2023	12,571.98	25646310	12,571.98	60488	01/03/2023
		W23017	Workers Comp ins - Library	01/01/2023	7,676.49	25646035	7,676.49	60488	01/03/2023
Total 108:					20,248.47		20,248.47		
1041	Caselle Inc.	122144	Contract Support and Main	01/01/2023	263.50	25646633	263.50	60558	01/17/2023
Total 1041:					263.50		263.50		
1186	Bank of Colorado	010123-JR	Amazon - Paper	01/01/2023	363.90	25646725	363.90	60586	01/20/2023
		010123-TC	Hudson Lockers	01/01/2023	2,652.97	25656410	2,652.97	60586	01/20/2023
Total 1186:					3,016.87		3,016.87		
1471	Pure Water Dynamics, Inc	1469339-IN	Colibri Cup-At-A-Time Bre	01/01/2023	45.00	25646710	45.00	60536	01/12/2023
Total 1471:					45.00		45.00		
1475	Rocky Mountain Marketing	011723	Advertising	01/17/2023	304.00	25646512	304.00	60590	01/20/2023
Total 1475:					304.00		304.00		
1479	Highplains Library District	2755	Hudson Audiobooks	12/15/2022	1,536.89	25656723	1,536.89	60511	01/10/2023
		2756	Hudson Books	01/15/2023	2,771.19	25656723	2,771.19	60587	01/20/2023
Total 1479:					4,308.08		4,308.08		
1583	Western Colorado Universit	011023	HPL Scholarship Disburse	01/10/2023	1,000.00	25646510	1,000.00	60537	01/12/2023
Total 1583:					1,000.00		1,000.00		
1663	Arrowhead Trash Service I	010123	2 Tard 2x mlh GB 01/01-01	01/01/2023	54.00	25646423	54.00	60542	01/12/2023
		010123-2	96 Gallon Tote	01/01/2023	70.00	25656423	70.00	60542	01/12/2023
Total 1663:					124.00		124.00		
1699	Jessica King	0000040	Program expenses	01/01/2023	540.00	25646725	540.00	60549	01/12/2023
Total 1699:					540.00		540.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
1799	Amazon Capital Services	1LLK-P4FX-	2023 Colorado State and F	01/01/2023	501.73	25646720	501.73	60585	01/20/2023
Total 1799:					501.73		501.73		
1802	Paula's Pantry	121822	Hudson Public Library Holi	12/16/2022	69.00	25646725	69.00	60513	01/10/2023
Total 1802:					69.00		69.00		
1833	Yenory Alpizar	003	ESL Classes Fall Semester	01/19/2023	1,000.00	25646725	1,000.00	60591	01/20/2023
Total 1833:					1,000.00		1,000.00		
1840	H2 Enterprises LLC	42896	Snow removal, 12/22	12/28/2022	682.50	25646426	682.50	60510	01/10/2023
		42967	Snow removal, 12/29 and 1	12/31/2022	1,110.00	25646426	1,110.00	60510	01/10/2023
Total 1840:					1,792.50		1,792.50		
1932	Pack Mule Fitness & Welln	001	Nov. and Dec. Fitness Clas	12/27/2022	320.00	25646725	320.00	60535	01/12/2023
Total 1932:					320.00		320.00		
Grand Totals:					34,263.87		34,263.87		

Report Criteria:

Summary report type printed

Invoice Detail.GL account = "25646010"-25999999"

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	Fa
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
A-22	3546	177	746	27	773	43%	2,052	1,719	333	16%	557	1,296	86	216
M-22	4043	131	579	9	588	41%	1,527	1,412	115	8%	427	1,249	73	167
J-22	6651	284	1,412	33	1,445	47%	3,155	2,986	169	5%	533	1,303	136	113
J-22	5846	256	1,310	55	1,365	54%	2,707	2,444	263	10%	557	1,321	132	59
A-22	3854	289	843	17	860	45%	2,029	1,884	145	7%	537	1,308	122	51
S-22	3564	196	678	59	737	38%	2,137	1,763	374	18%	565	1,322	119	65
O-22	4648	244	893	18	911	42%	2,450	2,148	302	12%	587	1,341	73	28
N-22	5098	226	763	26	789	42%	2,130	1,824	306	14%	613	1,356	0	44
D-22	3076	209	447	7	454	41%	1,272	1,094	178	14%	502	1,340	0	37

50853

Keenesburg

Door	Computer	Self Check	Self Check	Self Check	Self Check	Total Circ	1st Time	Renewals	% of	Borrower	Cardholder	WIFI	Prints	Fa
Count	Usage	1stTime CO	Renewal	Total	%		Checkout		renewals	Activity		Usage		
J-22	210	21	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	303	266	37	12%	30	102	N/A	45	
M-22	254	26	N/A	N/A	N/A	303	280	23	8%	38	107	N/A	0	
A-22	242	13	N/A	N/A	N/A	311	298	13	4%	34	110	N/A	18	
M-22	327	15	N/A	N/A	N/A	428	345	83	19%	40	115	N/A	49	
J-22	365	19	N/A	N/A	N/A	438	417	21	5%	48	117	N/A	37	
J-22	286	27	N/A	N/A	N/A	359	340	19	5%	46	116	N/A	35	
A-22	295	90	N/A	N/A	N/A	575	525	50	9%	91	218	N/A	0	
S-22	278	21	N/A	N/A	N/A	421	380	41	10%	45	120	N/A	26	
O-22	271	20	N/A	N/A	N/A	257	232	25	10%	48	119	58	6	
N-22	281	37	N/A	N/A	N/A	372	337	35	9%	50	127	N/A	3	
D-22	161	30	N/A	N/A	N/A	226	201	25	11%	49	126	N/A	0	



Agenda
February 15, 2023

- 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. Lochbuie IGA updates?
 - b. Keenesburg IGA updates?
- H. New Business
 - a. Administrative items:
 - i. Policies and Procedures, review/update/approve
 - ii. Employee Handbook, review/ update/approve
 - iii. By-Laws review/update/approve
 - b. Officer elections
- I. Next meeting March 15, 2023
- J. Adjourn



Meeting Notes
January 18, 2023

- A. Pledge of Allegiance
- B. Call meeting to order 5:04pm– Leonard Roskop
 - a. Attendance: Leonard Roskop, Lynda Pruett, Cathy Bollers, Rick Medrano, Wilbur Wafel, Jamie Jeffery, Barb Baker, Tami Crossen, Jayra Rodriguez, Matt Hortt- High Plains Library District
- C. Call for Public Comments – Leonard Roskop
 - a. None
- D. Approval of last month meeting minutes
 - a. One amend, remove Rick’s name duplicated in section G.i.1.
 - b. Barb Baker motion to approve with amend.
 - c. Jamie Jeffery second
 - d. 6-0 Pass
- E. Director’s report – Tami Crossen
 - a. Appendix A
 - b. Rick noted attendance was down; however, the Maker Space usage is up.
- F. Review and approval of payments due this month
 - a. Cathy question about Amazon item, clarification it’s an item on an invoice “from” Amazon
 - b. Motion to approve Jamie Jeffery
 - c. Cathy Bollers second
 - d. 6-0 Pass
- G. Old Business
 - a. Continuing Education funding amount/terms
 - i. \$12,500 total in budget approved in November
 - ii. Terms and Conditions needed for Employee Handbook amendment
 - 1. Lynda Pruett motion: Up to \$5000 per year per staff member available with life-time \$15,000 for reimbursement
 - a. Must meet a 3.0 grade point average or higher
 - b. Must provide Official copy of Transcripts and Tuition paid receipt for reimbursement



Meeting Notes
January 18, 2023

- c. Degree program must be MLS or closely related to current position.
 - 2. Jamie Jeffery second
 - 3. 6-0 Pass
 - 4. Lynda Pruett will update the Employee Handbook
- H. New Business
 - a. Review Keenesburg IGA – submit to Town of Keenesburg
 - i. Wilbur Wafel excused for this topic
 - ii. Matt Hortt recommends a change Section 4, Page 2
 - 1. Tami Crossen will redline a copy and send to Mayor as Keenesburg does not have Town Manager at this time.
 - b. Review Lochbuie IGA response
 - i. Jamie Jeffery excused for this topic.
 - ii. Wilbur Wafel returned to meeting.
 - iii. Amends
 - 1. Matt Hortt recommends a change Section 3, Page 2
 - 2. A few edits were not updated or countered, discussion provided next version of redline copy
 - 3. Tami Crossen will send next version of redlined copy to Town Manager
 - iv. Jamie Jeffery returned to meeting
- I. Administrative items:
 - a. Policies and Procedures, review/update/approve
 - b. Employee Handbook, review/ update/approve
 - c. By-Laws review/update/approve
 - d. These need to be reviewed every two (2) years. What month is preferred by Board to include in our agenda and tasks?
 - i. Agree we will place on the March agenda
 - ii. All should be reviewing 2021 copies and ready to discuss in March
- J. SEWC Table sponsorship
 - a. Leonard Roskop motion to sponsor full table
 - b. Jamie Jeffery second
 - c. 6-0 Pass
- K. Reminder: Officer elections next month
- L. Next meeting February 15, 2023



HUDSON PUBLIC LIBRARY

Meeting Notes
January 18, 2023

M. Adjourn

- a. Motion to adjourn Jamie Jeffery
- b. Second Rick Medrano
- c. 6-0 Pass

Synda M. Pruett
2-15-2023

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	020723	Gas Service 12/10/22-1/11/	02/07/2023	2,526.89	25646412	2,526.89	60669	02/09/2023
Total 2:					2,526.89		2,526.89		
5	United Power Inc.	020323-LIBR	Electric Service January - L	02/03/2023	757.66	25646413	757.66	60681	02/09/2023
Total 5:					757.66		757.66		
30	CenturyLink	012823-LIBR	Phone service 01/28/23-02	01/28/2023	60.95	25646410	60.95	60673	02/09/2023
Total 30:					60.95		60.95		
53	Farm & Home Lumber LLC	59785	Snow Removal - Ice Melt	02/16/2023	21.22	25646710	21.22	60731	02/23/2023
Total 53:					21.22		21.22		
1041	Caselle Inc.	122799	Contract Support and Main	02/01/2023	263.50	25646633	263.50	60672	02/09/2023
Total 1041:					263.50		263.50		
1186	Bank of Colorado	020123-JR	Carls Jr.	02/01/2023	206.90	25646710	206.90	60670	02/09/2023
		020123-TC	SP American Button	02/01/2023	2,292.66	25646721	2,292.66	60670	02/09/2023
Total 1186:					2,499.56		2,499.56		
1471	Pure Water Dynamics, Inc	1470965-IN	Collibri Cup-At-A-Time Bre	02/01/2023	112.02	25646710	112.02	60678	02/09/2023
Total 1471:					112.02		112.02		
1479	Highplains Library District	2757	Hudson Audiobooks	02/15/2023	2,897.47	25646723	2,897.47	60717	02/23/2023
Total 1479:					2,897.47		2,897.47		
1503	Keenesburg Area Chamber	62	2023 Membership Dues	02/06/2023	50.00	25646211	50.00	60676	02/09/2023
Total 1503:					50.00		50.00		
1663	Arrowhead Trash Service I	020123	Library Trash services - Fe	02/01/2023	54.00	25646423	54.00	60668	02/09/2023
Total 1663:					54.00		54.00		
1699	Jessica King	0000045	Yoga classes	02/02/2023	540.00	25646725	540.00	60675	02/09/2023
Total 1699:					540.00		540.00		
1769	SE Weld County Chamber	933	2023 Annual Membership	02/09/2023	150.00	25646211	150.00	60724	02/23/2023
		939	Annual Banquet Table Spo	02/17/2023	500.00	25646212	500.00	60729	02/23/2023
Total 1769:					650.00		650.00		
1799	Amazon Capital Services	14C9-Y4DY-	Hasopy Folding Table Cart	02/01/2023	869.91	25646720	869.91	60667	02/09/2023
		1HXF-GR7D-	CREDIT: Happybuy Cahir a	02/01/2023	278.46-	25646710	278.46-	60667	02/09/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1799:					591.45		591.45		
1840	H2 Enterprises LLC	43001	Snow removal, 1/12, 1/18,	01/25/2023	2,432.50	25646423	2,432.50	60674	02/09/2023
Total 1840:					2,432.50		2,432.50		
1932	Pack Mule Fitness & Welln	0000002	Fitness Classes for Januar	02/04/2023	400.00	25646725	400.00	60677	02/09/2023
Total 1932:					400.00		400.00		
Grand Totals:					13,857.22		13,857.22		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"- "25999999"

Hudson

[illegible][illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson	Keenesburg
January	0	23	3

Stats for WOW!

Direct Contact	178
Exposure	

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut	Epilog	Button Maker	Heat Press
December	89	10	14	1	36	14
January	51	3	20	2	3	21

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,129.72		\$16.06
	Building	\$1,229.38		
Bank of Colorado	Money Market	\$3,226,749.80		\$2,826.35
	Insured Cash Sweep	\$4,789,254.51		\$8,652.98
	Money Market	\$250,448.43		\$448.43
High Plains Bank	Prime	\$5,088,872.56		\$18,176.77
	Plus+	\$2,043,030.21		\$7,890.62



Agenda
March 22, 2023

- A. Pledge of Allegiance
- B. Call meeting to order – Jamie Jeffery
- C. Call for Public Comments – Jamie Jeffery
 - 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. Appendix A
 - b. Bill paying process update per new bank procedures
 - c. Determine what should the break point dollar amount be that requires a maintenance project to go out for bid?
- G. Old Business
 - a. Lochbuie IGA updates?
 - b. Keenesburg Library IGA and location
- H. New Business
 - a. Administrative items review/approve:
 - i. Policies and Procedures, review/update/approve
 - ii. Employee Handbook, review/ update/approve
 - iii. By-Laws review/update/approve
- I. Next meeting April 19, 2023
- J. Adjourn



HUDSON PUBLIC LIBRARY

Meeting Notes
February 15, 2023

- A. Pledge of Allegiance
- B. Call meeting to order – Barb Baker
 - a. Attendance: Barb Baker; Cathy Boller; Jamie Jeffery, Rick Medrano, Wilbur Waffel, Lynda Pruett; Tami Crossen; Jayra Rodriquez
- C. Call for Public Comments – Barb Baker
 - a. None
- D. Approval of last month meeting minutes
 - a. Motion to approve meetings minutes: Rick Medrano
 - b. Second: Cathy Boller
 - c. 6-0 Pass
- E. Review and approval of payments due this month
 - a. Rick Question: Hudson Lockers payment?
 - i. is a gift card
 - b. Cathy question: P&C Insurance is that full year
 - 1. Yes
 - c. Cathy Boller motion to approve
 - d. Jamie Jeffery second
 - e. 6-0 Pass via roll call
 - i. Barb Baker; Cathy Boller; Jamie Jeffery, Rick Medrano, Wilbur Waffel, Lynda Pruett
- F. Director's Report – Tami Crossen
 - a. Appendix A
 - b. Door counts good and generally all stats trending well
 - c. Maker Space program prompted good activity early part of February
 - d. New part time employee: Kora
 - i. She helps cover busy times and when other staff members are scheduled out.
- G. Old Business
 - a. Lochbuie IGA updates
 - i. Redline updates were sent to Brian and no response back yet



HUDSON PUBLIC LIBRARY

Meeting Notes
February 15, 2023

b. Keenesburg IGA updates

- i. Redline sent and they did update some of the wording to keep it consistent with current arrangements for approval for this year's agreement. No further comments from the Board. Send to Town of Keenesburg for approval and then to Town of Hudson for signature. Then Board to sign.

H. New Business

a. Administrative items: Copies of all these sent to review and will place on March agenda

- i. Policies and Procedures, review/update/approve
- ii. Employee Handbook, review/ update/approve
- iii. By-Laws review/update/approve

b. Send any updates / suggestions to Lynda Pruett via email

c. Paper copies and updates/suggestions can be brought to March meeting for discussion and update as well

d. Officer elections

i. Chairperson officer position

1. Barb Baker nominates Jamie Jeffery
2. Rick Medrano second
3. 6-0 Pass (all present vote yes)

ii. Vice-Chair officer position

1. Lynda Pruett motion for Rick Medrano as Vice Chairperson
2. Jamie Jeffery second
3. 6-0 Pass (all present voted yes)

iii. Secretary

1. Jamie Jeffery by acclamation motion for Lynda Pruett to continue as Secretary
2. Cathy Boller second
3. 6-0 Pass (all present voted yes)

iv. Treasure

1. Jamie Jeffery by acclamation motion for Cathy Boller to continue as Treasurer
2. Wilbur Wafel second
3. 6-0 Pass (all present voted yes)

I. Next meeting March 15, 2023

J. Tami checked with Board on training options: Lynda and Rick will be registered.



HUDSON PUBLIC LIBRARY

Meeting Notes
February 15, 2023

- K. Southeast Weld Chamber dinner Feb 25 5pm, let Tami know by Tuesday, February, 21 if you are attending and how many.
- L. Adjourn
 - a. Motion to adjourn: Lynda Pruett
 - b. Second: Rick Medrano
 - c. 6-0 Pass at 5:53 pm adjourned

Lynda Pruett
3-22-2023

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
5	United Power Inc.	030323-LIB	Electric Service February L	03/03/2023	730.08	25646413	730.08	60810	03/13/2023
Total 5:					730.08		730.08		
30	CenturyLink	022823	Phone Bill 2/28/23-03/27/2	02/28/2023	60.80	25646410	60.80	60801	03/13/2023
Total 30:					60.80		60.80		
1041	Caselle Inc.	123461	Software Support April	03/01/2023	263.50	25646633	263.50	60788	03/10/2023
Total 1041:					263.50		263.50		
1173	Ries Electric Inc.	23-24744	Bid Job - Retrofit Lights to	02/21/2023	3,384.00	25646724	3,384.00	Multiple	03/02/2023
		23-24802	Repair pendant light and lig	03/22/2023	313.40	25646724	313.40	60856	03/28/2023
Total 1173:					3,697.40		3,697.40		
1186	Bank of Colorado	030123-JR	Keene Market	03/01/2023	355.05	25646725	355.05	60800	03/13/2023
		030123-TC	Home Depot Return	03/01/2023	2,581.35	25646512	2,581.35	60800	03/13/2023
Total 1186:					2,936.40		2,936.40		
1295	Adamson Police Products	INV392560	Owen Jacket	03/01/2023	125.95	25646710	125.95	60797	03/13/2023
Total 1295:					125.95		125.95		
1412	Greeley Lock & Key	24897563	Annual OpenPath License I	02/08/2023	480.00	25646724	480.00	60803	03/13/2023
Total 1412:					480.00		480.00		
1471	Pure Water Dynamics, Inc	1472638-IN	Colibri Cup-At-A-Time Bre	03/01/2023	45.00	25646710	45.00	60807	03/13/2023
Total 1471:					45.00		45.00		
1479	Highplains Library District	2758	Hudson Audiobooks	03/15/2023	1,758.22	25656723	1,758.22	60851	03/28/2023
Total 1479:					1,758.22		1,758.22		
1492	Insureon Insurance Agency	042123	Bond Number 29371 108 P	04/21/2023	100.00	25646310	100.00	60805	03/13/2023
Total 1492:					100.00		100.00		
1504	Swank Movie Licensing US	3345642	Copyright Compliance Site	03/01/2023	417.00	25646211	417.00	60809	03/13/2023
Total 1504:					417.00		417.00		
1513	Dictoguard	101478	Annual Fire Alarm Monitori	03/20/2023	285.00	25646420	285.00	60847	03/28/2023
Total 1513:					285.00		285.00		
1532	MountainAlre Mechanical L	11158	3rd HVAC Maintenance	03/10/2023	1,500.00	25646421	1,500.00	60853	03/28/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1532:					1,500.00		1,500.00		
1645	Employee Reimbursement	030123	KC Baker - Tuition Reimbur	03/01/2023	.00	25646209	.00	Multiple	03/02/2023
		030123-1	KC Baker - Tuition Reimbur	03/01/2023	2,000.00	25646209	2,000.00	60747	03/02/2023
Total 1645:					2,000.00		2,000.00		
1663	Arrowhead Trash Service	030123	Trash service - February	03/01/2023	54.00	25646423	54.00	60799	03/13/2023
Total 1663:					54.00		54.00		
1695	Wex Bank	022323	Library Fuel - February	02/23/2023	20.55	25646416	20.55	60764	03/03/2023
Total 1695:					20.55		20.55		
1699	Jessica King	0000052	Yoga classes	03/01/2023	480.00	25646725	480.00	60859	03/26/2023
Total 1699:					480.00		480.00		
1799	Amazon Capital Services	030123	VIAHART Brain Flakes 500	03/01/2023	1,356.79	25646720	1,356.79	60798	03/13/2023
Total 1799:					1,356.79		1,356.79		
1802	Paula's Pantry	121622	Hudson Public Library Holi	12/16/2022	69.00	25646725	69.00	Multiple	Multiple
Total 1802:					69.00		69.00		
1818	Innovative Cutting Systems	ICS6959	Service for epillog laser	01/30/2023	375.00	25646721	375.00	60806	03/13/2023
Total 1818:					375.00		375.00		
1840	H2 Enterprises LLC	43138	Snow removal - 2/15	02/15/2023	722.50	25646426	722.50	Multiple	03/02/2023
		43163	Snow removal - 2/22	03/01/2023	60.00	25646426	60.00	60804	03/13/2023
Total 1840:					782.50		782.50		
1932	Pack Mule Fitness & Welln	100	February Fitness Classes	03/01/2023	320.00	25646725	320.00	60854	03/28/2023
Total 1932:					320.00		320.00		
1939	Laura Roeltiger	012023	25 signed by author books	01/20/2023	375.00	25646725	375.00	60812	03/13/2023
Total 1939:					375.00		375.00		
Grand Totals:					18,232.19		18,232.19		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"- "25999999"

Hudson

[illegible][illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson	Keenesburg
February	0	24	2

Stats for WOW!

Direct Contact	193
Exposure	

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut	Epilog	Button Maker	Heat Press
January	51	3	20	2	3	21
February	63	4	11	3	3	31
						11

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,143.77		\$30.11
	Building	\$1,229.38	\$14.05	
Bank of Colorado	Money Market	\$3,242,440.98	\$2,480.74	\$5,307.09
	Insured Cash Sweep	\$4,797,682.34	\$7,979.40	\$16,632.38
High Plains Bank	Money Market	\$250,412.65	\$412.65	\$861.08
	Prime	\$5,105,788.84	\$16,916.28	\$35,093.05
ColoTrust	Plus+	\$2,050,468.27	\$7,438.06	\$15,328.68



Meeting Notes
March 3, 2023

- A. Call meeting to order -- Jamie Jeffery
 - a. 5:08 pm call to order
 - b. Attendance: Jamie Jeffery, Leonard Roskop, Barbara Baker, Rick Maderno; Cathy Bollers, Lynda Pruett, Tami Crossen
 - c. Jamie Jeffery asked for a motion to go into Executive Session pursuant to CRS 24-6-402(4)(e),
 - i. Leonard Roskop motion to move into Executive Session
 - ii. Barbara Baker second
 - iii. Roll call approval
 - 1. Yes votes by roll call
 - a. Cathy Bollers, Lynda Pruett, Barbara Baker, Rick Medrano. Leonard Roskop, Jamie Jeffery
 - 2. No votes
 - a. none
 - d. The time is now 5:32 pm, and the executive session has been concluded. The participants in the executive session were:
 - i. Roll call: Jamie Jeffery, Barbara Baker, Rick Medrano, Cathy Bollers, Lynda Pruett, Leonard Roskop, Tami Crossen.
 - ii. Jamie Jeffery: 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.
- B. Barbara Baker, motion to adjourn
 - a. Rick Medrano second
 - b. Pass 5-0, 5:34 pm Adjourn

Lynda M. Pruett
3-22-2023



HUDSON PUBLIC LIBRARY

Agenda
April 19, 2023

- A. Call meeting to order – Jamie Jeffery
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
- H. Staff reports
- I. Old business
 - a. Keenesburg location
 - b. Lochbuie IGA
 - c. Approval
 - i. By Laws
 - ii. Policies and Procedures
 - iii. Employee Handbook
- J. New business
 - a. Scholarship application reviews
- K. Next meeting: Wednesday, May 17, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



HUDSON PUBLIC LIBRARY

Meeting Notes
March 22, 2023

1. Setup is unique as we share Tax ID with Town of Hudson
 2. Neither entity can access or see each other's accounts
 3. Allows the accounts to transfer between each other for purpose of bill payments.
- ii. Jamie Jeffery: Motion to change bill paying process per online bank procedures making Cathy Boller and Tami Crossin entities for accounts at Bank of Colorado.
1. Leonard Roskop 2nd
 2. 6-0 Pass
- c. Determine what should the break point dollar amount be that requires a **maintenance and / or capital improvements project** to go out for bid?
- i. High Plains District has a \$25,000 cap which requires projects to go through a bidding process.
 - ii. General discussion that keeping the contractors local is preferred.
 - iii. Logic speaks to following example of the District
 - iv. This is for maintenance work specifically.
 - v. Motion Rick Medrano to set cap at 25000 for bid process requirement
 1. Wilbur Wafel 2nd
 2. 6-0 Pass

G. Old Business

- a. Lochbuie IGA updates
 - i. Town Board continues to review.
- b. Keenesburg Library IGA and location
 - i. We currently not under an IGA with Town of Keenesburg
 - ii. Tami has two possible lease options to consider.
 - iii. Tami will get more information related to the leasing options known and seek out additional options within Keenesburg.
 - iv. Keenesburg Location Committee set to assist Tami
 1. Leonard Roskop; Barb Baker will make up this committee
 - v. Future plans to hold a Community input/feedback meeting
 - vi. Library will plan to close Keenesburg location end of April with plans to open a new location to be determined
 1. Plan to vacate the building end of May.



HUDSON PUBLIC LIBRARY

Meeting Notes
March 22, 2023

- A. Pledge of Allegiance
- B. Call meeting to order
 - a. 5:02 Jamie Jeffery calls meeting to order
 - b. Attendance: Cathy Boller; Wilbur Wafel; Leonard Roskop; Rick Medrano, Jamie Jeffery; Barb Baker; Lynda Pruett; Tami Crossen
- C. Call for Public Comments – Jamie Jeffery
 - a. None
- D. Approval of last month meeting minutes
 - a. Name corrections: Bollers/Boller Jaime/Jamie Jeffrey/Jeffery
 - b. Motion to approve Wilbur Wafel
 - c. 2nd Leonard Roskop
 - d. 6-0 Pass
- E. Review and approval of payments due this month
 - a. Leonard Roskop motion to approve payments
 - b. Barb Baker 2nd
 - c. 6-0 Pass
- F. Director's Report – Tami Crossen
 - a. Appendix A
 - i. Jamie question: How do we count the door count?
 - 1. Tami: Laser door counter at Hudson collected monthly with Friday considered the busiest day.
 - 2. Keenesburg is a daily count with Friday the busiest day
 - ii. WOW Book Mobile rotation to the different towns planned for the Summer schedule.
 - 1. Will add CCA Middle School next year
 - 2. Weld County continues to do a Book Mobile per Rick's update
 - a. Outreach does a Book Drop at Hoff Elementary, leaving a rotating collection every two weeks for checkout.
 - b. Bill paying process update per new bank procedures
 - i. Can no longer make payments by phone, need an ACH online banking setup



HUDSON PUBLIC LIBRARY

Meeting Notes
March 22, 2023

H. New Business

- a. Administrative items review each and updates made to be sent for final review and approval during April meeting.:
 - i. Policies and Procedures
 - ii. Employee Handbook
 - iii. By-Laws

I. Next meeting April 19, 2023

- J. Tami will plan to close Library April 10 to review Maker Space Staff training in prep for Summer

K. Adjourn

- a. Wilbur Wafel motion to adjourn
- b. Barb Jackson 2nd
- c. 6-0 Pass

Lyndam P. Smith
4-19-2023

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
5	United Power Inc.	030323-LIB	Electric Service February L	03/03/2023	730.08	25646413	730.08	60810	03/13/2023
Total 5:					730.08		730.08		
30	CenturyLink	022823	Phone Bill 2/28/23-03/27/2	02/28/2023	60.80	25646410	60.80	60801	03/13/2023
Total 30:					60.80		60.80		
1041	Casefile Inc.	123461	Software Support April	03/01/2023	263.50	25646833	263.50	60788	03/10/2023
Total 1041:					263.50		263.50		
1173	Ries Electric Inc.	23-24744	Bld Job - Retrofit Lights to	02/21/2023	3,384.00	25646724	3,384.00	Multiple	03/02/2023
		23-24802	Repair pendant light and lig	03/22/2023	313.40	25646724	313.40	60856	03/28/2023
Total 1173:					3,697.40		3,697.40		
1186	Bank of Colorado	030123-JR	Keene Market	03/01/2023	355.05	25646725	355.05	60800	03/13/2023
		030123-TC	Home Depot Return	03/01/2023	2,581.35	25646512	2,581.35	60800	03/13/2023
Total 1186:					2,936.40		2,936.40		
1295	Adamson Police Products	INV392560	Owen Jacket	03/01/2023	125.95	25646710	125.95	60797	03/13/2023
Total 1295:					125.95		125.95		
1412	Greeley Lock & Key	24897563	Annual OpenPath License I	02/08/2023	480.00	25646724	480.00	60803	03/13/2023
Total 1412:					480.00		480.00		
1471	Pure Water Dynamics, Inc	1472638-IN	Colibri Cup-At-A-Time Bre	03/01/2023	45.00	25646710	45.00	60807	03/13/2023
Total 1471:					45.00		45.00		
1479	Highplains Library District	2758	Hudson Audiobooks	03/15/2023	1,758.22	25656723	1,758.22	60851	03/28/2023
Total 1479:					1,758.22		1,758.22		
1492	Insureon Insurance Agency	042123	Bond Number 29371 108 P	04/21/2023	100.00	25646310	100.00	60805	03/13/2023
Total 1492:					100.00		100.00		
1504	Swank Movie Licensing US	3345642	Copyright Compliance Site	03/01/2023	417.00	25646211	417.00	60809	03/13/2023
Total 1504:					417.00		417.00		
1513	Dictoguard	101478	Annual Fire Alarm Monitori	03/20/2023	285.00	25646420	285.00	60847	03/28/2023
Total 1513:					285.00		285.00		
1532	MountainAire Mechanical L	11158	3rd HVAC Maintenance	03/10/2023	1,500.00	25646421	1,500.00	60853	03/28/2023

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		030123-1	KC Baker - Tuition Reimbur	03/01/2023	2,000.00	25646209	2,000.00	60747	03/02/2023
Total 1645:					2,000.00		2,000.00		
1663	Arrowhead Trash Service	030123	Trash service - February	03/01/2023	54.00	25646423	54.00	60799	03/13/2023
Total 1683:					54.00		54.00		
1695	Wex Bank	022323	Library Fuel - February	02/23/2023	20.55	25646416	20.55	60764	03/03/2023
Total 1695:					20.55		20.55		
1699	Jessica King	0000052	Yoga classes	03/01/2023	480.00	25646725	480.00	60859	03/28/2023
Total 1699:					480.00		480.00		
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Total 1799:					1,356.79		1,356.79		
1802	Paula's Pantry	121622	Hudson Public Library Holi	12/16/2022	69.00	25646725	69.00	Multiple	Multiple
Total 1802:					69.00		69.00		
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Total 1818:					375.00		375.00		
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		43163	Snow removal - 2/22	03/01/2023	60.00	25646426	60.00	60804	03/13/2023
Total 1840:					782.50		782.50		
1932	Pack Mule Fitness & Welln	100	February Fitness Classes	03/01/2023	320.00	25646725	320.00	60854	03/28/2023
Total 1932:					320.00		320.00		
1939	Laura Roetiger	012023	25 signed by author books	01/20/2023	375.00	25646725	375.00	60812	03/13/2023
Total 1939:					375.00		375.00		
Grand Totals:					18,232.19		18,232.19		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"-25999999"

Hudson

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson	Keenesburg
March	0	24	2

Stats for WOW!

Direct Contact	175
Exposure	425

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut	EpiLog	Button Maker	Heat Press
February	63	4	11	3	31	11
March	123	4	14	45	24	36

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,159.33	\$15.56	\$45.67
	Building	\$1,229.38		
Bank of Colorado	Money Market	\$3,558,113.10	\$2,908.10	\$8,215.19
High Plains Bank	Insured Cash Sweep	\$4,807,435.55	\$9,340.56	\$25,972.94
	Money Market	\$250,511.33	\$511.33	\$1,372.41
ColoTrust	Prime	\$5,125,149.75	\$19,360.91	\$54,453.96
	Plus+	\$2,058,947.04	\$8,478.77	\$23,807.45



Agenda
May 17, 2023

- A. Call meeting to order – Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
- H. Staff reports
- I. Old business
 - a. Keenesburg location
 - i. Work Session report
 - b. Lochbuie location
- J. New business
 - a. Linc PreOpening Director and Board Event Recap
 - i. Grand Opening Saturday, May 13.
 - b. Library expansion planning sessions
 - i. Schedule meetings
- K. Next meeting: Wednesday, June 21, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



Meeting Notes

April 19, 2023

- A. Call meeting to order 5:00pm – Jamie Jeffery
- B. Pledge of Allegiance
- C. Roll call
 - a. Lynda Pruett, Cathy Boller, Rick Medrano, Jamie Jeffery, Jayra Rodriguez, Tami Crossen, Barb Baker, Wilber Wafel, Leonard Roskop
- D. Public Comments
 - a. Three (3) minutes per
 - b. LuDonna Busby
 - i. Wants to use library more, though does not have means to travel to Hudson.
 - c. Jacklyn White
 - i. Moved from Denver 2017, has children that would benefit greatly to have local library, full service. Not feasible to drive to the Hudson location. Home schools her children and library would support her. Has no communications of WOW or other services.
 - d. Mike Mahoney
 - i. Mayor of Town of Lochbuie, speaking as a resident
 - ii. 8000 residents now in Lochbuie, and a library is needed. They can provide land via donations, knowing they do not have a building for use.
 - iii. Lochbuie is larger than either Keenesburg or Hudson and begs for a library solution for Lochbuie. Hudson is too far, kids can't ride their bikes to Hudson Library
 - e. Ernesto Gallegos
 - i. Resident of Lochbuie who comes to Hudson regularly and it is frustrating that locally there isn't anything for kids and others who do not have transportation. Her childhood was influenced heavily by her local library. She is also a teacher in Lochbuie. It would be awesome to have Library in Lochbuie and she is very willing to be a volunteer as need to help.
 - ii. Questions from others she represents
 - 1. Where would Lochbuie Library be located?
 - 2. Would there be a tax to the local residents?
 - f. Xander Wescott, student in Lochbuie
 - i. As a student it would be beneficial to have a library in Lochbuie, it's too far for students to go to Hudson.
 - ii. Computer access, internet access very much needed for students
 - iii. A student refuge with resources to keep them busy and at peace
 - iv. Audio books would be beneficial to his education
 - v. Reading books really helps him with his education and daily life activities.



HUDSON PUBLIC LIBRARY

Meeting Notes

April 19, 2023

- g. Audra Ross
 - i. Resident/parent of a large, small town. Kids need a library to provide them something to do. Parents can't do so much driving to get them to the library.
 - h. Jeff White
 - i. Feels good to be in a library, a better set of kid and family activities.
 - i. Deb Lindstrom (no card)
 - i. Teacher at Weld Central, lives in Lochbuie. Kids need a learning place that is not school. Creates a sense of community for kids, families, adults. Activities needed that the Library provides.
 - j. Jamie Jeffery made a general response thanking all for making the trip to attend our meeting and provide their comments.
- E. Approval of previous meeting notes
- a. Name spelling correction for Rick Medrano
 - b. Barb Baker motion to approve with edits
 - c. Wilbur Wafel second
 - d. 7-0 pass
- F. Payment approval
- a. Barb Baker asked about Century Link payment. This is for the fire alarm system
 - b. Tami will have Town of Hudson make corrections
 - c. Rick Medrano move to approve payments
 - d. Barb Baker second
 - e. Pass -7-0
- G. Library Director's Report
- a. Tami Crossen: stats are trending the same for Hudson (Appendix A)
 - i. Gearing up for Summer reading
 - ii. Building lighting has been updated in Hudson to LED
 - iii. Paperless project, Board has been provided access to Google Docs
 - iv. Calendar put together for WOW to cover Keenesburg and Lochbuie. Adding a stop at the park in Hudson. Calendar is on our website and Facebook
 - b. Jayra Rodriguez:
 - i. Story time in Keenesburg had 6 kids yesterday.
 - ii. Keenesburg last day April 28th. Will be open May 9th for returns.
- H. Staff reports – none



Meeting Notes
April 19, 2023

- I. Old business
 - a. Keenesburg location.
 - i. Committee update: looked at 3 possible locations for suitability. Have a brief in draft for analysis of the comparison.
 - b. Lochbuie IGA
 - i. Info has been sent with good conversation in relation to using building next to Town Hall in the IGA
 - ii. Tami to follow up with Town as we have not heard anything back in over a month.
 - c. Approval
 - i. By Laws
 - ii. Policies and Procedures
 - iii. Employee Handbook
 - iv. Barb Baker motion to approve Bylaws, P&P and Employee handbook
 - v. 2nd Leonard Roskop
 - vi. Roll call motion carries by roll call vote
 - 1. Leonard Roskop – yes
 - 2. Jamie Jeffery – yes
 - 3. Wilbur Wafel – yes
 - 4. Barb Baker – yes
 - 5. Lynda Pruett – yes
 - 6. Cathy Boller – yes
 - 7. Rick Medrano - yes
- J. New business
 - a. Scholarship application reviews
 - i. Three applications that Board received and reviewed.
 - 1. Motion to approve all three applicants, Leonard Roskop
 - 2. Wilbur Wafel 2nd
 - 3. 7-0 Pass
 - ii. Will be awarded May 9th.
 - 1. Leonard Roskop and Tami Crossen will present scholarships that evening

K. Next meeting: Wednesday, May 17, 2023 – 5:00pm



HUDSON PUBLIC LIBRARY

Meeting Notes

April 19, 2023

L. Trustee Comments

- a. Lynda Pruett- none
- b. Rick commented on the excitement of having public attend with their comments and support of Library passion
- c. Jamie Jeffery: Look into having representation by location/population
- d. Barb Baker will be out for surgery May 8-9
- e. Wilbur Wafel - none
- f. Leonard Roskop – it would be nice to be able to answer comments from the Public, though it is not part of Robert's Rules.

M. Adjournment

- a. Wilbur Wafel motion to adjourn
- b. Rick Medrano 2nd
- c. 7-0 pass

Lynda M. Pruett
5-17-2023

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	033123	Library Gas Service 2/10/2	03/31/2023	1,102.96	25646412	1,102.96	60932	04/17/2023
		041323	Library Gas Service 3/11/2	04/13/2023	276.40	25646412	276.40	60948	04/20/2023
Total 2:					1,379.36		1,379.36		
5	United Power Inc.	040423-LIB	Electric Utility 3/1/23-4/1/2	04/04/2023	826.94	25646413	826.94	60938	04/17/2023
Total 5:					826.94		826.94		
30	CenturyLink	032823 976B	Library Telephone Bill	03/28/2023	61.05	25646410	61.05	60878	04/05/2023
Total 30:					61.05		61.05		
466	Professional Management	84774	Financial Consulting-March	04/21/2023	192.00	25646632	192.00	60968	04/25/2023
Total 466:					192.00		192.00		
1041	Caselle Inc.	124102	Contract Support and Main	04/01/2023	263.50	25646633	263.50	60921	04/13/2023
Total 1041:					263.50		263.50		
1122	Zamar Screen Printing Inc.	19663	Summer Reading Shirts	04/17/2023	7,200.00	25646512	7,200.00	60957	04/20/2023
Total 1122:					7,200.00		7,200.00		
1173	Ries Electric Inc.	23-24868	Check Lights in Wood Ceili	04/05/2023	523.82	25646724	523.82	60937	04/17/2023
Total 1173:					523.82		523.82		
1186	Bank of Colorado	040123 KB	USPS - Stamps	04/01/2023	25.00	25646722	25.00	60893	04/06/2023
		040123-JR	Target	04/01/2023	477.09	25646725	477.09	60949	04/20/2023
		040123-TC	Pepper Pod	04/01/2023	860.75	25646725	860.75	60933	04/17/2023
Total 1186:					1,362.84		1,362.84		
1471	Pure Water Dynamics, Inc	1474291-IN	Coffee supplies	04/01/2023	402.58	25646710	402.58	60936	04/17/2023
Total 1471:					402.58		402.58		
1479	Highplains Library District	2759	Hudson Audiobooks	04/15/2023	1,922.99	25656723	1,922.99	60954	04/20/2023
Total 1479:					1,922.99		1,922.99		
1517	BookPage	S65197	Periodicals - BookPage Pri	04/25/2023	402.00	25646729	402.00	60877	04/05/2023
Total 1517:					402.00		402.00		
1645	Employee Reimbursement	032923-PA	Mileage - Maker Space Co	03/29/2023	32.10	25646213	32.10	60935	04/17/2023
Total 1645:					32.10		32.10		
1663	Arrowhead Trash Service I	040223	Trash services - April	04/02/2023	54.00	25646423	54.00	60931	04/17/2023
		040223-K	Trash services - Keenesbur	04/02/2023	40.00	25656423	40.00	60947	04/20/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1663:					94.00		94.00		
1699	Jessica King	0000061	Yoga classes	03/30/2023	540.00	25646725	540.00	60883	04/05/2023
Total 1699:					540.00		540.00		
1799	Amazon Capital Services	1YDN-G93T-	Broom and Dustpan Set	04/01/2023	782.39	25646720	782.39	60930	04/17/2023
Total 1799:					782.39		782.39		
1840	H2 Enterprises LLC	43300	Snow removal, 3/25	03/31/2023	845.00	25646426	845.00	60882	04/05/2023
Total 1840:					845.00		845.00		
1917	Modern Marketing	MMI150378	Advertising Order #MMO23	03/16/2023	371.09	25646512	371.09	60886	04/05/2023
Total 1917:					371.09		371.09		
1932	Pack Mule Fitness & Welln	101	March Fitness Classes	04/03/2023	320.00	25646725	320.00	60887	04/05/2023
Total 1932:					320.00		320.00		
1943	Town of Keenesburg	040523	Advertising - Event Sponso	04/05/2023	1,000.00	25646512	1,000.00	60891	04/05/2023
Total 1943:					1,000.00		1,000.00		
1948	Michelle Bamhart	033123	Rocky Mountain High	03/31/2023	150.00	25646725	150.00	60934	04/17/2023
Total 1948:					150.00		150.00		
1949	Empower Annuity Insuranc	370523	457 - Cares and Secure A	04/10/2023	59.72	25646632	59.72	60943	04/20/2023
Total 1949:					59.72		59.72		
Grand Totals:					18,731.38		18,731.38		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"."25999999"

Hudson

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson	Keenesburg
April	0	25	3

Stats for WOW!

Direct Contact	201
Exposure	451

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut	Epilog	Button Maker	Heat P
March	4	14	45	24	265	
April	6	35	1	26	13	

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interes
TBK	CD	\$100,794.36		
	Money Market	\$122,159.33		
			\$14.06	
Bank of Colorado	Building	\$1,229.38		
	Money Market	\$3,657,145.73		\$
	Insured Cash Sweep	\$4,817,377.93		\$
High Plains Bank	Money Market	\$250,511.33		\$511.33
	Prime	\$5,144,894.58		\$19,744.83
ColoTrust	Plus+	\$2,067,470.87		\$8,523.83



Special Meeting Agenda
June 1, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Consider engagement agreement with the law firm of Otis & Bedingfield, LLC regarding dispute with the Town of Lochbuie
- E. Adjournment



Special Meeting Notes
June 1, 2023

- A. Call meeting to order – Lynda Pruett
 - a. 5:11 pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Lynda Pruett
 - c. Cathy Bollers
 - d. Barb Baker
 - e. Wilbur Wafel
 - f. Tami Crossen
- D. Consider engagement agreement with the law firm of Otis & Bedingfield, LLC regarding dispute with the Town of Lochbuie
 - a. Lia Szasz
 - b. Background
 - i. Otis represented HPLD with the Kirkmeyer lawsuit and Lia is very familiar with Library Law and the HPLD structure.
 - ii. Municipal work in background
 - iii. The collective knowledge of the firm will be available through Lia as the attorney on the case
 - c. Personal
 - i. Weld county resident
 - ii. Small cow/calf operation
 - iii. Son a Marine
 - iv. Graduate 2015 JDS from CU
- E. Q&A
 - a. Leonard Roskop: does it makes sense to consider of long term arrangement starting with this dispute
 - i. Yes, that is an option and can be provided in the agreement
 - b. Cathy Bollers: Retainer starts the arrangement and then generally it would be monthly billable hours?
 - i. Yes
 - c. Leonard Roskop: Rates?
 - i. Provided in the engagement letter.
 - d. Wilbur Wafel: Agreement would be signing for this matter and future matters as long as no conflict of interest on any future matters.
 - i. Yes



HUDSON PUBLIC LIBRARY

Special Meeting Notes

June 1, 2023

- e. Wilbur Wafel: What is our Fiduciary responsibility as BOT?
 - i. Comply with open meetings laws
 - ii. Consider decisions in the best interest of the Library
 - iii. Statutory law compliance
 - iv. Operating Library for best interest of the public
 - f. Cathy Bollers: explain what is WestLaw use:
 - i. Master database for legal searches. Industry standard Legal Search Engine
 - g. Lia Szasz: First step would be to talk to the attorneys from Hudson and HPLD to work toward a unified front.
 - h. Cathy Bollers: Contract should read Hudson Board of Trustees not Hudson Library
 - i. Lia agreed and will update
 - i. Lynda Pruett: Confirm this is a voting meeting
 - i. Yes, we posted agenda in accordance with Open Meeting laws.
 - j. BOT will determine method and channel of communications with Attorney as appropriate
- F. Leonard Roskop: Motion to retain Otis & Bedingfield, LLC as legal counsel
- a. Wilbur Wafel 2nd
 - b. Roll call vote
 - i. Leonard Roskop
 - 1. Yes
 - ii. Barb Baker
 - 1. Yes
 - iii. Wilbur Wafel
 - 1. Yes
 - iv. Cathy Boller
 - 1. Yes
 - v. Lynda Pruett
 - 1. Yes
- G. Motion carries 5-0
- H. Lia will get updated contract to Tami for us to sign and send us invoice for a retainer
- I. Once signed we will setup next meeting
- J. Adjournment
- a. Leonard Roskop motion to adjourn
 - b. Barb Baker 2nd
 - c. 5-0 motion carries adjourned at 5:47pm

Lynda M. Pruett
6-21-2023



Executive Session Agenda
June 14, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Motion to Convene an Executive Session: Pursuant to section 24-6-402(4) of the Colorado Revised Statutes,
 - a. Entertain a motion that this special public meeting of Board of Trustees of the Hudson Public Library adjourn and, upon affirmative vote of two-thirds of the members present, reconvene in executive session for the sole purpose of discussing and receiving the Board's attorney's legal advice on the May 10, 2023, letter received from counsel for the town of Lochbuie, as authorized by C.R.S. § 24-6-402(4)(b).
- E. Conclude Executive Session
 - a. Roll call
- F. Adjournment



Executive Session Meeting Notes
June 14, 2023

- A. Call meeting to order- 5:04pm Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
 - a. Rick Medrano
 - b. Barbara Baker
 - c. Leonard Roskop
 - d. Tami Crossen
 - e. Lynda Pruett
 - f. Cathy Boller2
 - g. Wilbur Wafel
 - h. Lia Szasz, Otis & Bedingfield, LLC
- D. Motion to Convene an Executive Session: Pursuant to section 24-6-402(4) of the Colorado Revised Statutes,
 - a. Rick Medrano calls for a motion that this special public meeting of Board of Trustees of the Hudson Public Library adjourn and, upon affirmative vote of two-thirds of the members present, reconvene in executive session for the sole purpose of discussing and receiving the Board's attorney's legal advice on the May 10, 2023, letter received from counsel for the town of Lochbuie, as authorized by C.R.S. § 24-6-402(4)(b).
 - b. Leonard Roskop so moves
 - c. Wilbur Wafel 2nd
 - d. Motion carries with vote 6-0
- E. Enter into Executive Session at 5:07pm
- F. The time is now 6:11 pm, and the executive session has been concluded. The participants in the executive session were:
 - a. Roll call: Rick Medrano, Barbara Baker, Leonard Roskop, Tami Crossen, Lynda Pruett, Cathy Bollers, Wilbur Wafel, Lia Szasz, Otis & Bedingfield, LLC



Executive Session Meeting Notes
June 14, 2023

- b. Rick Medrano: 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.

- i. Rick Medrano - none
- ii. Barbara Baker - none
- iii. Leonard Roskop – none
- iv. Tami Crossen - none
- v. Lynda Pruett - none
- vi. Cathy Bollers - none
- vii. Wilbur Wafel - none
- viii. Lia Szasz, Otis & Bedingfield, LLC - concurs

G. Adjournment

- a. Motion to adjourn – Leonard Roskop
- b. Second – Barbara Baker
- c. Motion carries – 6-0
- d. Adjourn at 6:12 pm

Lynda M. Pruett
6-21-2023



HUDSON PUBLIC LIBRARY

Agenda
June 21, 2023

- A. Call meeting to order – Jamie Jeffery
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. CAL Conference in October
 - b. Thank you for Scholarship
 - c. Establish a committee to start working on a Strategic Plan
 - d. Working with CLIC and HPLD to put together a more comprehensive survey to be sent out to our entire service area
- H. Staff reports
 - a. Summer Reading numbers and successes-Jayra Rodriguez
- I. Old business
 - a. Keenesburg location
 - i. An update on fitness test?
- J. New business
 - a. Strategy Planning
 - i. Goal
 - ii. Schedule
 - iii. Process
 - iv. Structure
 - b. Board member info share sessions across HPLD Libraries
 - i. A suggestion to consider that was mentioned during LINC Pre-opening meeting. – Lynda Pruett
- K. Next meeting: Wednesday, July 19, 2023 – 5:00pm
- L. Trustee Comments



Agenda
June 21, 2023

M. Adjournment



Meeting Notes
May 17, 2023

- A. Call meeting to order – Rick Medrano
 - a. 5:06pm call to order
- B. Pledge of Allegiance
- C. Roll call
 - a. Barb Baker; Wilbur Wafel; Leonard Roskop; Rick Medrano; Cathy Bollers; Tami Crossen; Jayra Rodriguez
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Motion to approve meetings notes – Cathy Bollers
 - b. 2nd Wilbur Wafel
 - c. Motion carries 6-0
- F. Payment approval
 - a. Keenesburg sponsorship was for Tree City and Keenesburg now has all 3 carvings in the park.
 - b. Motion to approve payments – Leonard Roskop
 - c. 2nd Lynda Pruett
 - d. Motion carries 6-0
- G. Library Director's Report
 - a. Keenesburg update
 - i. Completely moved out and in storage
 - ii. Book Collection is in Hudson Library to be used with the book mobile over the summer.
 - b. Hudson location
 - i. decorating for Summer Reading programs
 - c. Two book mobile location stops in Lochbuie biweekly
 - d. Two book mobile location stops in Keenesburg biweekly
 - e. Formal schedules are posted on website with dates and locations to promote Summer reading
 - f. RE3J School newsletters all posted the book mobile schedules (Hudson, Lochbuie, Keenesburg included) Registration for Summer Reading starts on May 30.
 - g. CLIC workshop in Ft. Morgan in person (since COVID)
 - i. Great workshop, information, all staff was able to attend
 - 1. Strategic Planning



Meeting Notes

May 17, 2023

2. How to provide help in Mental Health situation (role playing and sharing examples across Libraries.

H. Staff reports

a. Jayra Rodriquez

- i. Summer Reading registration starts May 30 Theme: All Together Now (bee hive used to create the theme, "one bee does not make honey"
- ii. All programs will continue during the Summer months!
- iii. Guest readers: Teachers, First Responders
- iv. Check out the Online Calendar for all events and programs
- v. Last Day of Summer Reading July 28

I. Old business

a. Keenesburg location

i. Work Session report

1. Fit Test will be done on two buildings under consideration for the Keenesburg location
 - a. TBK Bank
 - b. Methodist Church education building
2. Plan to have report during June Board Meeting

b. Lochbuie location

- i. IGA has been declined by Lochbuie

J. New business

a. Linc PreOpening Director and Board Event Recap

- i. Grand Opening Saturday, May 13.
- ii. Very exciting, a must see visit/experience.

b. Library Expansion Planning meeting

- i. Work session to update our strategy plan.
 1. Add to June agenda to setup

c. Schedule Executive Session with legal counsel to respond to Lochbuie

- i. Planned for Wednesday, May 24, 2024, 5:00 pm at the Hudson Library

K. Next meeting: Wednesday, June 21, 2023 – 5:00pm

L. Trustee Comments

- a. Leonard Roskop: Scholarship awards went really well.
- b. Lynda Pruett: Board member info share sessions suggested from other Library boards, will add to June agenda
- c. Cathy Bollers: thank so the Library Staff, such great patron service.



HUDSON PUBLIC LIBRARY

Meeting Notes

May 17, 2023

- d. Rick Medrano: Thank you to Library staff and Tami for the great collaboration across Libraries and sharing information and ideas.

M. Adjournment

- a. Motion to adjourn Barb Baker
- b. 2nd Leonard Roskop
- c. Motion carries 6-0
- d. Adjourned 5:48pm

Synda M. Pruitt
June 21, 2023

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	051023-LIB	Library Gas Service 4/14/2	05/10/2023	260.55	25646412	260.55	61114	05/30/2023
Total 2:					260.55		260.55		
5	United Power Inc.	050323-LIB	Electric Service April - Libr	05/03/2023	749.49	25646413	749.49	61066	05/16/2023
Total 5:					749.49		749.49		
30	CenturyLink	042823-976B	Library Telephone Bill	04/28/2023	54.95	25646410	54.95	61038	05/09/2023
Total 30:					54.95		54.95		
135	SEWC Jr. Fair Assn.	053023	Half Page Ad and replace i	05/30/2023	575.00	25646512	575.00	61120	05/30/2023
Total 135:					575.00		575.00		
466	Professional Management	84784	Financial Consulting- April	05/15/2023	447.75	25646632	447.75	61070	05/17/2023
Total 466:					447.75		447.75		
853	Love's Travel Stops & Cou	6006058104	Library Fuel	04/02/2023	398.83	25646416	398.83	Multiple	05/08/2023
		6006295532	Library Fuel	05/02/2023	426.93	25646416	426.93	1050823	05/08/2023
Total 853:					825.76		825.76		
1041	Caselle Inc.	124717	Contract Support and Main	05/01/2023	273.50	25646633	273.50	61018	05/08/2023
Total 1041:					273.50		273.50		
1186	Bank of Colorado	050123-JR	Walmart	05/01/2023	457.39	25646725	457.39	61044	05/10/2023
		050123-TC	USPS.com	05/01/2023	3,533.84	25646212	3,533.84	61044	05/10/2023
Total 1186:					3,991.23		3,991.23		
1471	Pure Water Dynamics, Inc	1475931-IN	Colibri Cup-At-A-Time Bre	05/01/2023	137.10	25646710	137.10	61042	05/09/2023
Total 1471:					137.10		137.10		
1479	Highplains Library District	2760	Hudson Books	05/15/2023	1,450.60	25656723	1,450.60	61116	05/30/2023
Total 1479:					1,450.60		1,450.60		
1487	KS Distributing, Inc	5285	Tork Adv Hand Towel Roll	05/10/2023	302.71	25646710	302.71	61117	05/30/2023
Total 1487:					302.71		302.71		
1573	Arrowhead Window Cleani	2134	Window Washing - Library	05/07/2023	700.00	25646724	700.00	61113	05/30/2023
Total 1573:					700.00		700.00		
1603	The Library Store, Inc.	631416	office supplies - Laminator	05/05/2023	3,459.89	25646720	3,459.89	61043	05/09/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1603:					3,459.89		3,459.89		
1663	Arrowhead Trash Service I	050123	Trash service - April	05/01/2023	54.00	25646423	54.00	61037	05/09/2023
Total 1663:					54.00		54.00		
1699	Jessica King	0000070	Library Yoga Programming	04/27/2023	480.00	25646725	480.00	61039	05/09/2023
Total 1699:					480.00		480.00		
1718	Matt's Aeration	101	aeration at Library	05/15/2023	120.00	25646422	120.00	61118	05/30/2023
Total 1718:					120.00		120.00		
1799	Amazon Capital Services	1TKJ-DJQP-	ASURION B2B 2 Year Lapt	05/01/2023	1,976.22	25646710	1,976.22	61036	05/09/2023
Total 1799:					1,976.22		1,976.22		
1917	Modern Marketing	MMI150895	Bee Kind Tattoo	04/19/2023	140.59	25646512	140.59	61040	05/09/2023
Total 1917:					140.59		140.59		
1932	Pack Mule Fitness & Welln	005	Library Fitness Class Progr	04/25/2023	320.00	25646725	320.00	61041	05/09/2023
Total 1932:					320.00		320.00		
Grand Totals:					16,319.34		16,319.34		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"- "25999999"

Hudson

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
May	0	29

Stats for WOW!

Direct Contact	491
Exposure	1914

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker
April	6	35	1	26	13
May	6	40	11	61	34

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,189.96	\$16.57	\$76.30
Bank of Colorado	Building	\$1,229.38		
	Money Market	\$5,976,310.66	\$4,321.82	\$15,313.84
High Plains Bank	Insured Cash Sweep	\$4,827,895.44	\$10,058.75	\$45,462.74
	Money Market	\$250,521.97	\$521.97	\$2,353.14
ColoTrust	Prime	\$5,166,201.17	\$21,306.59	\$95,505.38
	Plus+	\$2,076,529.54	\$9,058.67	\$41,389.95



Agenda
July 19, 2023

- A. Call meeting to order – Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Update on a Strategic Plan:
 - i. Set meeting dates
 - b. Review Survey Questions:
 - i. Set plan to implement
 - c. Certified Deposits at TBK due for renewal
 - i. Do we renew?
 - d. Update from Otis & Bedingfield
 - i. Review service invoice
 - e. Remodel update
- H. Staff reports
 - a. Summer Reading overview
- I. Old business
 - a. Keenesburg location
 - i. An update on fitness test
 - ii. How to proceed
- J. New business
 - a. Jamie Jeffery resignation
 - i. Post BOT opening
- K. Next meeting: Wednesday, August 16, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



Meeting Notes
June 21, 2023

- A. Call meeting to order – Jamie Jeffery
 - a. 5:02 pm call meeting to order
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Barb Baker
 - c. Wilbur Wafel
 - d. Rick Medrano
 - e. Jamie Jeffery
 - f. Lynda Pruett
 - g. Cathy Bollers
 - h. Tami Crossen
 - i. Jayra Rodriguez
 - j. Guest Gerri Holton, Vice Chair, Ft. Lupton Library
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. May 17
 - i. Leonard Roskop motion to approve
 - ii. Barb Baker 2nd
 - iii. Motion carries 7-0
 - b. Exec session and special session
 - i. Leonard Roskop motion to approve
 - ii. Wilbur Wafel 2nd
 - iii. Motion carries 7-0
- F. Payment approval
 - a. Question Cathy: Amazon charge is for warranty on iPads and additional items
 - b. Rick Medrano motion to pay
 - c. Cathy Boller 2nd
 - d. Motion carries 7-0
- G. Library Director's Report
 - a. CAL Conference in October 13 and 14
 - i. Close Friday/Saturday to take the entire staff to the conference
 - ii. Board agrees this is a great idea for team building and learning



Meeting Notes
June 21, 2023

- b. Thank you for Scholarship –
 - i. From Alan Mazzotti
- c. Establish a committee to start working on a Strategic Plan
 - i. See details in New Business
- d. Working with CLIC and HPLD to put together a more comprehensive survey to be sent out to our entire service area
 - i. Survey is on our Google drive to review and amend as desired to gain information we need. Tami Crossen will send link to BOTs via email.
 - ii. Board members please review and comment via email to Tami Crossen only directly by July 15.
 - iii. Tami will compile feedback in preparation for July BOT meeting.
- e. July 17 HPLD meeting will be held at Hudson Library, at 5:00pm.
 - i. Would be great if Hudson BOTs attend.

H. Staff reports

- a. Summer Reading numbers and successes-Jayra Rodriquez
 - i. Summer reading numbers up from last year (718 current count)
 - ii. Inflatable planetarium, 50 attendees
 - iii. Bee Keeper program is full and adding a second session which is also full
 - 1. 100 per program!
 - iv. Foam on the Range party with Ann Lincoln
 - v. Vendor sponsors booths in August, Library closed for this event.
 - 1. Vendors show their wares
- b. Tiny Chef program was full after a doubling in attendees and then offered a second session in the same day!
- c. Cookies and Canvas class was full
- d. Summer School visit included literary test program at Hudson and Meadowbrook, Lochbuie
- e. Ratta2ee
- f. Craft Saturday
- g. Drop in Craft days well attended
- h. Music and Movement for babies
- i. Kakes with Kora for kids
- j. Slide Show of all the above on Facebook
- k. The programs are attracting new patrons, not just the usual patrons.

I. Old business

- a. Keenesburg location
 - i. Any update on fitness test?
 - 1. Tami spoke with Dan to pass on the cost information from the Methodist church option
 - 2. He will have information ready for future meeting



Meeting Notes
June 21, 2023

J. New business

- a. Strategic Planning – CLIC process information handed out
 - i. Goal
 - 1. Mission, vision and values
 - ii. Schedule
 - 1. 4 to 6 month project/commitment
 - iii. Process
 - 1. Follow the CLIC planning guide and document
 - iv. Structure
 - 1. Jump Start outline provides structure to help us
 - v. Who will make up the committee
 - 1. Jayra Rodriguez / Jill Wilson or Paul Amen from staff
 - 2. Lynda Pruett / Leonard Roskop interested from BOTs
 - a. Rick Medrano will be an alternate
 - 3. Wilbur Wafel move for Lynda and Leonard with Rick as alternate
 - 4. Barb Baker 2nd
 - 5. Motion carries – 7-0
- b. Board member info share sessions across HPLD Libraries
 - i. A suggestion to consider that was mentioned during LINC Pre-opening meeting. – Lynda Pruett
 - 1. BOT idea sharing 1 or 2 per Board for sharing sessions/networking
 - 2. Questions
 - a. Open to public?
 - b. Specific topics?
 - c. How often
 - i. Conversation was to start with quarterly, optional attendance, limit 2 per Board of Trustees
 - ii. Gerri mentioned to have a session during the CAL Conference in October

K. Next meeting: Wednesday, July 19, 2023 – 5:00pm

L. Trustee Comments

- a. Leonard Roskop asked about any feedback from Keenesburg Library
 - i. No complaints just comments



Meeting Notes
June 21, 2023

- b. Cathy Bollers noted thanks to Tami and staff for the engagement they provide to the patrons
- c. Lynda Pruett - concurred with Cathy
- d. Rick Medrano – Complimented Tami and staff on the programs and involvement
- e. Wilbur Wafel – Should we proceed with anything in Lochbuie, is there an offer of land? Tami indicated nothing was presented to her, we will work with legal counsel to determine how we proceed.
- f. Wilbur Wafel – Ft. Collins residents came to Hudson Library and commented that it was much better than the Library they have in Ft. Collins
- g. Barb Baker – Town of Hudson survey includes a section on the Library which is always a positive highlight in the results. Those results may be useful in our data gathering. Tami does use that data.
- h. Jamie Jeffery– Library in Lochbuie is something she will need to refrain from involvement as she is on the Board and Mayor pro tempore. Brian McBroom last day today and will be moving to City of Greeley. Steve Stamey will step in for interim while they search for new Town Manager

M. Adjournment

- a. Rick Medrano motion to adjourn
- b. Leonard Roskop 2nd
- c. Motion carries 7-0
- d. 5:58pm Adjourned

Lynda Pruett
Aug 16, 2023

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	061223-LIB	Library Gas Service 5/11/2	06/12/2023	130.25	25646412	130.25	61234	06/27/2023
Total 2:					130.25		130.25		
5	United Power Inc.	060123-LIBR	Electric Service May - Libra	06/01/2023	735.46	25646413	735.46	61213	06/20/2023
Total 5:					735.46		735.46		
30	CenturyLink	052823-976B	Library Telephone Bill	05/28/2023	27.30	25646410	27.30	61149	06/06/2023
Total 30:					27.30		27.30		
466	Professional Management	84795	Financial Consulting- May	06/19/2023	2,320.63	25646633	2,320.63	61209	06/20/2023
Total 466:					2,320.63		2,320.63		
853	Love's Travel Stops & Cou	6006593302	Library Fuel	06/02/2023	64.96	25646416	64.96	61182	06/13/2023
Total 853:					64.96		64.96		
1041	Caselle Inc.	125334	Contract Support and Main	06/01/2023	273.50	25646633	273.50	61148	06/06/2023
Total 1041:					273.50		273.50		
1186	Bank of Colorado	060123-JR	Credit - Target	06/01/2023	42.09	25646725	42.09	61199	06/20/2023
		060123-KB	USPS - Stamps	06/01/2023	12.60	25646722	12.60	61146	06/06/2023
		060123-TC	Balloon Art by Merry	06/01/2023	1,928.31	25646212	1,928.31	61199	06/20/2023
Total 1186:					1,983.00		1,983.00		
1325	Signarama	INV-33297	Bookmobile wraps	04/20/2023	2,526.70	25646740	2,526.70	61161	06/06/2023
Total 1325:					2,526.70		2,526.70		
1471	Pure Water Dynamics, Inc	1477539-IN	Colibri Cup-At-A-Time Bre	06/01/2023	281.88	25646710	281.88	61160	06/06/2023
Total 1471:					281.88		281.88		
1479	Highplains Library District	2761	Hudson	06/15/2023	395.54	25646729	395.54	61236	06/27/2023
Total 1479:					395.54		395.54		
1514	Demco	7318087	Scotch 893 Filament Tap 1/	06/02/2023	83.22	25646710	83.22	61203	06/20/2023
Total 1514:					83.22		83.22		
1532	MountainAire Mechanical L	11361	1st HVAC Maintenance	06/15/2023	1,600.00	25646421	1,600.00	61238	06/27/2023
Total 1532:					1,600.00		1,600.00		
1645	Employee Reimbursement	053023-PA	Mileage - 21C Library Colo	05/30/2023	119.87	25646213	119.87	61134	06/01/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1645:					119.87		119.87		
1663	Arrowhead Trash Service I	060123	Trash service - June	06/01/2023	54.00	25646423	54.00	61145	06/06/2023
Total 1663:					54.00		54.00		
1699	Jessica King	0000085	Yoga classes	05/31/2023	540.00	25646725	540.00	61153	06/06/2023
Total 1699:					540.00		540.00		
1796	Prospective Business Solut	1276	2022 Audit - 30%	06/12/2023	1,352.10	25646632	1,352.10	61186	06/13/2023
Total 1796:					1,352.10		1,352.10		
1799	Amazon Capital Services	060123	Tebery 8 Gallon Clear Medi	06/01/2023	2,467.80	25646725	2,467.80	61197	06/20/2023
Total 1799:					2,467.80		2,467.80		
1877	Wayne Francis	A-346	Summer Reading Program	06/01/2023	300.00	25646725	300.00	61163	06/06/2023
Total 1877:					300.00		300.00		
1932	Dawnee Rae Raskin	006	May Fitness Classes	06/01/2023	320.00	25646725	320.00	61159	06/06/2023
Total 1932:					320.00		320.00		
1961	The Regents of the Univers	S-061523	InflatablePlanetarium	06/15/2023	482.00	25646725	482.00	61162	06/06/2023
Total 1961:					482.00		482.00		
1962	Ann Lincoln Entertainment	2030	7/13/23 - Foam Party - 1 H	05/24/2023	350.00	25646725	350.00	61144	06/06/2023
Total 1962:					350.00		350.00		
1963	Jessica M. Robertson	81014	Teaching about bees	04/06/2023	300.00	25646725	300.00	61154	06/06/2023
Total 1963:					300.00		300.00		
1964	Otis & Bedingfield, LLC	227	Retainerfor Litigation fees	06/05/2023	5,000.00	25646630	5,000.00	Multiple	06/06/2023
Total 1964:					5,000.00		5,000.00		
1968	5280 Stone Company LLC	12294	50% Deposit for Building P	06/27/2023	10,245.41	25647719	10,245.41	61241	06/28/2023
Total 1968:					10,245.41		10,245.41		
Grand Totals:					31,953.62		31,953.62		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"- "25999999"

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
June	3	67

Stats for WOW!

Direct Contact	257
Exposure	0

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
May	6	40	11	61	34	152
June	1	112	36	166	23	338

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,205.02	\$15.06	\$91.36
Bank of Colorado	Building	\$1,229.38		
	Money Market	\$6,273,237.31	\$5,056.23	\$20,370.07
High Plains Bank	Insured Cash Sweep	\$4,838,388.38	\$9,970.97	\$55,433.71
	Money Market	\$250,550.72	\$550.72	\$2,903.86
ColoTrust	Prime	\$5,187,146.89	\$20,945.72	\$116,451.10
	Plus+	\$2,085,464.73	\$8,935.14	\$50,325.14



Agenda
August 16, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Fall programming – Jayra Rodriguez
 - b. Update on a Strategic Plan – Jayra Rodriguez
 - c. Update on survey – Rick Medrano
 - d. Update from Otis & Bedingfield – Jayra Rodriguez
- H. Staff reports
 - a. Overview of Southeast Weld Fair Parade
- I. Old business
 - a. One applicant for Board of Trustee opening
 - i. Introduction if she is available to attend
- J. New business
 - i.
- K. Next meeting: Wednesday, September 20, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



Meeting Notes

July 19, 2023

- A. Call meeting to order – Rick Medrano
 - a. At 5:07 pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Wilbur Wafel
 - c. Barb Baker
 - d. Cathy Bollers
 - e. Lynda Pruett
 - f. Rick Medrano
 - g. Tami Crossen
 - h. Jayra Rodriguez
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Motion to approve Leonard Roskop
 - b. Second Wilbur Wafel
 - c. 5-0 motion carries
- F. Payment approval
 - a. Questions
 - i. Leonard: What is the Stone Company ?
 - 1. Counter tops behind the Circulation desk replaced
 - ii. Rick Medrano: Signorama dated in April?
 - 1. This is second half payment in June from April invoice
 - b. Motion to approve Leonard Roskop
 - c. Second Cathy Bollers
 - d. 5-0 Motion carries
- G. Library Director's Report
 - a. Stats – see stats attachments
 - i. Door counts increased
 - ii. Overall June stats all up
 - iii. Makerspace Create HQ: June programming brought good numbers
 - 1. 3D printer hasn't been a learning experience as expected; more of a toy store. Would like to see patrons be more creative in making their own program/ideas/learning experience.



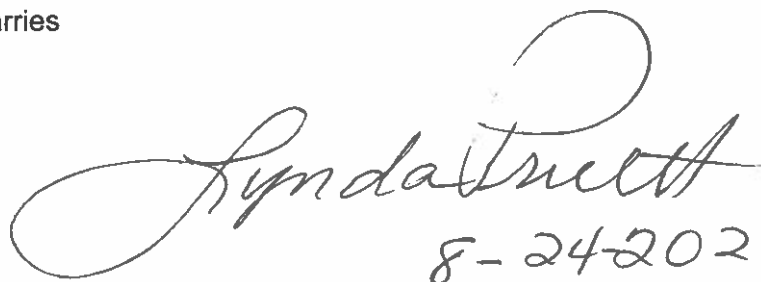
Meeting Notes
July 19, 2023

- b. Update on a Strategic Plan:
 - i. Set meeting dates
 - 1. Lynda Pruett/Leonard Roskop will stay after meeting to set dates with Tami
 - c. Review Survey Questions:
 - i. Set plan to implement
 - 1. Feedback from Barb Baker and Wilbur Wafel
 - a. Tami will incorporate into the survey
 - b. Some that can be scratched from the survey
 - c. Need to find out: Why non Library users don't use the Library
 - i. What do they need/want?
 - 2. Want survey out end of August so please send additional feedback to Tami
 - d. Certified Deposits at TBK due for renewal
 - i. Will renew as is
 - e. Update from Otis & Bedingfield / Lochbuie
 - i. Tami emailed for an update and answers as to our response
 - 1. Attorney had medical leave and hasn't responded yet
 - ii. High Plains submitted their response to Lochbuie
 - f. Remodel update
 - i. New counter tops are installed in Circulation area back counter
 - 1. See May notes for details of what was planned
 - ii. Carpeting removed from Makerspace, now sealed concrete easier to clean
 - iii. Took down Rain Chain
 - iv. Added to posts and opened up down spouts to eliminate ice build up
 - v. Roofer looked over and sealed leaks
 - g. CAL schedule
 - i. Oct 13 there are some BOT courses
 - ii. Tami will send link to BOTs, let Tami know your interest end of this month to register BOTs and staff
 - iii. Great programming agendas and Tami will shuffle staff for attending and keeping Library open except Friday / Saturday Oct 13 and 14.
- H. Staff reports
- a. Summer Reading overview
 - i. August stats will include Summer Reading
 - ii. Almost 800 signed up for Summer Reading to date
 - iii. Three programs upcoming (see agenda online)
 - 1. Check for availability as some programs have limited spaces
 - iv. Aug 3, 6:00 to 8 pm End of Summer Reading Party



Meeting Notes
July 19, 2023

- b. Robert Ripley program
 - i. Larry Bounds portraying Founder of Ripley's Believe It or Not
 - ii. Aug 2 10:30 am to 11:30 am
- I. Old business
 - a. Keenesburg location
 - i. An update on fit test
 - 1. Fit Test provided to Board
 - a. TBK probably not going to work
 - b. Education building of Methodist Church (Tami's recommendation between the two options)
 - i. It would take a year or more to be ready to open.
 - ii. How to proceed
 - 1. Pending legal counsel consultation
- J. New business
 - a. Jamie Jeffery resignation
 - i. Post BOT opening, closes Aug 4
- K. Next meeting: Wednesday, August 16, 2023 – 5:00pm
 - a. Candidate interviews
- L. Trustee Comments
 - a. Leonard none
 - b. Wilbur honored to be Grand Marshall
 - c. Barb - none
 - d. Cathy - Alan Mazotti's mom was recognized for the thank you note he sent
 - e. Lynda - none
 - f. Rick – Thanks Tami for handling all of what is going on, and appreciate the trickiness
- M. Adjournment
 - a. Motion to adjourn Lynda Pruett
 - b. Cathy Bollers second
 - c. 5-0 motion carries


8-24-2023

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
5	United Power Inc.	070523-LIBR	Electric Service June- Libra	07/05/2023	775.30	25646413	775.30	61325	07/18/2023
Total 5:					775.30		775.30		
30	CenturyLink	062823-976B	Library Telephone Bill	06/28/2023	54.95	25646410	54.95	61278	07/06/2023
Total 30:					54.95		54.95		
285	Town of Hudson	2023-HPL-00	Backer Level Sponsorship f	07/12/2023	1,000.00	25646512	1,000.00	61324	07/18/2023
Total 285:					1,000.00		1,000.00		
466	Professional Management	84806	Financial Consulting- June	07/21/2023	1,119.38	25646633	1,119.38	61370	07/27/2023
Total 466:					1,119.38		1,119.38		
853	Love's Travel Stops & Cou	6006897497	Library- Bookmobile Fuel	07/02/2023	136.11	25646416	136.11	61282	07/06/2023
Total 853:					136.11		136.11		
1041	Caselle Inc.	126054	Contract Support and Main	07/01/2023	218.80	25646633	218.80	61292	07/10/2023
Total 1041:					218.80		218.80		
1071	Weld County School Distric	070523	Banner advertising 23-24	07/05/2023	700.00	25646512	700.00	61288	07/06/2023
Total 1071:					700.00		700.00		
1186	Bank of Colorado	070123-JR	Dollar Tree- Adult Craft day	07/01/2023	1,369.04	25646725	1,369.04	61336	07/20/2023
		070123-KB	USPS- Stamps for mailing	07/01/2023	12.60	25646722	12.60	61277	07/06/2023
		070123-TC	Netflix.com- Library monthl	07/01/2023	1,022.39	25646725	1,022.39	61317	07/18/2023
Total 1186:					2,404.03		2,404.03		
1471	Pure Water Dynamics, Inc	1479155-IN	Colibri Cup-At-A-Time Bre	07/01/2023	123.84	25646710	123.84	61284	07/06/2023
Total 1471:					123.84		123.84		
1663	Arrowhead Trash Service I	070223	Library Trash services - Jul	07/02/2023	86.00	25646423	86.00	61276	07/06/2023
Total 1663:					86.00		86.00		
1699	Jessica King	0000100	Yoga classes	06/29/2023	540.00	25646725	540.00	61281	07/06/2023
Total 1699:					540.00		540.00		
1721	University of Wyoming	071723	Scholarship for Samantha	07/17/2023	1,200.00	25646510	1,200.00	61326	07/18/2023
Total 1721:					1,200.00		1,200.00		
1796	Prospective Business Solut	1283	2022 Audit	07/23/2023	3,154.90	25646632	3,154.90	61357	07/25/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1796:					3,154.90		3,154.90		
1799	Amazon Capital Services	1KRD-317N-	Dalzom 48pcs Canning Lid	07/01/2023	1,312.25	25646710	1,312.25	61333	07/20/2023
Total 1799:					1,312.25		1,312.25		
1890	RDZ Hardscapes LLC	10	Grounds maintenance on 7	07/14/2023	1,000.00	25646653	1,000.00	61323	07/18/2023
		9	Grounds maintenance- Jun	06/27/2023	3,350.00	25646422	3,350.00	61285	07/06/2023
Total 1890:					4,350.00		4,350.00		
1932	Dawnee Rae Raskin	007	June Fitness Classes	06/28/2023	240.00	25646725	240.00	61283	07/06/2023
Total 1932:					240.00		240.00		
1963	Jessica M. Robertson	81022	Beekkeeping Talk	07/06/2023	300.00	25646725	300.00	61320	07/18/2023
Total 1963:					300.00		300.00		
1968	5280 Stone Company LLC	12294-2	Final Payment (50%) for w	06/27/2023	10,245.40	25647719	10,245.40	61315	07/18/2023
Total 1968:					10,245.40		10,245.40		
1975	The Playground DBA Rogu	00985	Annual Family Membership	07/12/2021	1,065.00	25646723	1,065.00	61346	07/20/2023
Total 1975:					1,065.00		1,065.00		
1976	HawkQuest	07272023	One Birds of Prey Program	07/20/2023	600.00	25646725	600.00	61342	07/20/2023
Total 1976:					600.00		600.00		
Grand Totals:					29,625.96		29,625.96		

Report Criteria:

Summary report type printed

Invoice Detail.GL account = "25646010"-25999999"

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
July	1	36

Stats for WOW!

Direct Contact	348
Exposure	1198

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
June	1	112	36	166	23	338
July	8	40	103	24	9	184

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,220.59	\$15.57	\$106.93
Bank of Colorado	Building	\$1,229.38		
	Money Market	\$6,117,504.50	\$5,385.94	\$25,756.01
High Plains Bank	Insured Cash Sweep	\$4,849,265.05	\$10,325.95	\$65,759.66
	Money Market	\$250,499.05	\$499.05	\$3,402.91
ColoTrust	Prime	\$5,209,041.78	\$21,894.89	\$138,345.99
	Plus+	\$2,094,847.26	\$9,382.53	\$59,707.67



Agenda
September 20, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
 - a. Welcome Anna Smith new Board of Trustee member
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Update from Strategic Planning committee
 - i. Surveys and focus groups – Rick, Jayra, Lynda
 - b. Harvest Festival events in the three towns – survey available at each
- H. Staff reports
- I. Old business
 - a. Update from Otis & Bedingfield – Lia Szasz
- J. New business
 - a. Board of Trustees Focus Group discussion
- K. Next meeting: Wednesday, October 18, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



Meeting Notes
August 16, 2023

- A. Call meeting to order
 - a. Rick Medrano 5:00pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Rick Medrano
 - b. Leonard Roskop
 - c. Lynda Pruett
 - d. Cathy Boller
 - e. Barbara Baker
 - f. Jayra Rodriguez
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Correction of Lynda Glover to Lynda Pruett in adjournment section
 - b. Leonard Roskop motion to approve
 - c. Second Wilbur Wafel
 - d. 5-0 Motion carries
- F. Payment approval
 - a. Motion to approve Leonard
 - b. Cathy Boller Second
 - c. 5-0 motion carries
- G. Library Director's Report
 - a. Fall programming – Jayra Rodriguez
 - i. See report attachment for Summer Reading 2023
 - ii. Fall programming, 2 August programs then a break until September
 - iii. Sept will have additional Story Time on Wednesday
 - iv. Trying a Chess and Scrabble club
 - v. Knots crochet club trial
 - vi. Many more, stay tuned and watch our website calendar of events
 - b. Update on a Strategic Plan – Jayra Rodriguez
 - i. Have met twice and review draft of Vision / Mission statements
 - ii. BOT feedback
 - 1. take out "Our vision is"
 - 2. replace progressive with "life-long" hub to share ideas, facilitate learning, and bring together our unique community.



Meeting Notes
August 16, 2023

- c. Update on survey – Rick Medrano
 - i. Finalized some of the questions
 - ii. Rick inputting survey to Forms Stack application
 - iii. Jayra will translate to Spanish
 - iv. Will be ready for the Town events in September. Options to take survey are:
 - 1. Via ipad we supply
 - 2. Site they go on their device via QRC
 - 3. Survey will also be available at the Library
 - v. Deadline still TBD, estimate end of September or into October
 - vi. May have a followup survey for non-users of Library
- d. Update from Otis & Bedingfield – Jayra Rodriguez
 - i. No updates
- H. Staff reports
 - a. Overview of Southeast Weld Fair Parade
 - i. Book Mobile was in the parade, new wrap, lots of compliments
 - ii. Tami Crossen was interviewed by Greeley Tribune, watch paper this Saturday
 - iii. Wilbur heard great comments about the Book Mobile's "new look"
- I. Old business
 - a. One applicant for Board of Trustee opening
 - i. Introduction Anna Smith
 - 1. Teaching background (K-12 Art degree from Concordia, Lincoln NE) has taught various grades
 - 2. 4 kids, 5th on way
 - 3. Been in the area for 3 years
 - 4. Excited for opportunity to serve the community
- J. Next meeting: Wednesday, September 20, 2023 – 5:00pm
- K. Trustee Comments
 - a. Wilbur wondering if we should record our meetings and post
 - b. Barb is concerned about no response from our legal counsel and future planning.
 - c. Leonard: Strategic Planning committee has future planning as part of the outputs
 - d. Lynda: Also concerned we've had no contact with our legal counsel, even to confirm "no update"
 - e. Rick: Awesome job staff! Great Programs!



HUDSON PUBLIC LIBRARY

Meeting Notes
August 16, 2023

L. Adjournment

- a. Motion to adjourn Lynda Pruett
- b. Second Wilbur Wafel
- c. 5-0 Motion carries
- d. Adjourn at 5:43 pm

Lynda M. Pruett
10-18-2023

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
July	1	50

Stats for WOW!

Direct Contact	59
Exposure	59

CreateHQ Stats

Total Users	Sublima	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
July		8	40	103	24	9	184
August	6	1	50	6	5	15	83

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,236.16	\$15.57	\$122.50
Bank of Colorado	Building	\$1,229.38		
	Money Market	\$6,123,003.65	\$5,195.89	\$30,951.90
High Plains Bank	Insured Cash Sweep	\$4,860,113.29	\$10,349.19	\$76,108.85
	Money Market	\$250,533.49	\$533.49	\$3,936.40
ColoTrust	Prime	\$5,231,884.80	\$22,843.02	\$161,189.02
	Plus+	\$2,094,847.26	\$9,718.15	\$69,425.82



Agenda
October 18, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. New IGA with the High Plains Library District
 - b. Bizgiving- Keenesburg Chamber of Commerce Event-See flyer
 - c. Strategic Plan Committee Report- Lynda, Rick, Tami, Jayra
 - d. Thank you to all the board members that helped with the festivals at the three towns. We received some great feedback.
 - e. Board Opening December 31. I will post the opening in November so we get
 - f. through the process to have approval prior to our January meeting.
- H. Staff reports
 - a. New Bookmobile stops
- I. Old business
 - a. Update from Otis & Bedingfield – Lia Szasz
- J. New business
 - a. Tom from TrimLight Denver - presentation about lighting on the outside of the building
- K. Next meeting: Wednesday, November 15, 2023 – 5:00pm
- L. Trustee Comments
- M. Adjournment



Meeting Notes
September 20, 2023

- A. Call meeting to order
 - a. Rick Medrano 5:07pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Anna Smith & Lynda Pruett Excused
 - b. Wilbur Wafel
 - c. Leonard Roskop
 - d. Barbara Baker
 - e. Cathy Bollers
 - f. Rick Medrano
 - g. Tami Crossen
 - h. Jayra Rodriguez
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Correction of Lynda Glover to Lynda Pruett in adjournment section
 - b. Leonard Roskop motion to approve
 - c. Second Wilbur Wafel
 - d. 5-0 Motion carries
- F. Payment approval
 - a. Acknowledgement to the landscaping company. Has noticed how eye appealing its looking all around the library. - Cathy
 - b. Noticed an increase in charge wondering what all landscaping company has done. -Rick
 - c. Tree removal out front for outside classroom fencing. There will be more removal of bushes out front. -Tami
 - d. Cathy Bollers motion to approve.
 - e. Second Barbara Baker
 - f. 5-0 motion carries
- G. Library Director's Report
 - a. August stats a little lower than last month because of Summer Reading coming to an end and everyone back in school trying to figure out a routine.
 - b. Makerspace number still rising. Lots of great programs coming in October.
 - c. Aluminum done in there to give it a more industrial look.



Meeting Notes
September 20, 2023

- d. Bookmobile has new stops coming in September/October. Number increase next meeting.
 - i. Trying to be a part of more community events (ex. Fall Festivals, parent teacher conferences, career fairs)
 - ii. Going to Lochbuie & Hoff elementary (doing a craft, stem activity, manipulative, games in cafeteria while someone's on the bookmobile in case patrons want to check out books)
 - iii. 2 assisted livings in Keenesburg
 - iv. Migrant Headstart in Brighton. Serves weld county residents... their office is in Brighton.
- e. Balance sheet, to know where we stand with the budget. .
- f. Website update: we will start online sign-ups in October. Have made a few changes to some of the pages. If haven't checked it out, please do so.
- g. Carpets/ floors cleaned when we are at the CAL conference.
- h. We have done 134 surveys so far. Went to Lochbuie Fall Festival last week there was about 1,300 people, spoke to about 220 and about a quarter of them filled out the survey.
- i. Community seemed very excited about our library, great response from everyone that stopped by the booth.
- j. Sent out an invite to members of the community, to see if they would be willing to be a part of a focus group. 5 different dates, 4 at the end of September 1 in October. Only 4 have signed up so far, cut off is on Friday. Example conversation questions:
 - i. Questions about the library,
 - ii. community-based questions, what's working what isn't?
- k. Update on survey – Rick Medrano
 - i. Finalized some of the questions
 - ii. Rick inputting survey to Forms Stack application
 - iii. Jayra will translate to Spanish
 - iv. Will be ready for the Town events in September. Options to take survey are:
 - 1. Via ipad we supply
 - 2. Site they go on their device via QRC
 - 3. Survey will also be available at the Library
 - v. Deadline still TBD, estimate end of September or into October
 - vi. May have a followup survey for non-users of Library

H. Staff reports

- a. Jayra Rodriguez- As Tami mentioned earlier, everything has slowed down but sees an increase in numbers coming as fun programs are planned for October.
- b. Very excited to introduce online sign-ups to patrons.



Meeting Notes
September 20, 2023

I. Old business

- a. Lisa Szasz could not make it to the meeting. Wanted to assure us that there have been no updates from any of the parties.
- b. Email apology to Tami for the board.
- c. Wilbur Wafel- Let it ride, there hasn't been any response.
- d. Leonard Roskop- No news is good news.
- e. Rick Medrano- wants council to be more communicative. Even if it's a "no response."
- f. Tami Crossen- Looked over contract to see what the expectations were for her.
- g. Questions for the board: What is the expectation?
 - i. Leonard Roskop-Unless we need legal advice let's have her come here if not it's fine.
 - ii. Wilbur Wafel, Leonard Roskop, Rick Medrano: Want more updates/ Check-Ins.
 - iii. Rick Medrano- if there is an executive session, have her attend, Barbara Baker agrees.
 - iv. Wilbur Wafel: should we be the first to make a move? Don't want to make the wrong move by not doing anything at all.
 - v. Tami Crossen- Gave HPLD information on Fit Test from Wember for budgeting purposes for next year. Wants to get done with the strategic plan and focus groups before moving forward with anything. Doesn't want to build anything if it is not really needed. Mentioned #'s not being great in Keenesburg.
 - vi. Wilbur Wafel- Expressed how building branch libraries is an extension of the main library. Have you heard any updates on the church?
 1. Tami Crossen Responded- Methodist Church is in no hurry.

J. New Business

- a. Discussion about focus group: What are the community/library needs?

K. Next meeting: Wednesday, October 18, 2023 – 5:00pm

L. Trustee Comments

- a. Wilbur Wafel- None
- b. Leonard Roskop- Will stop by sometime during the week to fix flagpole rope.
- c. Barbara Baker- None
- d. Cathy Bollers- Super extended thank you to Tami, very impactful what staff and she are doing at the schools.



HUDSON PUBLIC LIBRARY

Meeting Notes
September 20, 2023

- e. Rick Medrano- Talked a little more about the Lochbuie Fall Festival. Lots of people, more than what he expected. Helped people get library cards, books, most people didn't know about WoW!, very unique opportunity to talk to people. The town also did a drone show at the end of the night! Awesome job staff! Great Programs!

M. Adjournment

- a. Motion to adjourn Leonard Roskop
- b. Second Wilbur Wafel
- c. 5-0 Motion carries
- d. Adjourn at 6:45 pm

Synda M. Pruett
10-18-2023

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
July	25	55

Stats for WOW!

Direct Contact	743
Exposure	3643

Fall Festivals in the 3 towns

CreateHQ Stats

Total Users	Sublima	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
August	6	1	50	6	5	15	83
September	0	0	34	10	8	6	58

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,250.73	\$14.57	\$137.07
Bank of Colorado	Building	\$4,655.67		
	Money Market	\$6,022,840.83	\$4,837.18	\$35,789.08
High Plains Bank	Insured Cash Sweep	\$48,706,884.19	\$10,037.41	\$86,146.26
	Money Market	\$250,533.50	\$533.50	\$4,469.90
ColoTrust	Prime	\$5,254,151.61	\$22,266.81	\$183,455.82
	Plus+	\$2,114,109.35	\$9,543.94	\$78,969.76

You are invited to

BIZGIVING

FRIDAY, NOVEMBER 10TH | 5:30PM-11:00PM

**WE'LL HAVE DRINKS, LAUGHS,
DINNER, LIVE MUSIC, AND FUN!**

**MORE INFORMATION TO COME!
SAVE THE DATE BECAUSE YOU DON'T
WANT TO MISS OUT ON THIS EVENT.**





Special Meeting Notes
October 25, 2023

- A. Call meeting to order
 - a. Lynda Pruett 5:14pm
- B. Roll call
 - a. Rick Medrano and Leonard Roskop - excused
 - b. Wilbur Wafel
 - c. Barbara Baker on Zoom
 - d. Cathy Bollers
 - e. Lynda Pruett on phone
 - f. Tami Crossen
 - g. Anna Smith on Zoom
- C. Review and approval of 2024 Budget
 - a. Tami asked for questions on the budget.
 - i. The budget is only for Hudson.
 - ii. If expenses are needed for Keenesburg or Lochbuie, will use line items in Hudson budget.
 - iii. Line Item 7790 – Other Capital Outlay – includes new Bookmobile.
 - iv. Note for future discussion – Define threshold for capital expenses. - Lynda
 - b. Line Item 6721 – Maker Space \$10,000 - Adequate amount for Maker Space? – Wilbur
 - i. Yes, enough for supplies and equipment. – Tami
 - c. Budget looks good. – Barbara
 - d. Tami did great job on budget. – Anna
 - e. Line Item 6733 – Bookmobile materials \$10,000 - Do we need more bookmobile materials? – Wilbur
 - i. Spent \$5,000 in 2023. – Tami
 - ii. Using books from Keenesburg. – Tami
 - f. Any utility expense increases? – Wilbur
 - i. Line Item 6423 – Trash Removal Service - Change to \$1200. - Tami
 - g. Cathy Bollers motion to approve.
 - h. Second Barbara Baker
 - i. 5-0 motion carries
 - j. Budget will be submitted to Town of Hudson for November 1 meeting. - Tami
- D. Adjournment
 - a. Adjourn at 5:50 pm

Lynda M. Pruett
11-14-2023



Agenda
November 15, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Staff Raises
 - b. Staff Bonus
 - c. Adopt Hudson Town Personnel Policy with library specific changes- change to accrual of PTO.
 - d. Christmas in Keenesburg- December 2nd - 2pm-7pm. Craft/Santa in old library building.
 - e. December meeting/party date- Either the 6th or the 13th
 - f. Outdoor classroom progress
- H. Staff Report
- I. Old business
 - a. Update from Otis & Bedingfield – Lia Szasz
 - i. Consider executive session for the purpose of obtaining legal advice about Lochbuie lawsuit.
 - b. Strategic Plan Committee – rough draft
 - c. Board Opening December 31
- J. New business
 - a. Director evaluation – BOT
- K. Next meeting: Wednesday, December 6th or 13th
- L. Trustee Comments
- M. Adjournment



Meeting Notes
October 18, 2023

- A. Call meeting to order
 - a. Lynda Pruett 5:02pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Wilbur Wafel
 - c. Barbara Baker
 - d. Cathy Boller
 - e. Lynda Pruett
 - f. Tami Crossen
 - g. Jayra Rodriguez
 - h. Rick Medrano, excused
 - i. Anna Smith, late
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Barbara Baker motion to approve
 - b. Second, Wilbur Wafel
 - c. 5-0 motion carries
- F. Payment approval
 - a. Leonard Roskop motion to approve
 - b. Second, Cathy Bollers
 - c. 5-0 motion carries
- G. Library Director's Report
 - a. Sent out the District IGA for BOT review.
 - i. BOT please let Tami know of any items to bring to district board's attention
 - b. Bizzgiving: Keenesburg Chamber of Commerce event in lieu of Christmas dinner/event. Friday, November 10, 5:30pm to 11:00pm
 - i. BOT RSVP to Tami to attend our table
 - c. Strategic Planning Committee
 - i. Met October 16th
 - ii. Chelsea compiled all the information from the focus groups and will share during future meetings.



Meeting Notes
October 18, 2023

- a. Summary: Two focus groups, four participants per each including representation from Police, Fire, Town Manager and Town Mayor of Keenesburg, Town Manager of Hudson, High Plains Bank and School.
- 2. 236 surveys were submitted from the three communities and the Library patrons
- d. Board opening December 31, Barbara Baker's term date.
 - i. Barbara Baker is eligible to reapply
 - ii. Tami will post the opening and the process will have the position filled for January meeting.
- H. Staff reports
 - a. Lots of new bookmobile stops! At beginning of November stopped at Hoff Elementary, six patrons stopped by and feedback was positive.
 - i. Stopped at parent-teacher conferences for Hoff, Hudson, Lochbuie, Meadow Ridge. Setup a booth with information about our new stops.
- I. Old business
 - a. Lisa Szasz not in attendance
 - b. No update
- J. New Business
 - a. Tom from TrimLight of Denver presented
 - b. Tami: If we can get approval, he could get it done by Christmas. With the improvements that we have done in the library this year, the countertops, makerspace stuff, the outdoor classroom should be done by November, all within budget. We have enough in the budget to get the lighting done as well.
 - c. Board supports Tami' decision and analysis.
- K. Next meeting: Wednesday, November 15, 2023 – 5:00pm
- L. Trustee Comments
 - a. Anna: Apologized for being late, Tami did a quick run through of the meeting.
 - b. Leonard: Bob Grand posted a story in the paper about why Lochbuie/Keenesburg not having a library.
 - i. Tami noted it was filled with inaccuracies.



HUDSON PUBLIC LIBRARY

Meeting Notes
October 18, 2023

Cathy- Our budget when is it due?

- ii. Tami- will get budget info and timing sent out.
- iii. Asked about the Kids Café.

- 1. Tami: Weld County Food Bank brings snacks every Monday, we serve kids 1-18 from 3:30pm-5:00pm. We serve 15-20 kids a day.

M. Adjournment

- a. Barbara Baker motion to adjourn
- b. Second Wilbur Wafel
- c. 6-0 motion carries
- d. Adjourn at 6:45 pm

Lyndam Pruitt
12-13-2023

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
5	United Power Inc.	100423-LIB	Electric Service September	10/04/2023	853.31	25646413	853.31	61710	10/20/2023
Total 5:					853.31		853.31		
30	CenturyLink	092823-976B	Library Telephone Bill	09/28/2023	54.91	25646410	54.91	61697	10/20/2023
Total 30:					54.91		54.91		
135	SEWC Jr. Fair Assn.	080123	101st Annual SEWC Fair D	08/01/2023	.00	25646511	.00	61383	10/19/2023
Total 135:					.00		.00		
466	Professional Management	84826	Financial Consulting- Augu	09/28/2023	790.00	25646633	790.00	61646	10/02/2023
Total 466:					790.00		790.00		
853	Love's Travel Stops & Cou	6007917586	Library- Bookmobile Fuel	10/02/2023	79.16	25646416	79.16	100223	10/02/2023
Total 853:					79.16		79.16		
1041	Caselle Inc.	127970	Contract Support and Main	10/01/2023	136.75	25647733	136.75	61666	10/17/2023
Total 1041:					136.75		136.75		
1186	Bank of Colorado	100123-JR	Hobby Lobby- Beautiful Br	10/01/2023	451.52	25646725	451.52	1024232	10/24/2023
		100123-TC	Samsclub.com- Cabinet for	10/01/2023	2,421.81	25646441	2,421.81	1024231	10/24/2023
Total 1186:					2,873.33		2,873.33		
1471	Pure Water Dynamics, Inc	1484075-IN	Colibri Cup-At-A-Time Bre	10/01/2023	323.85	25646710	323.85	61706	10/20/2023
Total 1471:					323.85		323.85		
1479	Highplains Library District	2765	Hudson DVDs	10/15/2023	1,740.44	25646729	1,740.44	61714	10/24/2023
Total 1479:					1,740.44		1,740.44		
1487	KS Distributing, Inc	5640	JRT Bath Tissue, Jumbo, 2	10/09/2023	302.71	25646710	302.71	61702	10/20/2023
Total 1487:					302.71		302.71		
1574	SE Weld County Fair Royal	080123	Hudson Public Library Don	08/01/2023	100.00	25646511	100.00	61693	10/19/2023
Total 1574:					100.00		100.00		
1645	Employee Reimbursement	100423-JM	Reimbursed for Car Batteri	10/04/2023	419.98	25646740	419.98	Multiple	Multiple
Total 1645:					419.98		419.98		
1663	Arrowhead Trash Service I	100123	Library Trash services - Oc	10/01/2023	94.00	25646423	94.00	61696	10/20/2023
Total 1663:					94.00		94.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
1699	Jessica King	0000147	Yoga programming	09/28/2023	360.00	25646725	360.00	61650	10/02/2023
Total 1699:					360.00		360.00		
1740	InkRiot Marketing	IR23-257	advertising promo- website	09/29/2023	615.97	25646512	615.97	61649	10/02/2023
Total 1740:					615.97		615.97		
1799	Amazon Capital Services	1H7Y-YD9J-	NHZ Tea Bag Storage and	10/01/2023	2,854.24	25646720	2,854.24	61695	10/20/2023
Total 1799:					2,854.24		2,854.24		
1890	RDZ Hardscapes LLC	15	Library Ground Maintenanc	10/06/2023	1,000.00	25646422	1,000.00	61707	10/20/2023
		16	Library Ground Maintenanc	10/06/2023	1,400.00	25646422	1,400.00	61707	10/20/2023
Total 1890:					2,400.00		2,400.00		
1917	Modern Marketing	MMI153414	Advertising Order #MMO23	10/03/2023	719.26	25646512	719.26	61704	10/20/2023
Total 1917:					719.26		719.26		
1932	Dawnee Rae Raskin	010	September Fitness Classe	10/01/2023	320.00	25646725	320.00	61651	10/02/2023
Total 1932:					320.00		320.00		
1984	Thomas Holm	11866	Trimlight lights for Library	09/27/2023	18,465.00	25647719	18,465.00	61718	10/24/2023
Total 1984:					18,465.00		18,465.00		
Grand Totals:					33,502.91		33,502.91		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"- "25999999"

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
October	11	25

Stats for WOW!

Direct Contact	761
Exposure	1161

Career day WC & PT conferences at Hoff, Hudson and Lochbuie

CreateHQ Stats

Total Users	Sublima	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
September	0	0	34	10	8	6	58
October	1	1	46	5	14	4	71

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,266.81	\$16.08	\$153.15
Bank of Colorado	Building	\$4,560.40		
	Money Market	\$6,028,121.13	\$5,280.30	\$41,069.38
High Plains Bank	Insured Cash Sweep	\$4,881,612.49	\$10,394.80	\$96,541.06
	Money Market	\$250,516.26	\$516.26	\$4,986.16
ColoTrust	Prime	\$5,277,355.08	\$23,203.47	\$206,659.29
	Plus+	\$2,124,059.37	\$9,950.02	\$88,919.78

Hudson Public Library Strategic Plan, 2024-2026

MISSION: Hudson Public Library is the hub to share ideas, facilitate learning, and bring together our unique community.

VISION: *To create an interconnected community where lifelong education, creativity, and adventure are valued by all.*

VALUES:

RESEARCH

Library Service Area Statistics

- Population has increased by 50%, with most growth in Keenesburg and Lochbuie
- Average income has increased by 30% and poverty has declined by 13%
- Average unemployment rate has dropped from 5.6% to 3.4%
- Hispanic population is at 45%, an increase of 111%
- Average age is 33.6; 28% are under 18, 10% are over 65
- 53% speak a language other than English at home, with highest amounts and growth in Hudson and Lochbuie
- 11% have Bachelor's degree or higher
- 13% of community is disabled

Library Statistics

- Visits have not recovered to pre-COVID levels, 2022 visits are 12% lower than 2019
- Total number of programs offered is up 21% from 2019
- Total program attendance is up 17% from 2019
- Reference transactions have decreased by more than half from 2019, although tracking measures are not accurate

Community Survey

Total responses: 226 in English, 5 in Spanish

- 35% of responses came from Hudson; 48% from Keenesburg and Lochbuie combined
- 79% say community events and opportunities to learn new things would motivate them to visit
- 38% are familiar with the library as an information resource; 20% of Spanish speakers are familiar
- Slightly more than half are familiar with digital materials

- 56% discover activities via social media; 80% of Spanish respondents discover activities by flyers or word of mouth
- 6% regularly visit the bookmobile; 22% didn't know if visited their area
- 40% of Spanish respondents find the library deficient in programs and hours

Focus Groups

Total participants: Staff (1), Board (1), Community (8)

- Many cited small town feel as an attractive element to living in this service area
- Some are concerned about growth and the sense of community disappearing with it; divide between long-time residents and new
- All positive remarks about library staff
- Biggest barriers include location and hours
- Perception of public libraries does not reflect actualities; many think that books are going away and that people only want digital
- Many would like to see the library become a gathering place with new coffee machine and snack services
- Several mentioned having outdoor space

GOALS

Goal 1: Improve accessibility of library services

- Objective 1.1: Extend library hours

Measurement: Initiate new trial hours by January 2024, and track usage and staff capacity during these times. Complete a public survey in June 2024 to define level of success or failure in meeting community demand. Continue to adjust biannually until public survey provides success response at 80% or higher.

- Objective 1.2: Revise bookmobile outreach

Measurement: Evaluate bookmobile collection and identify additional locations for services by March 2024

Research new bookmobile types and vendors, and contract with bookmobile consultant if necessary, by May 2024

- Objective 1.3: Conduct community needs assessment and feasibility study to determine ability and methods of offering direct services in the Keenesburg and Lochbuie communities, with intent to find suitable sites for future library service locations

Measurement: Commence study by March 2024

Goal 2: Increase engagement with the community

- Objective 2.1: Develop communication plan

Measurement: Communication plan created and in implementation by December 2024

- Objective 2.2: Increase library presence at community events

Measurement: The library will be present at # events per year beginning in 2024.

Goal 3: Increase services to Spanish speakers

- Objective 3.1: Investigate bilingual pay differential to reward staff for additional workload and encourage bilingual applicants to fill future positions

Measurement: Research and bring policy to the board by July 2024

- Objective 3.2: Evaluate Spanish collection and location(s)

Measurement: Test displays and locations quarterly beginning in January 2024

- Objective 3.3: Offer Spanish-language programming, including bilingual storytime and programs for adults

Measurements: Offer bilingual storytime at least once a week beginning in March 2024

Offer at least one adult program in Spanish quarterly beginning in fall 2024

Additional Goal ideas:

Goal: Increase the value of the Board of Trustees

- Objective: Provide board development at least once per year

Measurement: Board development session provided at least one per calendar year

- Objective: Obligate each trustee to attend at least two library programs or events each year

Measurement: Trustees to attend at least two library programs or events by the end of each calendar year

Objective: Establish annual audit of policies with attorney reviews as appropriate

Measurement: Policy committee assigned each January will set schedule for review of policies and recommend revisions as necessary at trustee meetings, with the goal that each policy will be audited by the end of each calendar year

Goal: Continue the library's culture of 21st Century innovation

- Objective: Create a Library of Things – more experience passes for Denver activities, seed library, adult board games, video games

Measurement: Offer additional collection items by December 2025

- Objective: Develop outdoor space for community programming

Measurement: Create outdoor space by June 2026

Goal: Augment current programming to meet demand identified in community feedback

- *Objective: Facilitate relationships between long-time residents and new residents with community events and an oral history project*

Measurements: Develop oral history collection by December 2026

Offer at least one cross-cultural/generational program per quarter beginning in January 2025

- *Objective: Develop homeschooling programming in partnership with homeschool families*

Measurement: Create register of homeschool families beginning in July 2024

Offer monthly meetups beginning in September 2024

- *Objective: Increase programming for babies/toddlers, teens and seniors*

Measurement:



Agenda
November 29, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Review, approve, sign legal documents from Otis & Bedingfield – Lia Szasz
- E. Executive session for the purpose Direct year-end review
- F. Resume Special Session meeting after exiting Executive session.
- G. Next regularly scheduled meeting: Wednesday, December 13th
- H. Adjourn



HUDSON PUBLIC LIBRARY

Special Meeting Notes
November 29, 2023

- A. Call meeting to order 5:13 call meeting to order – Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
 - a. Wilbur Wafel, Cathy Boller, Lynda Pruett, Tami Crossen, Ana Smith, Rick Medrano, Barb Baker,
 - b. Leonard Roskop excused
- D. Review, approve, sign legal documents from Otis & Bedingfield – Tami Crossen
 - a. Barb Baker makes motion to approve and sign document with Otis & Bedingfield
 - b. Wilbur Wafel second
 - c. 6-0 pass
 - d. Rick Medrano signed, Tami will return to Otis & Bedingfield
- E. Executive session for the purpose Direct year-end review
 - a. Lynda Pruett moves, pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(f)(I) to go into executive session for the purpose discussing a personnel matter.
 - i. Second Wilbur Wafel
 - ii. 6-0 motion carries
 - iii. 5:23pm entered into Executive Session
 - b. The time is now 6:19 pm, and the executive session has been concluded. The participants in the executive session were:
 - i. Roll call: Wilbur Wafel, Cathy Boller, Lynda Pruett, Ana Smith, Rick Medrano, Barb Baker
 - ii. Tami Crossen attended second half of Executive Session
 - iii. Rick Medrano: 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.
 - iv. No concerns per roll call: Wilbur Wafel, Cathy Boller, Barbara Baker, Rick Medrano, Ana Smith, Lynda Pruett
- F. Next regularly scheduled meeting: Wednesday, December 13th
- G. Adjourn: Motion to adjourn, Barbara Baker; Wilbur Wafel second; 6-0 Motion carries.
Adjourned 6:26pm

Lynda Pruett
12-13-2023



Agenda
December 13, 2023

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Old business
 - a. Employee Handbook
 - b. Strategic Plan
 - c. Board of Trustee – Open Position applicants
- H. Next meeting: Wednesday, January 17, 2024
- I. Trustee Comments
- J. Adjournment



HUDSON PUBLIC LIBRARY

Meeting Notes
November 15, 2023

- A. Call meeting to order
 - a. Rick Medrano at 5:03pm called meeting to order
- B. Pledge of Allegiance
- C. Roll call
 - a. Wilbur Wafel
 - b. Barbara Baker
 - c. Leonard Roskop
 - d. Lynda Pruett
 - e. Rick Medrano
 - f. Tami Crossen
 - g. Jayra Rodriguez
 - h. Lia Szasz – Otis & Bedingfield
 - i. Anna Smith late
 - j. Cathy Bollers excused
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Lynda Pruett will provide summaries and resubmit for approval next month
 - b. Special session for budget meeting notes
 - i. Motion to approve Leonard Roskop
 - ii. Section Wilbur Wafel
 - iii. 6-0 motion carries
- F. Payment approval
 - a. Motion to approve payments, Leonard Roskop
 - b. Second Barbara Baker
 - c. 6-0 motion carries
- G. Motion to amend agenda to move Legal item next
 - a. Lynda Pruett so moves
 - b. Wilbur Wafel, second
 - c. 6-0 motion carries
- H. Motion to go into Executive Session
 - a. Rick Medrano moves, pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(b) to go into executive session for the purpose of holding a conference with the attorney for the board of



Meeting Notes
November 15, 2023

- trustees for the Hudson Public Library to discuss strategy for the Lochbuie lawsuit.
 - b. Wilbur Wafel, second
 - c. 6-0 motion carries
 - d. Entered into Executive Session at 5:14pm
 - e. Exit Executive Session at 6:06pm by motion Lynda Pruett, second by Leonard Roskop
 - i. Lia Szasz provides that all topics were related to Lochbuie lawsuit if anyone disagrees please comment at this time
 - 1. No comments
- I. Anna Smith moves, pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(f)(I) to go into executive session for the purpose discussing a personnel matter.
- a. As this executive session involves a personnel matter, the employee involved has been given an opportunity to require that this discussion be conducted in public, and the employee has indicated that he/she wishes for this discussion to occur in private.
 - b. Second, Wilbur Wafel
 - c. 6-0 motion carries
 - d. 6:10 Executive session begins, we are recording
 - e. Motion to leave exec session, Leonard Roskop
 - f. Barbara Baker second
 - g. 6-0 motion carries, Executive Session ends at 6:30pm
 - i. Lia Szasz confirms that all discussion stayed within the topic quoted.
- J. Resume regular meeting agenda
- K. Library Director's Report
- a. Staff Raises
 - i. COLA 3.2% per each staff plus merit based on performance reviews (2 to 5 percent), This will show in payroll for January in 2024.
 - b. For 2025: Merit raise commences in August, COLA is in January
 - i. Follows Town of Hudson schedule
 - c. Staff Bonus
 - i. Same schema as last year
 - d. Adopt Hudson Town Personnel Policy with library specific changes- change to accrual of PTO.
 - i. BOT should review and plan to discuss and vote in December meeting.
 - e. Christmas in Keenesburg- December 2nd - 2pm-7pm. Craft/Santa in old library building.



HUDSON PUBLIC LIBRARY

Meeting Notes
November 15, 2023

- f. December meeting/party date- December 13, 5:00pm then Holiday dinner, spouses welcome
 - g. Outdoor classroom is ready!
 - h. Town of Hudson, Holiday party, December 12, invites will be mailed
- L. Staff reports
 - a. Hoff 5th grade spent 2 hours at Library at various stations that staff had set up, see Hoff website for posts
 - b. More school field trips requested
- M. New business
 - a. Director evaluation – BOT, Exec session to be planned and scheduled before end of November
- N. Old business
 - a. Strategic Plan Committee – rough draft sent to review by BOTs
 - b. Board Trustee Opening December 31, Tami will post.
- O. Next meeting: Wednesday, December 13th 5:00 pm followed by Holiday Dinner
- P. Trustee Comments
 - a. Lights scheduled to be installed by December 1
- Q. Adjournment
 - a. Motion to adjourn Wilbur Wafel
 - b. Leonard Roskop second
 - c. 6-0 motion carries

Synda Pruitt
12-13-2023

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	103123-LIB	Library Gas Service 9/13/2	10/31/2023	133.71	25646412	133.71	61771	11/08/2023
		110923-LIB	Library Gas Service 10/12/	11/09/2023	277.27	25646412	277.27	61809	11/15/2023
Total 2:					410.98		410.98		
5	United Power Inc.	110323-LIB	Electric Service October- Li	11/03/2023	756.60	25646413	756.60	61811	11/15/2023
Total 5:					756.60		756.60		
30	CenturyLink	102823-976B	Library Telephone Bill	10/28/2023	71.75	25646410	71.75	61773	11/08/2023
Total 30:					71.75		71.75		
206	Valley Fire Extinguisher Inc	15897	Annual Fire Extinguisher M	11/13/2023	54.00	25646420	54.00	61812	11/15/2023
Total 206:					54.00		54.00		
457	Greeley Tribune	101223-2011	Greeley Tribune Annual Su	10/12/2023	160.95	25646729	160.95	61787	11/08/2023
Total 457:					160.95		160.95		
466	Professional Management	84843	Financial Consulting- Sept	10/27/2023	480.00	25646633	480.00	61738	11/02/2023
		84857	Financial Consulting- Octo	11/21/2023	480.00	25646633	480.00	61826	11/28/2023
Total 466:					960.00		960.00		
853	Love's Travel Stops & Cou	6008255320	Library- Bookmobile Fuel	11/02/2023	153.30	25646416	153.30	110723	11/07/2023
Total 853:					153.30		153.30		
1041	Caselle Inc.	128611	Contract Support and Main	11/01/2023	136.75	25646633	136.75	61795	11/14/2023
Total 1041:					136.75		136.75		
1186	Bank of Colorado	110123-JR	CREDIT- King Soopers- Lo	11/01/2023	709.87	25646725	709.87	11202023	11/20/2023
		110123-TC	CREIDT- Samsclub.com -	11/01/2023	2,356.59	25646512	2,356.59	61781	11/08/2023
Total 1186:					3,066.46		3,066.46		
1471	Pure Water Dynamics, Inc	1485712-IN	Collbrl Cup-At-A-Time Bre	11/01/2023	491.54	25646710	491.54	61783	11/08/2023
Total 1471:					491.54		491.54		
1479	Highplains Library District	2766	Hudson Books	11/15/2023	2,484.16	25646729	2,484.16	61810	11/15/2023
Total 1479:					2,484.16		2,484.16		
1514	Demco	7377267	operating Supplies- Norbon	10/05/2023	106.10	25646710	106.10	61775	11/08/2023
Total 1514:					106.10		106.10		
1532	MountainAire Mechanical L	11660	HVAC Service	10/09/2023	1,600.00	25646421	1,600.00	61779	11/08/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1532:					1,600.00		1,600.00		
1535	Denver Post	100523-1660	The Denver Post Annual S	10/05/2023	420.95	25646729	420.95	61786	11/08/2023
Total 1535:					420.95		420.95		
1663	Arrowhead Trash Service I	110123	Library Trash services - No	11/01/2023	94.00	25646423	94.00	61770	11/08/2023
Total 1663:					94.00		94.00		
1699	Jessica King	0000178	Yoga programming	11/01/2023	940.00	25646725	940.00	61778	11/08/2023
Total 1699:					940.00		940.00		
1799	Amazon Capital Services	14tw-xm73-71	ASURION B2B 3 Year Gen	11/01/2023	1,670.56	25646725	1,670.56	61816	11/20/2023
Total 1799:					1,670.56		1,670.56		
1875	Background Information Se	156005	Graybill Background Check	10/31/2023	32.00	25646632	32.00	61750	11/02/2023
Total 1875:					32.00		32.00		
1890	RDZ Hardscapes LLC	17	Sprinkler Blowout - 10/24/2	11/04/2023	1,950.00	25646422	1,950.00	61784	11/08/2023
Total 1890:					1,950.00		1,950.00		
1932	Jawnee Rae Raskin	011	October Fitness Classes	11/01/2023	320.00	25646725	320.00	61780	11/08/2023
Total 1932:					320.00		320.00		
2002	Cameron Lance Cordova	001	90 Min Self Defence Semin	09/14/2023	400.00	25646725	400.00	61794	11/14/2023
Total 2002:					400.00		400.00		
2005	Leonard Roskop	340	Flag Repair Equipment Re	11/08/2023	591.35	25646724	591.35	61813	11/20/2023
Total 2005:					591.35		591.35		
Grand Totals:					16,871.45		16,871.45		

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"-25999999"

Stats Reports for Hudson and Keenesburg 2023

Hudson

[illegible]

Keenesburg

[illegible]

New Library Cards all libraries

New Cards	WOW!	Hudson
November	0	22

Stats for WOW!

Direct Contact	310
Exposure	

CreateHQ Stats

Total Users	Sublima	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
October	1	1	46	5	14	4	71
November	Totaled with Cricut		27	21	18	15	81

Library Financials

Financial Institution	Account Type	Balance	Interest Current Month	Interest (YTD)
TBK	CD	100,007.21		
	Money Market	\$122,281.88	\$15.07	\$168.22
Bank of Colorado	Building	\$4,400.15		
	Money Market	\$5,913,772.29	\$4,899.66	\$45,968.54
High Plains Bank	Insured Cash Sweep	\$4,892,210.63	\$10,081.88	\$106,622.94
	Money Market	\$250,516.27	\$516.27	\$5,502.43
ColoTrust	Prime	\$5,300,019.53	\$22,664.45	\$229,323.74
	Plus+	\$2,133,787.10	\$9,727.73	\$98,647.51