



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. 2nd 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 2nd
 - 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. 2nd 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 2nd
 - 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 2nd Thursday of the month is best option
 - ii. Lynda Pruett, motion to approve the 2nd 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. 2nd 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-LIB | 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 | MMI155534 | 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 | Direct Contact | 342 |
| 2 | 36 | Exposure | 516 |

Programming Stats

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

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 | 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