



**HPLD FOUNDATION
REGULAR SESSION**

April 15, 2019

**Glenn A Jones MD Memorial Library
400 Parish Ave, Johnstown, CO 80534
4:00 PM**

1.0 OPENING OF MEETING

1.1 Roll Call

Meeting called to order at 4:05pm

Present: Chair John Damsma, Vice Chair Gerrie Holton, Secretary/Treasurer Bob Grand, Director Joyce Smock, Director Mary Roberts, Director Alan Lott, Director Mindy Marshall
Staff: Foundation Director Abby Yeagle, Executive Director Matthew Hortt, Finance Manager Natale Wertz, Development Associate Niamh Mercer
Guests: Laura Brashear, Writer in Residence

Public: Tony Brewer, Associate Director of Branch Services

1.2 Pledge of Allegiance

1.3 Approval of Agenda (Action)

Motion: Secretary/Treasurer Grand moved to approve the Agenda as presented.

Second: Director Smock

Unanimously approved, 7:7

1.4 Approval of Minutes (Action)

A. February 11, 2019

- a. Work Session
- b. Work Session - Orientation
- c. Regular Session

Motion: Director Holton moved to approve the February 11, 2019 Work Session, Work Session-Orientation, and Regular Session Minutes as presented.

Second: Director Lott

Unanimously approved, 7:7

1.5 Public Comment

None

2.0 ITEMS FOR INFORMATION

2.1 2019 Writer in Residence

A. Introduction of Resident

Foundation Director Yeagle discussed the 2019 Writer in Residence application and selection process. The Foundation worked with community partners to distribute promotional materials and attract a diverse array of candidates. Six community members formed a volunteer selection committee to review applications and interview top applicants.

Foundation Director Yeagle noted that this year's applicants were highly skilled, leading the selection committee to interview four candidates, a program first. Yeagle then introduced the 2019 Writer in Residence, Laura Brashear, to the Board.

Writer in Residence Laura Brashear thanked the Board for the opportunity to share her story with the community. Brashear will use the nine-month residency to complete a nonfiction project about her husband's unexpected journey with leukemia and the profound impact their family's love of horses had on his recovery.

Secretary/Treasurer Grand commended Brashear for her vibrancy and willingness to share her story with the community.

Chair Damsma asked Brashear what type of programming and implementation would be involved in her residency. Foundation Director Yeagle and Brashear are currently working on programming and the community. A Writer in Residence programming team composed of District librarians will meet with Brashear and Yeagle to further discuss programming throughout the District.

Vice Chair Holton asked how to best communicate with Brashear. Foundation Director Yeagle will share her contact information with the Board.

Foundation Director Yeagle shared that the Writer in Residence Consortium met for the first time on 4/12/19. The consortium was comprised of past and present residents. They discussed how the Foundation could continue to support residents after the program and how past and current residents can become more involved in fundraising and programming through the District. A Meet the Resident event will be held at WeldWerks on 5/24/19 from 5pm-9pm.

B. Strategic Plan Update

Foundation staff met with all District Branch managers and Outreach to discuss how the Foundation can best serve the District. The Board reviewed the data analysis provided. Foundation Director Yeagle noted that Erie is extremely interested in fundraising for the District and Carbon Valley is the most receptive to volunteers. The meetings revealed that there is a lack of Foundation awareness among staff and patrons.

Sec/Treasurer Grand noted that he would like to focus on a plan with the District and the Branches, as it may not be productive to include the Member libraries in the early stages of strategic planning.

Foundation Director Yeagle will set meetings and gather data from the member libraries. The Board will participate in a Strategic Plan Work session and move in tandem with the District's strategic plan.

Chair Damsma voiced concern that District employees and Board members lack an understanding of the Foundation. Foundation Director Yeagle shared that the Foundation has created buttons, stickers, and brochures to be distributed to staff. Yeagle also gave a presentation about the Foundation at All Staff Day on 3/8/19.

3.0 FINANCE REPORT – Natalie Wertz, Finance Manager

4/24/19

3.1 Investment Update - Finance Committee

Finance Manager Wertz noted two significant financial changes for the Foundation: significant gains in the investment portfolio and the \$25,000 sponsorship from PDC. Wertz informed the Board that the draft of the 2018 Audit came out on Friday and was shared with the Finance Committee. Wertz informed the Finance committee that they will need to meet to discuss the 2018 990 when the draft is released.

Sec/Treasurer Grand reported that the Finance Committee did not feel the need to change their investments. Finance Manager Wertz explained changing the Foundation's investments would not have a significant impact upon the Foundation's finances.

Director Lott asked inquired about the Contract Services listed under the Audit. Wertz explained that this included the WIR stipend, which will be moved to Program Services along with costs for 1000 Books Before Kindergarten speaker costs.

Foundation Chair Yeagle reported that the Foundation received grants from the WD Farr Endowment Fund (\$1,500 for Multilingual 1,000 Books Before Kindergarten Materials) and Walmart (\$2,000 in general funds for 1,000 Books Before Kindergarten). The Foundation is currently pursuing grants from Better World Books (\$10,000 for multilingual Nursery Rhyme books) and Dollar General Youth Literacy Fund (\$4,000 for Spheros STEM program upgrades).

The Board congratulated Finance Manager Wertz on her third anniversary with the District.

4.0 ITEMS FOR ACTION

4.1 Strategic Plan Work Session

Chair Damsma suggested meeting prior to the District Board of Trustees meetings on either June 17th, or July 15th at 3:30 pm.

Motion: Secretary/Treasurer Grand moved to hold the Strategic Plan Work Session on June 17th at 3:30pm at Nantes Library.

Second: Director Marshall

Unanimously Approved, 7:7

4.2 Summer AmeriCorps VISTAs Administrative Fee

Chair Damsma informed the Board that Foundation Director Yeagle helped secured three Summer AmeriCorps VISTAs for the District, one at Centennial Park and two with Outreach.

Chair Damsma asked Foundation Director Yeagle if there were any additional costs associated with the program. Yeagle explained that it is a Federally funded program and there would be no additional costs for the Summer AmeriCorps VISTAs.

Secretary/Treasurer Grand suggested that the Foundation seek more applicants next year, as the program is extremely beneficial to the District.

Director Marshall asked if the VISTAs were local. Foundation Director Yeagle was unsure at this time and will let the board know once the VISTAs are selected.

Motion: Director Roberts moved to approve \$1,800 in funds for the Summer AmeriCorps VISTAs Administrative Fee.

Second: Director Smock

Unanimously Approved, 7:7

5.0 BOARD COMMENTS

Vice Chair Holton is proud of the work that the Foundation does and supports. Secretary/Treasurer Grand noted that it will be challenging to weave the District, Foundation, Branches, and Members into the new Foundation Strategic Plan. Director Smock is pleased to learn more about the Foundation and happy with how it is moving forward. Director Roberts was appreciative of the Strategic Plan Data charts and would like to see the level of Foundation understanding increase throughout the District. Director Lott congratulated Foundation Director Yeagle for her work with donors and sponsors, noting the recent donation from PDC Energy. Director Marshall looks forward to strategic planning and truly believes that it will allow the Foundation to effectively tell its story. Executive Director Hорт shared that the new CRM manager James Melena would like to bridge the gap between the District and the Foundation which will help to increase Foundation awareness. Chair Damsma looks forward to the strategic plan and thanked everyone for their contributions.

6.0 ADJOURNMENT

Motion: Director Smock moved to adjourn the meeting.
Second: Director Lott
Unanimously Approved, 7:7
Time: 4:46pm

Secretary / Treasurer, Bob Grand

Date

Recording Secretary, Niamh Mercer

Date