



Agenda
March 20, 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. Executive Session for legal consultation with Lia Szasz via Zoom
 - 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
 - a. Discuss meeting day change
 - b. Discuss productive use of in the Library
- I. Staff Reports
- J. Old business
 - a. Discuss possible MOU with town of Hudson on property
 - b. Employee Handbook- Tami report back on questions
- K. New business
 - a. Discussion to amend the budget code 25-64-6630 Legal Services
- L. Next meeting: TBD per H.a. agenda item
- M. Trustee Comments
- N. Adjournment



Meeting Notes
February 21, 2024

- A. Call meeting to order – Rick at 5:04pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Rick Medrano
 - b. Cathy Boller
 - c. Barb Baker
 - d. Tami Crossen
 - e. Jayra Rodriguez
 - f. Wilbur Wafel
 - g. Lynda Pruett
 - h. Leonard, approved absent
 - i. Anna Smith running late
- D. Public Comments
 - None
- E. Approval of previous meeting notes
 - a. Motion to approve, Barb Baker
 - b. Wilbur Wafel 2nd
 - c. 4-0 motion carries (Anna Smith not arrived yet)
- F. Payment approval
 - a. Motion to approve, Wilbur Wafel
 - b. 2nd Barb Baker
 - c. 5-0 motion carries (Anna Smith arrived)
- G. 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.
 - b. Motion to move into Exec session – Lynda Pruett
 - c. 2nd Wilbur Wafel
 - d. 5-0 motions carries
 - e. 5:08pm entered into Executive session
 - f. Move to end Executive Session – Wilbur Wafel
 - g. Lynda Pruett 2nd
 - h. 5-0 motion carries, Executive session ended at 5:38 pm



Meeting Notes
February 21, 2024

- H. Return from Exec session, resume regular meeting agenda
 - a. Lia Szasz, recording started: Did any conversation within Executive session pertain to topics outside of the Lochbuie lawsuit?
 - i. Roll call
 - 1. Rick Medrano, none
 - 2. Anna Smith, none
 - 3. Cathy Boller, none
 - 4. Barb Baker, none
 - 5. Wilbur Wafel, none
 - 6. Lynda Pruett, none
- I. Lia, any other items for Lia to work on?
 - a. Sunshine Law recommendations/compliance per Rick Medrano
 - b. Policy Procedures/ByLaws review, Tami will send to Lia for review as we prepare for review and approvals in March.
- J. Director's report
 - a. New statistics report
 - i. Program breakouts provided going forward
 - ii. Tami will include outreach program numbers in the report for next month and ongoing.
 - b. SEWC Chamber opportunity
 - i. Tami has been approached to be Board Member representing non profit, after review and consideration, she will accept.
 - c. Tami asked the Board to consider change time or move to a different day.
 - i. Board members will send in suggested times and times that are not available options
- K. Staff Reports – Jayra Rodriguez
 - a. Picture collages of programs from February.
 - b. Story time is well attended and fun
 - c. Summer reading programming will start soon. Theme: Adventure Begins at your Library
- L. Old business
 - a. Employee Handbook- Tami will review the area related to the interaction between HR and employees and the Director for review next meeting



Meeting Notes
February 21, 2024

M. New business

- a. Officer elections
 - i. Candidates
 - 1. Secretary, Lynda Pruett
 - 2. Treasurer, Cathy Boller
 - 3. Vice Chair, Barb Baker
 - 4. Chair, Rick Medrano
 - ii. Motion to approve all candidates uncontested, Wilbur Wafel
 - iii. Barb Baker 2nd
 - iv. 5-0 motion carries
- b. Town of Hudson/Keenesburg Sponsorship opportunities
 - i. Tami will review options for all communities in our district as per our strategic plan and include at least two events per each town: Lochbuie, Hudson, Keenesburg
 - ii. Tami will allocate sponsorship funding equitable across the towns as per our Sponsorship budget
- c. Town of Hudson Future Plan
 - i. Board to review MOU provided by Town of Hudson and we will discuss at next meeting.

N. Next meeting: Wednesday, March 20, 2024

O. Trustee Comments

- a. Wilbur Wafel: entrance road needs pot holes filled
- b. Wilbur Wafel: Keenesburg Methodist Church had major water leak, gutting and restoring the small building to put it on the market to sell.
- c. Lynda Pruett reminder: send Tami alternative meeting suggestions/options
- d. Rick Medrano: Thank you to Jayra and Tami for all the good work
- e. Cathy Boller: Thank you to all the staff, so many good comments coming from the community

P. Adjournment

- a. Motion to adjourn Lynda Pruett
- b. 2nd Wilbur Wafel
- c. 5-0 motion carries adjourn at 7:06pm

Lynda M. Pruett
3-20-2024

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
5	United Power Inc.	020524-LIB	Electric Service January- Li	02/05/2024	806.04	25646413	806.04	62155	02/14/2024
Total 5:					806.04		806.04		
30	CenturyLink	012824-976B	Library Telephone Bill	01/28/2024	57.38	25646410	57.38	62151	02/14/2024
Total 30:					57.38		57.38		
853	Love's Travel Stops & Cou	6009183719	Library- Bookmobile Fuel	02/02/2024	166.85	25646416	166.85	62156	02/09/2024
Total 853:					166.85		166.85		
1041	Caselle Inc.	130877	Contract Support and Main	02/01/2024	139.88	25647733	139.88	62134	02/13/2024
Total 1041:					139.88		139.88		
1186	Bank of Colorado	020124-JR	CREDIT: Safeway - Sales T	02/01/2024	990.52	25646725	990.52	62125	02/08/2024
		020124-KB	USPS- Stamps	02/01/2024	19.80	25646722	19.80	62101	02/06/2024
		020124-TC	CREDIT: Epilog Laser - Sal	02/01/2024	690.65	25646725	690.65	62125	02/08/2024
Total 1186:					1,700.97		1,700.97		
1471	Pure Water Dynamics, Inc	1490592-IN	Colibri Cup-At-A-Time Bre	02/01/2024	45.00	25646710	45.00	62126	02/08/2024
Total 1471:					45.00		45.00		
1503	Keenesburg Area Chamber	173	2024 Small Business Mem	02/07/2024	50.00	25646211	50.00	62153	02/14/2024
Total 1503:					50.00		50.00		
1514	Demco	7425519	Heavy-duty Single CD Cas	01/23/2024	87.61	25646710	87.61	62092	02/05/2024
Total 1514:					87.61		87.61		
1645	Employee Reimbursement	020724-KCB	Continuing Education Scho	02/07/2024	2,000.00	25646209	2,000.00	62123	02/08/2024
Total 1645:					2,000.00		2,000.00		
1663	Arrowhead Trash Service I	020124	Library Trash services - Fe	02/01/2024	94.00	25646423	94.00	62114	02/08/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000221	Yoga classes	01/31/2024	640.00	25646725	640.00	62093	02/05/2024
Total 1699:					640.00		640.00		
1769	SE Weld County Chamber	1112	Annual Banquet Event Spo	02/02/2024	500.00	25646211	500.00	62128	02/08/2024
Total 1769:					500.00		500.00		
1798	The Penworthy Company L	0596697-IN	books	01/26/2024	4,536.70	25646723	4,536.70	62098	02/05/2024

Stats Report for Hudson 2024

Hudson

[illegible]

New Library Cards

Stats for WOW!

WOW!	Hudson		
14	32	Direct Contact	338
		Exposure	504

Programming Stats

Library	# of Programs	Total Attendance	WOW!	# Stops	Attendance
Kids 0-5	13	150	School Visits	2- WCMS/CCA	221
Kids 6-11	6	55	Programs	2- Alladin/Charlsetor	24
Teens	2	7		2- Wild County RV	25
Adults	20	195		2- Hoff/Lochbuie	66
All Ages	12	72	Lobby Stop	1- Roggen	2
Total	53	479			338

CreateHQ Stats

Total Users	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total
January	0	62	14	42	8	126
February	1	71	Sublim- 7	16	7	24

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		
Bank of Colorado	Money Market	\$122,327.62	\$14.58	\$31.17
	Building	\$4,250.16		
High Plains Bank	Money Market	\$5,660,178.06	\$4,535.12	\$9,840.88
	Insured Cash Sweep	\$4,924,509.22	\$9,810.42	\$20,274.54
ColoTrust	Money Market	\$250,499.04	\$499.04	\$1,032.57
	Prime	\$5,369,543.50	\$22,249.29	\$45,929.16
	Plus+	\$2,163,441.60	\$9,433.67	\$19,544.94

HUDSON LIBRARY EXPENDITURES

Personal Services		2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-64-6010	Wages - F/T	100,952	109,218	200,000	181,850	275,000	37.5%
25-64-6011	Wages - P/T	139,716	115,471	200,000	73,913	119,524	-40.2%
25-64-6012	Seasonal/Hourly	11,449	10,502	10,000	7,634	9,779	-2.2%
25-64-6022	Bonus	-	8,750	15,000	5,955	15,000	0.0%
25-64-6033	FICA - OASDI	14,382	19,595	20,000	12,912	25,997	30.0%
25-64-6034	FICA-Medicare	3,364	3,532	5,000	3,020	6,080	21.6%
25-64-6035	Workers Compensation	6,024	4,534	10,000	7,676	9,465	-5.4%
25-64-6036	Unemployment taxes	726	508	2,000	466	839	-58.1%
25-64-6050	Pension Plan	7,147	10,422	15,000	8,104	15,803	5.4%
25-64-6110	Health Insurance	33,453	40,228	90,000	41,619	70,000	-22.2%
25-64-6111	Life & Disability	1,090	1,773	3,000	2,884	6,000	100.0%
25-64-6112	Dental Insurance	2,530	2,251	4,000	1,981	2,800	-30.0%
Personal Services Subtotal		320,832	282,532	574,000	348,016	556,286	-3.1%
Operating & Capital Outlay		2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-64-6209	Continuing Education	-	-	12,500	2,000	15,000	20.0%
25-64-6210	Conference/Seminars	150	170	5,000	3,551	10,000	100.0%
25-64-6211	Dues & Memberships	470	1,781	5,000	1,116	5,000	0.0%
25-64-6212	Meeting Expenses	908	1,969	5,000	2,000	5,000	0.0%
25-64-6213	Mileage	102	219	500	252	500	0.0%
25-64-6214	Travel Expenses	-	-	1,000	-	1,000	0.0%
25-64-6215	Bank Fees & Charges	154	128	300	60	300	0.0%
25-64-6310	Insurance	4,137	13,418	30,000	13,000	30,000	0.0%
25-64-6331	Office Furniture	-	-	25,000	448	25,000	0.0%
25-64-6410	Telephone Service	3,467	2,734	5,000	650	2,000	-60.0%
25-64-6412	Gas Utility	3,038	4,842	8,000	6,000	8,000	0.0%
25-64-6413	Electric Utility	11,261	9,400	10,000	8,500	10,000	0.0%
25-64-6415	Misc Operating Cost	1,244	-	-	-	1,000	0.0%
25-64-6416	Gas - Oil	245	414	1,500	972	1,500	0.0%
25-64-6418	Water & Sewer	3,734	2,581	3,000	1,620	3,000	0.0%
25-64-6420	Fire Alarm Service	366	764	1,000	285	1,000	0.0%
25-64-6421	HVAC Service	297	1,500	8,000	3,100	8,000	0.0%
25-64-6422	Grounds Maintenance	1,743	4,320	15,000	12,000	15,000	0.0%
25-64-6423	Trash Removal Service	676	666	1,000	864	1,200	20.0%
25-64-6424	Debt Collections Expense	-	-	500	-	500	0.0%
25-64-6426	Snow Removal	2,095	7,655	8,000	6,000	8,000	0.0%
25-64-6510	Scholarships	9,000	5,000	15,000	5,000	15,000	0.0%
25-64-6511	Donations	200	1,100	5,000	1,100	5,000	0.0%
25-64-6512	Advertising and Promotions	5,037	12,326	20,000	24,264	25,000	25.0%
25-64-6620	Printing	-	-	5,000	-	5,000	0.0%
25-64-6630	Legal services	-	-	5,000	5,000	30,000	500.0%
25-64-6632	Other Professional Services	12,581	7,828	30,000	8,000	15,000	-50.0%
25-64-6633	Other Contracted Services	5,074	4,010	6,000	11,752	6,500	8.3%
25-64-6653	Grounds Maintenance	-	10,000	-	1,000	-	N/A
25-64-6710	Operating Supplies	2,661	5,896	7,500	7,937	10,000	33.3%
25-64-6720	Office Supplies	4,643	2,817	7,000	7,675	10,000	42.9%
25-64-6721	Maker Space	-	-	10,000	7,000	10,000	0.0%
25-64-6722	Postage	185	58	200	200	200	0.0%
25-64-6723	Books	35,642	10,943	60,000	17,638	50,000	-16.7%
25-64-6724	Operation Maintenance	8,401	5,606	20,000	10,300	20,000	0.0%
25-64-6725	Program Expenses	23,289	24,249	80,000	24,948	80,000	0.0%
25-64-6726	GF Bookkeeping and Audit	9,840	9,840	9,840	9,840	9,500	-3.5%
25-64-6727	Audio Books	3,830	1,825	5,000	4,500	5,000	0.0%
25-64-6728	Visual DVD's	5,468	2,875	5,000	3,600	5,000	0.0%
25-64-6729	Periodicals	2,270	1,473	2,000	1,500	2,000	0.0%
25-64-6730	Furnishings	2,096	4,931	30,000	2,200	30,000	0.0%
25-64-6733	Bookmobile Materials	240	256	10,000	3,000	10,000	0.0%
25-64-6740	Bookmobile	802	155	10,000	8,285	10,000	0.0%

2023 2022

6.10a Onsite Programs Children (ages 0-5) If you did not separate	99	56
6.15a Attendance at Children's Programs (ages 0-5)	1437	637
6.10b Onsite Programs Children (ages 6-11)	53	26
6.15b Onsite Attendance at Children's Programs (ages 6-11)	622	250
6.10 Onsite Programs Children (6.10a + 6.10b):	152	82
6.15 Onsite Attendance Children (6.15a + 6.15b OR 6.15c):	2059	887
6.11 Onsite Programs Young Adults (ages 12-18):	32	10
6.16 Onsite Attendance Young Adults (ages 12-18):	214	75
6.12 Onsite Programs Adults (ages 19 or older):	248	184
6.17 Onsite Attendance Adults (ages 19 or older):	2361	1591
6.13 Onsite Programs All Ages	58	24
6.18 Onsite Attendance All Ages Programming	2431	1498
6.14 Total number of onsite programs (6.10 + 6.11 + 6.12 +	437	300
6.19 Total Attendance at Onsite Programs	7065	4051

Offsite Programs Offered

6.20 In 2022, did your library offer off-site programs? Y/N	yes	yes
Offsite Programs and Attendance		
6.21a Offsite Programs Children (ages 0-5) If you did not separate	3	0
6.26a Attendance at Offsite Children's Programs (ages 0-5)	53	0
6.21b Offsite Programs Children (ages 6-11)	24	25
6.26b Attendance at Offsite Children's Programs (ages 6-11)	1174	1723
6.21 Offsite Programs Children (6.21a + 6.21b OR 6.21c)		25
6.26 Offsite Attendance Children (6.26a + 6.26b)	1227	1723
6.22 Offsite Programs Young Adults (ages 12-18):	14	19
6.27 Offsite Attendance Young Adults (ages 12-18):	850	1342
6.23 Offsite Programs Adults (ages 19 or older):	19	12
6.28 Offsite Attendance Adults (ages 19 or older):	128	24
6.24 Offsite Programs All Ages	41	10
6.29 Offsite Attendance All Ages	1752	1296
6.25 Total offsite programs (6.21 + 6.22 + 6.23 + 6.24)	74	66
6.30 Total Attendance at Offsite Programs	3957	4385