



Agenda
August 28, 2025

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Public comment is encouraged and appreciated. This is an opportunity for the public to address the Library Board of Trustees on library related business. In order to accomplish all business on our agenda and to be respectful of everyone's time, board members will not engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue. Public comments are limited to three (3) minutes each.
 - b. Please sign in on the back table if you intend to address the board.
- E. Approval of previous meeting notes
- F. Payment approval
- G. ReThinking Libraries/Andersen Hallis Draft Presentation
- H. Library Director's Report
 - a. Upcoming upgrade with tech in community room and classroom
 - b. Staff reviews underway
 - c. Field Trips- already have several planned for this fall
 - d. Thank you note from scholarship recipient
 - e. CALCON 2025- September 3-4- the library will be open on the 4th
- I. Staff reports
 - a. Check out our new teen space
- J. Old business
 - a. Committee report for Civic Plan
- K. New business
 - a. PITS- behavior policy matrix with district libraries
- L. Next meeting: September 25, 2025
 - a. Lynda Pruett will be absent, assign someone for note taking
- M. Trustee Comments
- N. Adjournment



Meeting Notes
July 24, 2025

- A. Call meeting to order
 - a. Rick Medrano at 5:04 pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Barb Baker
 - b. Lynda Pruett
 - c. Howard McClaskey
 - d. Gabrielle Hattel
 - e. Jayra Rodriguez
 - f. Leonard Roskop
 - g. Ken Gfeller
 - h. Rick Medrano - virtual
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Leonard Roskop motion to approve
 - b. 2nd Ken Gfeller
 - c. 7-0 motion carries
- F. Payment approval
 - a. Motion Lynda Pruett to approve
 - b. Howard McClaskey 2nd
 - c. 7-0 motion carries
- G. Library Director's Report
 - a. Jayra Rodriguez
 - i. Circulation from May to June up over 1000. Summer reading and engagement is driving attendance
 - ii. July programs have been busy!
- H. Staff reports
 - a. Summer wrap up party July 29 at 6:00 pm
 - i. Hoping BOTs can attend, will be big this year. Hudson Fire Dept will be joining in.
 - ii. 1078 signups!
 - b. SEWC Fair and Rodeo Aug 9 Parade
 - i. Working on a theme and wear Summer Reading shirts more details will be emailed to BOTs



Meeting Notes
July 24, 2025

I. Old business

- a. ReThinking Libraries/Andersen Hallis will attend our August meeting to share results and analysis
 - i. Preliminary report delivered and full meeting next month.
- b. Committee report for Civic Plan
 - i. Ken Gfeller, Tami Crossen, and Lynda Pruett attended
 - ii. Colors for the Sunflower Pavillion
 1. Pillars will be black
 2. Awnings yellow
 3. Tables / trash cans will be blue
 - a. 4 tables 2 will have wheel chair access
 - iii. Reviewed the three acre addition to Library campus
 1. Location discussions continue
 2. Library expansion considerations reviewed and may get some updates from Andersen Hallis
 3. Working to coordinate power/utility work so we do things only once.
 4. Next committee meeting Aug 19, Hudson Town Hall 4:00 pm
- c. Vote on new policy for SB-25-276 Protect Civil Rights Immigration Status
 - i. Follows the HPLD policy already in place
 - ii. Update last page to match Tami's title
 1. Strike Executive, replace with Director
 2. Strike District Staff replace Hudson Library Staff
 3. Motion to approve SB 25-276 with noted changes in 1 and 2 Howard McClaskey
 - a. Gabrielle Hattel 2nd
 - b. 6-1 motion carries
 - iii. This meets the requirement to have a policy in place

J. New business

- a. Two new Library Pages
 - i. Hope Buchholz
 - ii. Kaitlyn Craig

K. Next meeting: August 28, 2025

L. Trustee Comments

- a. Barb Baker: none
- b. Lynda Pruett: Amazing Summer
- c. Howard McClaskey: Commend staff and volunteers and extend our thanks and gratitude
- d. Gabrielle Hattle: Ditto per Howard's comments
- e. Leonard Roskop: Lochbuie appeal hearing is Aug 12, Leonard planning to attend/listen
- f. Ken Gfeller: Happy Library is a Fun Library, very happy here!



Meeting Notes
July 24, 2025

- g. Rick Medrano: Welcome Howard back and happy he's doing well. Kudos to the staff and keeping Board involved

M. Adjournment

- a. Motion Leonard Roskop
- b. Howard McClaskey 2nd
- c. 7-0 motion carries
- d. Adjourn at 5:38pm

Synda Pruet
8-28-2025

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	062425-LIB	Library Gas Service 5/13/2	06/24/2025	73.12	25646412	73.12	64272	07/10/2025
Total 2:					73.12		73.12		
5	United Power Inc.	070325-LIB	Electric Service June - Libr	07/03/2025	905.21	25646413	905.21	64313	07/17/2025
Total 5:					905.21		905.21		
30	CenturyLink	062825-2232	Library Telephone Bill	06/28/2025	68.64	25646410	68.64	64275	07/10/2025
Total 30:					68.64		68.64		
285	Town of Hudson	070125-2	Town Event Sponsorship-	07/01/2025	1,000.00	25646512	1,000.00	64312	07/17/2025
Total 285:					1,000.00		1,000.00		
457	Greeley Tribune	071025	52 Weeks Subscription	07/10/2025	212.95	25646729	212.95	64310	07/17/2025
Total 457:					212.95		212.95		
853	Love's Travel Stops & Cou	6014529096	Library- Bookmobile Fuel	07/02/2025	72.54	25646416	72.54	99907022	07/02/2025
Total 853:					72.54		72.54		
1041	Caselle Inc.	INV-08398	Contract Support and Main	07/01/2025	184.50	25647733	184.50	64302	07/17/2025
Total 1041:					184.50		184.50		
1186	Bank of Colorado	070125-BL	USPS - Stamps	07/01/2025	438.00	25646722	438.00	64288	07/10/2025
		070125-JR	King Soopers - Bingo, Lote	07/01/2025	2,183.34	25646725	2,183.34	99072227	07/22/2025
		070125-TC	InkRiot Marketing - Websit	07/01/2025	1,297.82	25646723	1,297.82	99072226	07/22/2025
Total 1186:					3,919.16		3,919.16		
1252	Terminix	460559532	Pest Control Work Order 2	08/10/2025	157.00	25646724	157.00	64292	07/10/2025
Total 1252:					157.00		157.00		
1471	Pure Water Dynamics, Inc	1517174-IN	Colibri Cup-At-A-Time Bre	07/01/2025	234.24	25646710	234.24	64308	07/17/2025
Total 1471:					234.24		234.24		
1532	MountainAire Mechanical L	13460	1st HVAC Maintenance	07/08/2025	1,700.00	25646421	1,700.00	64307	07/17/2025
Total 1532:					1,700.00		1,700.00		
1645	Employee Reimbursement	072225-TC	Pizza for High Plains Librar	07/22/2025	103.43	25646212	103.43	64355	07/29/2025
Total 1645:					103.43		103.43		
1663	Arrowhead Trash Service I	070125	Library Trash services - Jul	07/01/2025	103.00	25646423	103.00	64298	07/17/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1683:					103.00		103.00		
1695	Wex Bank	105576267	Library Fuel	06/23/2025	60.11	25646416	60.11	99907162	07/16/2025
Total 1695:					60.11		60.11		
1699	Jessica King	0000539	June Yoga Programming	07/01/2025	1,305.00	25646725	1,305.00	64283	07/10/2025
Total 1699:					1,305.00		1,305.00		
1780	Door Specialties	51400	O/H Door for Bookmobile r	08/25/2025	904.78	25646724	904.78	64338	07/29/2025
Total 1780:					904.78		904.78		
1799	Amazon Capital Services	1RWL-L91X-	Monaco Hanging Storage	07/01/2025	1,421.34	25646720	1,421.34	64314	07/17/2025
Total 1799:					1,421.34		1,421.34		
1834	Leon Cerna	1321	Library HR Services - June	07/07/2025	337.50	25646632	337.50	64254	07/07/2025
Total 1834:					337.50		337.50		
1875	Background Information Se	166630	Buchholz background chec	06/30/2025	32.00	25646632	32.00	64245	07/07/2025
Total 1875:					32.00		32.00		
1890	RDZ Hardscapes LLC	28	Grounds maintenance - 06/	06/26/2025	3,050.00	25646422	3,050.00	64290	07/10/2025
Total 1890:					3,050.00		3,050.00		
1902	Allo Communications	062425-LIB	Library Internet bill	06/24/2025	238.00	25646724	238.00	64270	07/10/2025
Total 1902:					238.00		238.00		
1932	Dawnee Rae Raskin	31	June Fitness Classes	07/01/2025	640.00	25646725	640.00	64287	07/10/2025
Total 1932:					640.00		640.00		
1962	Ann Lincoln Entertainment	072925	Foam Party	03/06/2025	400.00	25646725	400.00	64271	07/10/2025
Total 1962:					400.00		400.00		
2060	Rebecca Elaine Smith	010	Sewing Class on 7/9/25	07/09/2025	200.00	25646725	200.00	64352	07/29/2025
		011	Sewing Class on 7/18/25	07/16/2025	200.00	25646725	200.00	64352	07/29/2025
Total 2060:					400.00		400.00		
2136	ReThinking Libraries, LLC	2438	HPL Community Need Ass	07/03/2025	3,975.00	25646633	3,975.00	64291	07/10/2025
Total 2136:					3,975.00		3,975.00		
2155	Anderson Hall Architects, P	0007394	Library Community Needs	06/30/2025	1,586.52	25646633	1,586.52	64297	07/17/2025
Total 2155:					1,586.52		1,586.52		
2173	Mary Ellen Leblanc	070925	Charcuterie Class	07/09/2025	125.00	25646725	125.00	64315	07/17/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 2173:					125.00		125.00		
2180	Florida Institute of Technol	071625	Disbursement of scholarshi	07/16/2025	1,200.00	25646510	1,200.00	64341	07/29/2025
Total 2180:					1,200.00		1,200.00		
2181	Bowling Green State Unive	071625	Disbursement of scholarshi	07/16/2025	1,200.00	25646510	1,200.00	64331	07/29/2025
Total 2181:					1,200.00		1,200.00		
2182	WillyGoat, LLC	218682	Town Hall/Library Canopy	07/30/2025	33,106.00	25647719	33,106.00	64367	07/31/2025
Total 2182:					33,106.00		33,106.00		
Grand Totals:					58,715.04		58,715.04		

Report Criteria:

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

Hudson Library Stats Report

2025

New Library Cards and Onsite Programming			
New Library Cards	43		
Programming			
	Attendance	# of Programs	
Kids 0-5	441	15	
Kids 6-11	105	9	
Teens	49	6	
Adults	516	44	
All Ages	942	25	
Total	2053	99	

Create HQ Stats		
Machine		Uses
Sewing		18
3D Prints		22
Sublimation		53
Heat Press		48
Epilog		95
Cricut		48
Button Maker		21
Screen Printer		62
Program Machine Usage		3
Total		370

Bookmobile/Van Off Site Programming			
New Library Cards			3
Programming and Stops			
	# of Stops	Total Attendance	
Aladdin	2	For all 3 facilities	
Charleston	2	Total	
Prairie View	3	55	
Wild Country RV	2	0	
Roggen	1	2	
Total	10	57	

Summer Stops		
Programming and Stops		
	# of Stops	Total Atten
Evans Place	2	12
Schey Park	3	22
MeadowRidge	3	1
Lochbuie	2	1
Migrant Preschool	2	47
Total	12	83

Town/Special Events	
Keenesburg 3rd of July	449
Total	449

Field Trips/School Events	
Total	0

Library Financials			Interest	Interest
Financial Institution	Account Type	Balance	Current	YTD
TBK	CD-48 Month Maturity 07/27/25	\$68,696.50		
	CD-24 Month Maturity 07/27/25	\$32,976.39		
TBK	Money Market	\$122,536.27	\$10.41	\$71.16
Bank of Colorado	Building	\$4,100.17		
	Money Market	\$12,067,092.11	\$10,220.84	\$59,321.51
High Plains Bank	Insured Cash Sweep	\$5,214,872.01	\$16,581.64	\$112,350.37
	Money Market	\$250,533.50	\$533.50	\$3,648.38
ColoTrust	Plus+	\$2,318,950.95	\$8,593.74	\$58,678.74
	Prime	\$5,740,109.64	\$20,601.54	\$139,722.59

Library Infractions	Information and Behavior Modification	Day	One Week	One Month	Six Months	One Year	Permanent
Animals - Non Service	Animal must leave immediately						
Animals - Tied up on property	Animal must be relocated						
Assuming the identity of another person	?						
Blocking Aisles or doorways	Must stop immediately	2nd Offense					
Copyright violations	Infractions must stop immediately						
Damaging or altering property or internet	Police will be notified					1st Offense	2nd Offense
Eating in non-designated areas and/or drinking from containers not covered	Must stop immediately	2nd Offense					
Failing to comply with staff requests	Must stop immediately	1st Offense					
Fighting	Police will be notified				1st Offense		
Inappropriate attire - no shoes or shirt or offensive language on shirt	Must correct immediately						
Internet use that violates the law	Must stop immediately	2nd Offense				3rd Offense	4th Offense
Leaving items unattended	Must stop immediately	2nd Offense					
Loud conversations or noise	Must stop immediately	2nd Offense					
Operating skates, skateboards, scooters inside the library	Must stop immediately	2nd Offense					
Personal hygiene that poses a health risk	Asked to leave until problem is corrected	1st Offense					
Physical abuse or stalking patrons or staff	Police will be notified					1st Offense	2nd Offense
Possession of weapons that contravene the municipal code							
Profane, obscene or abusive language to patrons or staff	Must stop immediately	1st Offense			2nd Offense		
Public Indecency (exposure and/or sexual activity)	Police will be notified				1st Offense		
Running	Must stop immediately	2nd Offense					
Sale of alcohol, drugs, tobacco or e-cigarettes or marijuana on the library property	Police will be notified					1st Offense	
Selling, soliciting, distributing or canvassing for political, charitable, religious or personal purposes within the library, blocking entrances or intimidating people entering the building	Must stop immediately	2nd Offense					
Sleeping or appearance of sleeping	Must stop immediately	3rd Offense					

Touching another person without permission	Must stop immediately	1st Offense					
Unattended children at close	After 30 minutes, call the Police						
Use of alcohol, illegal drugs, tobacco and e-cigarettes or marijuana on the premises	Must stop immediately	1st Offense			2nd Offense		
Use of restrooms for bathing or washing clothes	Must stop immediately						

Upcoming work at Hudson

From Susan Staples <SStaples@highplains.us>

Date Thu 8/21/2025 11:47 AM

To Tami Crossen <TCrossen@highplains.us>

Cc Susan Staples <SStaples@highplains.us>; Brooke Kardos <bkardos@wemberinc.com>; Tim Wilson <TWilson@highplains.us>

Good morning Tami -

TOPIC: upcoming work at your location (cabling and/or meeting room)

DETAILS:

- As part of the application of standards for security cameras and meeting room technology work at your location is being scheduled.
- Contractors can be expected in areas during open hours as well.
- ITI is the point of contact for the vendors and staff. Please email help@highplains.us or call 8561 if any questions come up as this work gets underway.
- For your facility - Hudson – additional detail includes:
 - Work will start the week of Sept 29 and continue for 3 weeks
 - ITI staff will be onsite during this time
 - Work is planned to:
 - Install large meeting room including replacement of existing lights with canned lights (to match existing canned lights)
 - Includes room scheduler outside of room
 - Install wall mount collaboration space
 - Includes room scheduler outside of room
 - Pending: add display to children's/teen space
 - Add cameras – 1) behind desk 2) maker area 3) behind second service desk
 - Adjust existing cameras where possible as requested
 - Refresh and upgrades – more details will follow on this
 - Smartbadges, computers,

SUPPORT NEEDED FROM YOU:

- have the meeting spaces (qty 2) marked as unavailable from Sept 29 – October 17 so the installation can be completed.
- In the small meeting room, remove the whiteboard and patch/paint as necessary prior to Sept 29 (Tami - per our talk still working to see if I can find any support contacts for you on this one)
- Reply to confirm replacing the hanging lights with canned lights (to allow clean projection and line of sight for the video camera) is approved

I will be calling to talk through any questions.

Thank you and have a great day -
Susan

Susan Staples

Information Technology & Innovation Manager

High Plains Library District

sstaples@highplains.us

(970) 506-8561

Scholarship

From Mulletman <beastmodejj99@gmail.com>

Date Wed 8/20/2025 6:20 PM

To Tami Crossen <TCrossen@highplains.us>

Dear Tami,

First, I want to thank you and the Library for the generous scholarship. This scholarship has greatly helped me in pursuing my college education. I have already made the move to Nebraska to begin my college career. I have attached an invoice, that should provide all the necessary information requested. Please let me know if you have any questions or concerns.

Thank you again for awarding me with this great opportunity.

Sincerely,
Marcello Rodriguez