



Agenda  
April 11, 2024

- 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. Tentative: Executive Session for legal consultation with Lia Szasz
  - a. 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 trustees for the Hudson Public Library to discuss strategy for the Lochbuie lawsuit.
- H. Director's report
- I. Staff Reports
  - a. Summer reading update
- J. Old business
  - a. MOU with town of Hudson on property
- K. New business
- L. Next meeting: Thursday, May 9, 2024
- M. Trustee Comments
- N. Adjournment



Meeting Notes  
March 20, 2024

- A. Call meeting to order
  - a. 5:05pm call meeting to order, Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
  - a. Lynda Pruett
  - b. Wilbur Wafel
  - c. Leonard Roskop
  - d. Tami Crossen
  - e. Barb Baker
  - f. Cathy Bollers
  - g. Anna Smith
  - h. Rick Medrano
  - i. Lia Szasz, atty - zoom
- D. Public Comments
  - a. None
- E. Approval of previous meeting notes
  - a. Motion to approve no edits, Leonard Roskop
  - b. 2<sup>nd</sup> Wilbur Wafel
  - c. 6-0 motion carries
- F. Payment approval
  - a. Questions about credit breakouts for Epilogue, Safeway to remove taxes paid, Tami will check into the amounts and breakouts for next month.
  - b. Motion to approve, Leonard Roskop
  - c. Barb Baker 2<sup>nd</sup>
  - d. 6-0 motion carries
- G. Executive Session for legal consultation with Lia Szasz
  - a. Rick Medrano, motion to enter executive session 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 trustees for the Hudson Public Library to discuss strategy for the Lochbuie lawsuit.
  - b. 2<sup>nd</sup> Leonard Roskop
  - c. 6-0 motion carries
  - d. Enter Executive session at 5:11pm



Meeting Notes  
March 20, 2024

- e. Motion to exit Executive Session, Lynda Pruett
  - i. Barb Baker 2<sup>nd</sup>
  - ii. 6-0 motion passes
  - iii. Lia Szasz asked if any discussion during Executive Session was outside of the Lochbuie lawsuit
    - 1. Responses:
      - a. Wilbur Wafel - negative
      - b. Leonard Roskop - negative
      - c. Barb Baker - negative
      - d. Cathy Bollers – negative
      - e. Anna Smith - negative
      - f. Rick Medrano – negative
      - g. Lynda Pruett - negative
  
- H. Director's report
  - a. Annual report snapshot review
    - i. Large attendance increases across all categories from 2022 to 2023
  - b. Three new hires
    - i. Fill the gaps needed to accommodate our expanded hours starting in April.
  - c. Discuss meeting day change
    - i. Based on survey taken 2<sup>nd</sup> Thursday of the month is best option
    - ii. Lynda Pruett, motion to approve the 2<sup>nd</sup> Thursday of month beginning in April, same time and location 5:00pm at the Hudson Library
    - iii. Wilbur Wafel second
    - iv. 6-0 motion carries
    - v. Tami will take this motion to Town of Hudson
  - d. Discuss productive use of in the Library
    - i. Convert Board room to a functional room that could be multi purpose for programs or meetings.
    - ii. Move Teen section next to Adult section
    - iii. Library usage growth will benefit from these space conversions
  
- I. Staff Reports
  - a. Summer Reading program gearing up
  
- J. Old business
  - a. Discuss possible MOU with town of Hudson on property
    - i. Board in support



Meeting Notes  
March 20, 2024

- i. We reviewed the wording of the Handbook and no changes are considered necessary.

K. New business

- a. Discussion to amend budget for legal fees
  - i. Motion to approve increase budget code 25-64-6630 Legal Services from \$30,000 to \$150,000, Cathy Bollers
  - ii. Wilbur Wafel second
  - iii. 6-0 motion carries
- b. Table for Military and First Responders appreciation luncheon
  - i. Sponsor table? Tami will work up a budget and propose an amount at April meeting
  - ii. Event date: Saturday, May 18, 2024

L. Next meeting: April 11, 2024, 5:00 pm at Hudson Library, pending confirmation and posting changes.

M. Trustee Comments

- a. Rick Medrano: Chatted with staff about programs inside and outside the Library, great activity in many locations. Asked Tami about location current and expansion plans. Tami noted: Lochbuie has not been responsive to attempts to connect for outside programs and Book Mobile usage.
- b. Wilbur Wafel: Thank you Tami for getting the pot hole filled on entrance road
- c. Anna Smith: Amazed at all the work this team accomplishes
- d. Cathy Bollers: additional budget info was provided timely, thank you Tami
- e. Barb Baker - none
- f. Leonard Roskop: Successful Chamber of Weld County attendance. Tami is officially Board Member
- g. Lynda Pruett: Cool programs and lots of activity and patron attendance! Great work staff!

N. Adjournment

- a. Motion to adjourn, Barb Baker
- b. 2<sup>nd</sup> Leonard Roskop
- c. 6-0 motion carries
- d. 6:35 pm adjourned

*Lynda Pruett*  
4-11-2024

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	021224-LJB	Library Gas Service 1/12/2	02/12/2024	491.78	25646412	491.78	62215	03/05/2024
		031124-LIB	Library Gas Service 2/13/2	03/11/2024	307.40	25646412	307.40	62343	03/27/2024
Total 2:					799.18		799.18		
5	United Power Inc.	030524-LIB	Electric Service February-	03/05/2024	685.51	25646413	685.51	62314	03/19/2024
Total 5:					685.51		685.51		
30	CenturyLink	022824-2232	Library Telephone Bill	02/28/2024	57.51	25646410	57.51	62305	03/19/2024
Total 30:					57.51		57.51		
853	Love's Travel Stops & Cou	6009490561	Library- Bookmobile Fuel	03/02/2024	65.44	25646416	65.44	Multiple	03/05/2024
Total 853:					65.44		65.44		
1041	Caselle Inc.	131518	Contract Support and Main	03/01/2024	143.63	25647733	143.63	62255	03/07/2024
Total 1041:					143.63		143.63		
1186	Bank of Colorado	030124-JR	Exxon Lochbuie Grocery -	03/01/2024	789.56	25646512	789.56	62269	03/12/2024
		030124-KB	USPS - Stamps	03/01/2024	34.00	25646722	34.00	62239	03/05/2024
		030124-TC	CREDIT Tribute Store Flow	03/01/2024	1,363.93	25646725	1,363.93	62269	03/12/2024
Total 1186:					2,187.49		2,187.49		
1412	Greeley Lock & Key	0000027624	Library door repair	03/05/2024	287.00	25646724	287.00	62306	03/19/2024
Total 1412:					287.00		287.00		
1471	Pure Water Dynamics, Inc	1492217-IN	Colibri Cup-At-A-Time Bre	03/01/2024	246.96	25646710	246.96	62310	03/19/2024
Total 1471:					246.96		246.96		
1479	Highplains Library District	2768-021524	Hudson Books	02/15/2024	1,352.28	25646729	1,352.28	62230	03/05/2024
		2770	Hudson Books	03/15/2024	2,379.76	25646729	2,379.76	62307	03/19/2024
Total 1479:					3,732.04		3,732.04		
1487	KS Distributing, Inc	5947	JRT Bath Tissue, Jumbo, 2	02/28/2024	536.58	25646710	536.58	62234	03/05/2024
Total 1487:					536.58		536.58		
1492	Insureon Insurance Agency	042124	Bond Number 29371 108 P	03/05/2024	100.00	25646310	100.00	62228	03/05/2024
Total 1492:					100.00		100.00		
1504	Swank Movie Licensing US	3589979	Copyright Compliance Site	03/01/2024	438.00	25646211	438.00	62312	03/19/2024
Total 1504:					438.00		438.00		
1513	Dictoguard	105601	Annual Fire Alarm Monitori	03/20/2024	285.00	25646420	285.00	62348	03/27/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1513:					285.00		285.00		
1532	MountainAire Mechanical L	12176	HVAC Service	03/15/2024	1,600.00	25646421	1,600.00	62350	03/27/2024
Total 1532:					1,600.00		1,600.00		
1663	Arrowhead Trash Service I	030124	Library Trash services -Mar	03/01/2024	94.00	25646423	94.00	62303	03/19/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000237	Yoga programming	02/26/2024	925.00	25646725	925.00	62308	03/19/2024
Total 1699:					925.00		925.00		
1799	Amazon Capital Services	1R19-Y7WD-	1200Pcs 6x9mm Pony Bea	03/01/2024	1,614.97	25646725	1,614.97	62302	03/19/2024
Total 1799:					1,614.97		1,614.97		
1834	HR Advantage Group	986	Library HR Services - Febr	03/07/2024	56.25	25646632	56.25	62265	03/12/2024
Total 1834:					56.25		56.25		
1917	Modern Marketing	MMJ155534	Advertising Order #MMO24	02/16/2024	1,380.64	25646512	1,380.64	62236	03/05/2024
Total 1917:					1,380.64		1,380.64		
1932	Dawnee Rae Raskin	015	February Fitness Classes	02/29/2024	240.00	25646725	240.00	62268	03/12/2024
Total 1932:					240.00		240.00		
1943	Town of Keenesburg	031824	Tree City USA Celebration	03/18/2024	2,000.00	25646512	2,000.00	62313	03/19/2024
Total 1943:					2,000.00		2,000.00		
1964	Otis & Bedingfield, LLC	36018	Town of Lochbuie 08-566-1	02/27/2024	5,014.00	25646630	5,014.00	62309	03/19/2024
Total 1964:					5,014.00		5,014.00		
1974	Carloyn K. Swift	RG1352	Art Workshops- Decorated	03/13/2024	350.00	25646725	350.00	62304	03/19/2024
Total 1974:					350.00		350.00		
2040	Janet Stevens	030524	Author Visit	03/05/2024	600.00	25646725	600.00	62231	03/05/2024
Total 2040:					600.00		600.00		
Grand Totals:					23,439.20		23,439.20		

Report Criteria:

Summary report type printed  
 Invoice Detail, GL account = "25646010"-25999999"



## New Library Cards

## Stats for WOW!

WOW!	Hudson		
2	36	Direct Contact	342
		Exposure	516

## Programming Stats

Library	# of Programs	Total Attendance	WOW!	# Stops	Attendance
Kids 0-5	15	235	School Visits Programs	4- WCMS/CCA	203
Kids 6-11	5	99		2- Alladin/Charlsetor	44
Teens	2	6	Lobby Stop	1- Wild County RV	26
Adults	28	245		2- Hoff/Lochbuie	55
All Ages	13	51		1- Roggen	2
<b>Total</b>	<b>63</b>	<b>636</b>		<b>10</b>	<b>330</b>

## CreateHQ Stats

Total Users	Sewing	3D printer	Sublim/Heat Press	Epilog/ Cricut	Button Maker	Total
February	1	71	Sublim-7 HP- 16	7	24	126
March	0	84	Sublim-1 HP- 7	48 9	6	155

## Library Financials

Financial Institution	Account Type	Balance	Interest	
			Current Month	Interest (YTD)
TBK	CD-48 Month Maturity 07/27/25	\$68,387.57		
	CD-24 Month Maturity 07/27/25	\$32,844.52		
TBK	Money Market	\$122,342.20	\$14.58	\$45.75
Bank of Colorado	Building	\$4,250.16		
	Money Market	\$5,742,613.69	\$4,573.88	\$14,414.76
High Plains Bank	Insured Cash Sweep	\$4,942,312.60	\$17,304.34	\$37,578.88
	Money Market	\$250,533.50	\$533.50	\$1,566.07
ColoTrust	Plus+	\$2,163,441.60	\$10,011.89	\$29,556.83
	Prime	\$5,369,543.50	\$23,885.77	\$69,814.93



## MEMORANDUM OF UNDERSTANDING

1. **Parties.** This Memorandum of Understanding (this “MOU”) is made on the \_\_\_ day of \_\_\_\_\_ 2024 (“Effective Date”), by and between the Town of Hudson, (the “Town”) and the Hudson Public Library (the “Library”, together, the “Parties” and, individually, a “Party”).

2. **Agreement.** The purpose of this MOU is to set forth the Parties’ understanding with respect to a potential land purchase by the Library from the Town. The Town is the owner of ten (10) acres of land adjacent to Town Hall and the current Library location, known generally as the Public Safety Campus (“Town’s Property”). The Library may be interested in purchasing three (3) to five (5) acres of the Town's Property to the east of the Library's current location.

3. **Terms.** The Parties agree to pursue discussions and negotiations toward accomplishing the purchase and have reached initial agreement on the following topics:

A. An appraisal shall be conducted to determine the value of the portion of the Town’s Property the Library may wish to purchase.

B. The Town will pay for the appraisal cost, and the Library will pay for any expenses associated with exploring potential development of the property it may purchase.

C. Timing of the purchase may be deferred until the Library is ready to begin construction, and no new construction by the Library may begin on the Town's Property unless and until that property is owned by the Library, unless otherwise agreed to in writing by the Parties.

4. **Termination.** This MOU will remain in effect unless terminated by either Party with 30 days' written notice to the other Party.

5. **Miscellaneous.** It is mutually agreed and understood by the Parties that:

A. Changes to the scope of this MOU shall be made by the issuance of an executed modification. These changes are to be mutually agreed upon between the Parties, shall be incorporated by written instrument, executed and signed by both Parties, and will be effective as of the date of the last signature obtained.

B. This MOU is subject to the availability of funding and is intended to be guidance for the respective Parties. Any future sale of property will be subject to a separate real property agreement that complies with all applicable statutes and regulations. This MOU may not serve as the basis for any legal challenges or appeals.

C. By signature below, each Party certifies that their respective governing body has approved the MOU.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first set forth above.

\_\_\_\_\_  
TOWN OF HUDSON  
By: Mayor Joe Hammock

Attest:

\_\_\_\_\_  
Linda Blackston, Town Clerk

\_\_\_\_\_  
HUDSON LIBRARY BOARD OF  
DIRECTORS  
By: Board President

Attest:

\_\_\_\_\_  
Board Secretary