HUDSON
PUBLIC LIBRARY

Agenda
December 11, 2025

A. Call meeting to order

B. Pledge of Allegiance

C. Roll call

D. Board applicant interviews- Five-ten minutes max for each applicant with discussion to follow by the board to make the recommendation.

E. 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. Please sign in on the back table if you intend to address the board.

F. Approval of previous meeting notes

G. Payment approval

H. Library Director's Report
   a. New Hires

I. Staff reports

J. Old business
   a. New website launched December 9th, check it out
   b. Discussion from Dan, Level 5 and Freddy, Otis and Bedingfield on consulting agreement

K. New business
   a. Report from Civic Planning Committee
   b. Director Evaluation- Executive Session
      i. 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.

L. Next meeting- January 22, 2026

M. Trustee Comments

N. Adjournment

HUDSON
PUBLIC LIBRARY

Agenda
November 13, 2025

A. Call meeting to order – Rick Medrano at 5:01pm

B. Pledge of Allegiance

C. Roll call
   a. Howard McClaskey
   b. Leonard Roskop
   c. Lynda Pruett
   d. Rick Medrano
   e. Tami Crossen
   f. Gabrielle Hattel
   g. Ken Gfeller

D. Public Comments
   a. None

E. Approval of previous meeting notes
   a. Motion to approve Leonard Roskop
   b. Ken Gfeller 2nd
   c. 6-0 motion carries

F. Payment approval
   a. Motion to approve Lynda Pruett
   b. Leonard Roskop 2nd
   c. 6-0 motion carries

G. Library Director's Report
   a. Military/1 st Responder Luncheon and Keenesburg Chamber Dinner- thank you to the board members who attended.
      i. Gabrielle/Leonard/Lynda/Tami attended the Vet's/1st Responders Luncheon
      ii. Tami/Ken/Lynda/Leonard attended the Keenesburg Chamber Dinner
   b. Stats
      i. New format. Numbers look good and consistent
   c. Library Associates: 2 have been hired
      i. One has good background to help with Children Services, starts Dec 1
      ii. Second is bilingual with school background and starts Monday Nov 17
   d. Marketing Specialist and Events Coordinator
      i. Board to consider creating the position
         1. Tami has the job description ready and Board reviewed (full time / non exempt)
         2. Budget for this position is available with no amendments
      ii. Motion to approve the new Marketing Specialist and Events Coordinator position, Lynda Pruett
      iii. Ken 2nd
      iv. 6-0 Motion carries

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v. Tami will take this to the Town of Hudson Board for their approval

H. Staff reports
   a. Field Trips
      i. See Stats report for list and attendance
   b. School visits- career fair
      i. High School sign up was so good they did 2 sessions
      ii. Tested out a Virtual system for career information.
         1. Investigating the potential of adding this to Library resources

I. Old business
   a. All Library Board Applicants will attend our December 11 th meeting for interviews. The Town of Hudson will make the appointment at their January 7 th meeting.
   b. New website
      i. Launch Tuesday, November 18 preview by Board
         1. Edits due December 3
      ii. Live launch targeted for December 8
   c. Discussion on Task Order and Consulting Agreement-Level5
      i. As approved last meeting, we need to rescind the contract with Level5
      ii. This contract has not been delivered and needs to be restructured for future review
         1. Motion to rescind the approval of the Level 5 contract -- pending receipt of new contract, Lynda Pruett
         2. 2nd Ken Gfeller
         3. 6-0 motion carries

J. New business
   a. The Director's review is due in December 8.
      i. Tami will send materials to the Board to fill out and bring back to December meeting
      ii. Director Bonus discussion
      iii. Tami will send out performance review forms and guidelines to Board for Director Review
         1. Due back to Rick Medrano by Monday, December 8, 2025
   b. Craft Fair
      i. Friday, November 22nd 9:00 to 4:00pm

K. Next meeting: December 11, 2025 at 5:00pm
   a. Staff/Board Party following the meeting 7pm.

L. Trustee Comments
   a. Howard, commends Tami and great staff
   b. Leonard, Thank you for the great community interaction.
   c. Lynda, Great to see the new role and excited to preview the new website
   d. Ken, Thank you for fearless approach to the unknown

HUDSON PUBLIC LIBRARY

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e. Gabrielle, excited to have the Marketing specialist and events coordinate role to support Tami, the staff and Library
f. Rick, great to see the new role and support for the staff and Library

M. Adjournment
a. Ken Gfeller motion
b. Gabrielle Hattel 2nd
c. 6-0 motion carries adjournment at 6:01pm

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	111125-LIB	Library Gas Service 10/11/	11/11/2025	222.00	25646412	222.00	64807	11/18/2025
Total 2:					222.00		222.00		
5	United Power Inc.	110425-LIB	Electric Service October- Li	11/04/2025	976.28	25646413	976.28	64835	11/18/2025
Total 5:					976.28		976.28		
206	Valley Fire Extinguisher Inc	170395	Fire Extinguisher Maintena	11/05/2025	60.00	25646724	60.00	64837	11/18/2025
Total 206:					60.00		60.00		
1041	Caselle Inc.	INV-12624	Contract Support and Main	11/01/2025	231.37	25647733	231.37	64747	11/06/2025
Total 1041:					231.37		231.37		
1186	Bank of Colorado	110125-JR	King Soopers - Field Trip,	11/01/2025	2,494.53	25646725	2,494.53	64827	11/18/2025
		110125-TC	Netflix - Streaming Service	11/01/2025	30.81	25646211	30.81	64827	11/18/2025
Total 1186:					2,525.34		2,525.34		
1252	Terminix	464936904	Pest Control Work Order 2	10/14/2025	157.00	25646724	157.00	64781	11/06/2025
Total 1252:					157.00		157.00		
1345	Fransen Pittman Constructi	3345.C1-01	Hudson Library Carport	10/22/2025	34,706.00	25647719	34,706.00	64815	11/18/2025
Total 1345:					34,706.00		34,706.00		
1471	Pure Water Dynamics, Inc	1523232-IN	Sego Cup-At-A-Time Brew	11/01/2025	298.88	25646710	298.88	64828	11/18/2025
Total 1471:					298.88		298.88		
1479	Highplains Library District	2788	Hudson Books	09/15/2025	1,102.04	25646729	1,102.04	64758	11/06/2025
		2790	Hudson Books	11/15/2025	758.34	25646728	758.34	64820	11/18/2025
Total 1479:					1,860.38		1,860.38		
1535	Denver Post	101725	The Denver Post Annual S	10/17/2025	628.95	25646729	628.95	64782	11/06/2025
Total 1535:					628.95		628.95		
1645	Employee Reimbursement	110425-SJW	King Soopers - Snacks for	11/04/2025	82.21	25646725	82.21	64765	11/06/2025
Total 1645:					82.21		82.21		
1663	Arrowhead Trash Service I	110125	Library Trash services - No	11/01/2025	103.00	25646423	103.00	64805	11/18/2025
Total 1663:					103.00		103.00		
1699	Jessica King	0000638	Yoga programming	11/03/2025	1,420.00	25646723	1,420.00	64764	11/06/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1699:					1,420.00		1,420.00		
1740	InkRiot Marketing	IR25-405	HPL 2025 Website Design	10/13/2025	9,680.00	25646724	9,680.00	64761	11/06/2025
		IR35-411	Brand Identity work	10/27/2025	115.59	25646724	115.59	64821	11/18/2025
Total 1740:					9,795.59		9,795.59		
1834	Leon Cerna	1394	Library HR Services - Octo	11/04/2025	1,462.50	25646632	1,462.50	64760	11/06/2025
Total 1834:					1,462.50		1,462.50		
1890	RDZ Hardscapes LLC	32	Library Ground Maintenanc	11/11/2025	2,650.00	25646422	2,650.00	64830	11/18/2025
Total 1890:					2,650.00		2,650.00		
1902	Allo Communications	102425-LIB	Library Internet bill	10/24/2025	238.00	25646724	238.00	64743	11/06/2025
Total 1902:					238.00		238.00		
1917	Modern Marketing	MMI165747	Yummy Round Lip Balm	11/04/2025	790.83	25646512	790.83	64826	11/18/2025
		MMI165794	Gear Push Pop Spinner	11/07/2025	2,030.19	25646512	2,030.19	64826	11/18/2025
Total 1917:					2,821.02		2,821.02		
1932	Dawnee Rae Raskin	35	October Fitness Classes	10/28/2025	320.00	25646725	320.00	64771	11/06/2025
Total 1932:					320.00		320.00		
1964	Otis & Bedingfield, LLC	44536	Appeal 08-566-103	10/21/2025	522.75	25646630	522.75	64770	11/06/2025
		44537	Governance 08-566-102	10/21/2025	2,300.00	25646630	2,300.00	64770	11/06/2025
Total 1964:					2,822.75		2,822.75		
2060	Rebecca Elaine Smith	016	Sewing Class on 11/5/25	11/05/2025	200.00	25646725	200.00	64831	11/18/2025
		017	Sewing Class on 11/12/25	11/12/2025	200.00	25646725	200.00	64831	11/18/2025
Total 2060:					400.00		400.00		
2207	State of Colorado	901660	History Colorado Nonprofit	11/13/2025	500.00	25646723	500.00	64842	11/24/2025
Total 2207:					500.00		500.00		
Grand Totals:					64,281.27		64,281.27		

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November 2025

On-Site

New Library Cards	75

Programming

	Attendance	# of Programs
Kids 0-5	364	12
Kids 6-11	147	20
Teens	18	5
Adults	316	16
All Ages	94	14
Total	**939**	**67**

Create HQ

Machine	Uses
Sewing	14
3D Prints	10
Sublimation	4
Heat Press	15
Epilog	37
Cricut	8
Button Maker	100
Screen Printer	3
Inkjet	21
Total	**284**

Field Trips/School Events

School	Grade	Attendance
CCA	K-2	66
Total	**1**	**66**

Off-Site

New Library Cards	3

Programming & Stops

	Attendance	# of Programs
Aladdin	17	2
Charleston	11	2
Prairie View	12	2
Wild Country RV	11	2
Roggen	3	1
Total	**54**	**9**

School Stops

	Attendance	# of Programs
CCA	51	1
Hoff	73	1
Meadow Ridge	36	1
Migrant Preschool	26	2
Total	**186**	**5**

Town/Special Events

Event	Attendance
Lochbuie Elementary Career Fair	203
WCHS VR Experience	20
Total	**223**

HUDSON PUBLIC LIBRARY

November 2025

Master Stats

	Door Count	Comput Usage	Total Circ	1st Time Checkout	Renewa	Borrowe Activity	Card Holders	Wifi Usage	Prints	Fax	eBook eAudio	Copies	Mobile Prints
J-25	4543	251	2,392	2,225	167	645	1,602	96	359	25	431	202	53
F-25	5974	302	2,429	2,283	146	657	1,605	113	474	17	409	267	74
M-25	6050	258	2,641	2,384	257	704	1.621	106	494	13	465	392	68
A-25	7375	275	2,455	2,176	279	687	1,630	154	512	29	379	239	111
M-25	7658	300	2,819	2,535	284	728	1,655	122	133	9	435	184	133
J-25	7846	349	4,056	3,780	276	781	1,687	130	95	10	414	272	95
J-25	8827	349	3,656	3,386	270	785	1,700	159	93	17	484	246	93
A-25	7567	331	3,072	2,873	199	722	1,707	124	82	26	428	115	82
S-25	6382	328	2,670	2,528	142	711	1,717	117	254	11	411	173	254
O-25	7220	343	3166	2952	214	729	1729	124	368	15	416	312	209
N-25	6915	288	2532	2338	194	723	1741	161	545	19	414	125	99
D-25													

Library Financials

Financial Institution	Account Type	Balance	Interest Current	Interest YTD
TBK	CD-48 month Maturity 7/27/25	$68,696.50		
	CD-24 month Maturity 7/27/25	$32,976.39		
	Money Market	$122576.56	$9.40	$111.45
Bank of Colorado	Building	$4,389.17		
	Money Market	$11,905,079.39	$7008.41	$96595.79
High Plains Bank	Insured Cash Sweep	$5,282,811.40	$16,256.34	$178,138.54
	Money Market	$250,481.81	$481.81	$5,747.91
ColoTrust	Plus+	$2,352,167.80	$7,884.30	$91,895.59
	Prime	$5,819,038.55	$18,438.26	$218,651.50

level5 collaborative

Task Order - 01

Original Contract:	On-Call Owner's Representative
Project Name:	HSP-Hudson Library Park
Level5 Project Number:	25-0005-01
Issue Date:	December 4, 2025
Purpose:	On-Call Task Order

Tami Crossen, Director
High Plains Library District

Hudson Public Library
100 S Beech St
Hudson, CO 80642
303-536-4550
tcrossen@highplains.us

20% Fee reduction request

The Contract is Changed as follows:	**Amount**
Original Contract Sum	$ 0.00
Net change by previously authorized changes	$ 0.00
Contract sum prior to this change	$ 0.00
Contract sum will be INCREASED by this Task Order	$ 75,800.00
Term	11 months
Total Updated Contract Amount	**$ 75,800.00**

Scope / Task Order Description
Task Oder-01: Owner's Representation for a new Library Park to include green space, landscaping and an inclusive playground that goes above and beyond Americans with Disability Act ("ADA") requirements to provide a safe place where children of all abilities can play together and is developmentally appropriate for children with and without disabilities

OWNER:
Town of Hudson
P.O. Box 351
50 Beech Street
Hudson, CO 80642

By: _____
Tami Crossen, Director Date

CONSULTANT:
level5 collaborative
1613 Pelican Lakes Pt, Ste 200
Windsor, CO 80550
p. 970-978-0077

By: _____
Dan Spykstra, Sr. Vice President Date

Hudson Library Park
Scope of Services

General

1. Set up and manage Project Management Online Software including shared documents, and contacts.
2. ~~Be available to give presentations to the boards, commissions, civic groups, government officials and funding agencies.~~
3. Primary role is to provide limited oversight and coordination of the project from OWNER's perspective to effectively balance costs, time and quality.
4. Work with the team to refine the scope of work to be within OWNER's budget. Upon OWNER's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. Owner's Representative will review design with respect to compliance with agreed-upon project objectives.
5. Represent the OWNER at regular project meetings and provide advice that will help facilitate economical, efficient and desirable development and construction procedures. Track project related issues, assign responsibility and track follow-through.
6. ~~Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations and sign-off's as necessary for the design, construction and operations of the project.~~
7. Prepare periodic updates for OWNER's approval.
8. Generate master budget. Establish a process by which all changes can be priced, submitted, reviewed and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to OWNER approval. Coordinate with OWNER's finance and accounting departments on related budget and financial matters.
9. ~~Meet with fire departments, cable, power and phone companies if needed to progress design and construction.~~
10. Submit to the OWNER suggestions or changes that could improve the design or reduce costs.
11. Provide interpretation of plans and specifications.
12. Develop a communication organization chart for communication flow and decision making.
13. Coordinate with OWNER's legal counsel on legal aspects of the project and major project-related decisions.
14. Maintain electronic files for the OWNER.

Phase I

Pre-Design/Planning

1. Assist in Design Build team selection including generating RFPs, facilitating interviews and calling references.
2. ~~Develop contracts in conjunction with legal counsel~~. Legal counsel to develop contracts.
3. Prepare comprehensive project budget, update the project budget regularly, and provide monthly status reports.
4. Coordinate with Owner's finance and accounting departments on related budget and financial matters.
5. Receive proper insurance documents from the design/build team.
6. Work with the OWNER to manage site preparations, including preparing RFP's for Owner to advertise and manage process, evaluating proposals, ~~generating agreements~~, and reviewing insurance certificates potentially for:
    a. Surveys
    b. Soils Testing

c. Environmental Assessments
d. Traffic Engineering
e. Construction Material Testing
f. Commissioning Agent
g. HAZMAT
h. Other

7. During the schematic design phase, Owner's Representative will review design documents for conformance to OWNER's program and other stated project objectives.
8. ~~Owner's Representative will facilitate the incorporation of sustainable building initiatives into the new project at a level deemed appropriate by OWNER~~.
9. Help the Design/Builder develop a master schedule outlining critical milestones for the project's success.
10. Review applications for payment and generate monthly draw request for OWNER.

Programming

1. Program Plan Process:
   a. Coordinate design team to hold a programming workshop, including meetings with staff and administration on program needs
   ~~b. Follow-up discussion via telephone and e-mail with stakeholders to clarify questions raised at the workshop~~
   ~~c. Development of the first draft of the program plan (all sections)~~
   ~~d. Presentation to Owner followed by break-out meetings with user representatives as required for discussion of refinement and revisions to program plan document~~
   ~~e. Final revisions to document based on input received during the second work session (and input received immediately following, if applicable).~~
   f. Coordinate Design/Builder Final program presentation to Owner.

Design Documentation

1. Work with team to outline critical design goals for a successful project.
2. Attend design team meetings.
3. Help guide team, review design documents, offer suggestions that represent OWNER's interests.
4. Assist with periodic design reviews, review construction documents for technical accuracy in conjunction with the design team.
5. ~~Monitor the incorporation of sustainable initiatives into the project.~~
6. Review design documents for conformance to building program, OWNER's objectives.
7. ~~Facilitate coordination between IT manager and required design team members.~~
8. ~~Report to Building Committee team and Board/Commission regarding progress of the design effort.~~
9. ~~Work with maintenance personnel to standardize equipment and construction materials.~~
10. Evaluate and advise OWNER regarding additional service requests made by design team and vendors.

Construction Administration

1. Serve as the main OWNER contact for the architect and general contractor during construction.
2. Monitor construction costs.
3. Review and monitor preliminary and final construction schedules.
4. Attend weekly construction meetings (OAC meetings).
5. Obtain and monitor evidence of insurance by contractor.
6. Observe construction activities every two weeks.
7. ~~Monitor the construction phase activities of the design and engineering firm(s), including the following:~~
   ~~a. Technical review and approval of materials submittals and samples~~
   ~~b. Resolution of technical questions that may arise during construction~~
   c. Review and provide opinion on change orders subject to OWNER approval

8. Monitor progress of construction work to determine compliance with the drawings and specifications.
9. Resolve questions asked of OWNER that may arise during construction.
10. Maintain OWNER's record copies and permanent project files of necessary design and construction related communications. Includes periodic construction progress photographs.
11. Report to and advise OWNER on issues of construction cost, schedule and related items.
12. Review progress payment requests of contractor and provide payment recommendations to OWNER.
13. ~~Monitor design team's construction-phase performance with respect to timeliness of documentation, type and frequency of contractually agreed to project reporting and other documentation relied upon by OWNER and Owner's Representative.~~

~~Furniture and Equipment and Move~~

1. ~~Review, comment and provide recommendations relating to furniture and equipment drawings submitted by OWNER's vendors in order to determine conformance with OWNER objectives.~~
2. ~~Coordinate schedule with OWNER provided furniture and equipment and monitor the installation progress.~~
3. ~~Review invoices for furniture and equipment, and provide recommendation to OWNER on payment.~~

Close-Out and Post-Construction

1. Participate in the punch list in conjunction with the construction, design and engineering firms and monitor progress and completion of corrective work identified on punch list.
2. Recommend to the OWNER the approval of the issuance of the Certificate of Substantial Completion.
3. Provide recommendation to OWNER regarding final acceptance of project and release of final payment to contractor(s).
4. ~~Monitor the turnover of stock supplies of materials as specified by the contract documents.~~
5. ~~Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the OWNER.~~
6. ~~Facilitate contractor's training of appropriate, OWNER selected facilities staff members on subjects of operations and maintenance.~~
7. ~~Warranty walkthrough at 11-months~~