



**BOARD OF TRUSTEES**  
**Regular Session Agenda**  
**Monday, April 19, 2021**  
**HPLD Administration Bldg.,**  
**2650 W. 29th. St., Greeley, CO 80631**  
**5:00 p.m.**

This is also be streamed virtually by GoToMeeting.

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If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack:

[https://hpld.formstack.com/forms/board\\_questions](https://hpld.formstack.com/forms/board_questions)

**1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - A. March 22, 2021 Regular Session Meeting Minutes
- 1.4 Public Comment

**2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Financial Policy Update (Action) – Dr. Matthew Hортt, HPLD Executive Director
  - A. Reserve Policy
  - B. Investment Policy
- 2.2 Grover Project Update (Information) – Dr. Matthew Hортt, HPLD Executive Director
- 2.3 Kersey Library Unexpected Conditions Approval (Action) – Dr. Matthew Hортt, HPLD Executive Director
- 2.4 Updated COVID Dial and Mask Mandate (Action) – Dr. Matthew Hортt, HPLD Executive Director
- 2.5 High Plains Chautauqua Opportunity (Information) – Dr. Matthew Hортt, HPLD Executive Director

**3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
  - A. May 17<sup>th</sup>, 2021
- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director
  - A. Milliken Update
  - B. Keenesburg Update
- 3.3 Chairman’s Report

**4.0 BOARD COMMENTS**

- A. Chairman’s Report
- B. Vice-Chair
- C. Secretary/ Treasurer
- D. Committees
- E. Other Board Members

**5.0 ADJOURNMENT**

Upcoming meetings:

*May 17<sup>th</sup>, 2021 5:00 p.m Centennial Park Library - Regular Session, 2227 23rd Ave., Greeley, CO 80631*



**BOARD OF TRUSTEES MINUTES**

**Regular Session**

**Monday March 22<sup>nd</sup>, 2021**

**5:00 p.m.**

**Online and at Northern Plains Public Library,  
216 2<sup>nd</sup> St, Ault, CO 80610**

**1.0 OPENING OF MEETING 5:00p.m.**

- 1.1** Roll Call and Pledge of Allegiance  
Chairman Poncelow  
Vice-Chair Heberlee arrived at 5:05  
Secretary/ Treasurer Roberts  
Trustee Curtis  
Trustee Holton  
Trustee Smock  
Trustee Caldwell

Legal Counsel William Garcia

Staff: James Melena, Niamh Mercer, Tony Brewer, Dr. Matthew Hortt, Kim Parker

Guests: Laura McFarland, Director of Northern Plains Public Library

Chairman read the following statement into record: *High Plains Library District (HPLD) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.*

- 1.2** Approval of Agenda  
**MOTION** to approve the agenda: Trustee Caldwell  
**SECOND**: Secretary/ Treasurer Roberts  
**VOTE**: Unanimously approved, 6:0
- 1.3** Approval of Consent Agenda  
A. February 8, 2021 Regular Session Minutes  
**MOTION** to approve the Minutes: Trustee Smock  
**SECOND**: Secretary/ Treasurer Roberts  
**VOTE**: Unanimously approved, 6:0
- 1.4** Public Comment  
No public comment



## 2.0 ITEMS FOR DISCUSSION/ ACTION

### 2.1 Schematic Design Review Kersey Library (Action) – Dr. Matthew Hortt, HPLD Executive Director

Matt Glawatz, of The Clark Enersen Partners, showed a virtual three-dimensional walk-through of the proposal for the Kersey Library design. The slides are included in the Board packet and the presentation of the walk-through can be accessed via <https://www.gotostage.com/channel/3f82cfc65d8741369210fc7801c0e524>.

Trustee Smock asked for more information about the basement and was told its use is limited to storage, mechanical, and IT space. Trustee Holton reported that there are several pre-existing conditions. Dr. Hortt added that there is \$130,000 to \$150,000 more expense than had been anticipated and extra work that needs to be done.

Therefore, the Finance Committee will need to convene to discuss the implications. There are two options: augmenting the budget or scaling down what we've planned. Chair Poncelow remarked that the building was a good deal, lower than property value, when purchased.

Secretary/Treasurer Roberts asked if there are plans to create outdoor space. Dan Spykstra replied that there's space for a "dirty" maker space outdoors and that the District is concentrating on the interior to keep within our timeline and budget.

Trustee Caldwell asked about restroom use for people in the adjacent park, and Dr. Hortt said the restrooms will be open to park users only during the library's open hours. The plan is for the Town of Kersey to build restrooms for the park.

**MOTION** to approve the schematic design of the Kersey Library: Trustee Holton

**SECOND:** Vice-Chair Heberlee

**VOTE:** Unanimously approved, 7:0

### 2.2 Schematic Design Review LINC (Action) – Dr. Matthew Hortt, HPLD Executive Director

Andy Stein and Ellie Lokken, of Barker Rinker Seacat Architecture, gave a virtual walk-through of the LINC design. Again, the slides are included in the Board packet and the presentation of the walk-through can be accessed via <https://www.gotostage.com/channel/3f82cfc65d8741369210fc7801c0e524>.

The Architects use a tool called Design Threads, which allows them to create a space that is unique to the area and won't be found anywhere else. This will be uniquely 'High Plains'. It's about 'Discovery' and what a library offers – exploring new things; 'Transformation' and what a library can represent – the transformation that can come about from the community using the library and innovation space; 'Confluence' and the coming together and importance of water - how the library is a place for people and



community to come together. The presentation showed the design elements and how they relate to discovery, transformation, and confluence.

Vice-Chair Heberlee contested the courtyard. Others like it. Secretary/Treasurer Roberts said there are wonderful ideas with the exterior and a great balance with pockets of interest around the building.

Chair Poncelow mused that this is a cultural center of the community, and Secretary/Treasurer Roberts added that the Librarians will bring the different cultures together through programming, etc. Dr. Hortt said that when you look back at the history of libraries, it's been about communication and sharing of information. This project allows us to build skills and bring the larger community together. Books are a huge part of that along with building other skills and marrying them together. Trustee Holton commented that she likes the "marrying" of the skills, because books by themselves don't bring people together.

Trustee Holton complimented all the glass and openness and asked if there are safety concerns with all the exterior glass. Dan Spykstra replied that all areas are in eyesight and Mr. Stein added that there are many egress opportunities. Secretary/Treasurer Roberts said that in the Cherry Creek facility they toured, there are great signs about safety that can be duplicated. Chair Poncelow remarked that when they met with Greeley Chief of Police, he talked about working with the library on safety.

Trustee Caldwell asked the seating capacity of the event center and was told 160 for banquet-style and 225 for lecture-style.

**MOTION** to approve the schematic design of LINC: Trustee Holton

**SECOND:** Trustee Curtis

Discussion

**VOTE:** Unanimously approved, 7:0

**2.3** LINC Speakers Bureau Presentation Review (Information) – James Melena, HPLD Community Relations and Marketing Manager

This is a mechanism to communicate information to speakers who want to know everything about the topic, for a Speakers Bureau for instance, and for folks who know nothing about the project or those who only need an update. Therefore, this is all-inclusive. Mr. Melena went through the presentation, which can be seen at <https://www.gotostage.com/channel/3f82cfc65d8741369210fc7801c0e524>.

The Board will have the opportunity to give these presentations. For their reference, the slides and notes pages include information about the Design Threads, Survey 1 Results, LINC Site Plan (40,000 sq. ft of original bldg. and 20,000 sq ft. of new construction), the schematic design, Cultural Display, and 2<sup>nd</sup> survey. Trustee Caldwell suggested that it will help to have statistics available to help answer questions, and Chair Poncelow proposed having an annual report for information. Mr. Melena was also asked to remove specific construction start and completion dates from his presentation.



LINC will partner with local and regional businesses to introduce people to tools and skills they will need in today's workplace. Dr. Hortt added that the county has expressed interest in putting together some registered apprenticeships. This may be a location for it and the District may serve as custodians of the records. Trustee Holton asked who will be providing the training. Dr. Hortt replied that it may vary and can include professors, volunteers, and possibly library staff. Chair Poncelow suggested LINC give patrons a taste of technology, engineering, woodworking and more, rather than simply serving as a place to get registered apprenticeships.

**2.4** Wember Task Order LINC Installation Project Manager (Action) – Dr. Matthew Hortt, HPLD Executive Director

As part of his contract with us, Wes Sam Bruce has identified a project manager to help with sub-contractors and artists and translate communication between HPLD and Mr. Bruce, which will be important. The Community Foundation will reimburse the expense and she will be added to Wember's contract. Dr. Hortt recommends that the Board approve it.

**MOTION** to approve the Add Service request to the Task Order: Secretary/Treasurer Roberts

**SECOND:** Vice-Chair Heberlee

Discussion

**VOTE:** Unanimously approved, 7:0

**2.5** Grover Project (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt and Trustee Smock met with the town of Grover on the March 11<sup>th</sup>. The town is still interested in donating the land but are not interested in accepting a modular structure and are wanting a permanent structure. We will have to see what options can stay within the \$350,000. The Opera House is not an option.

**Recommendation**

The Board recommends that negotiations continue with the town of Grover.

**2.6** Board Device/Emails (Action) – – Dr. Matthew Hortt, HPLD Executive Director

Staff recommends creating a Board website and app for Trustees to access their HPLD information and email. They will do so through their own computer and/or device by logging into a portal, which will provide one-stop shopping for everything they need. Trustee Holton asked Counselor Garcia if it will open Trustees up to risk, and he replied that if they keep the information on the HPLD server and not intermingled with their personal things, they are safe.

**MOTION** to adopt the use of a specific Board Website to

download materials and mobile app to access email: Vice-Chair Heberlee

**SECOND** Trustee Caldwell



Discussion

**VOTE:** Unanimously approved, 7:0

### **3.0 DIRECTORS REPORT**

#### **3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director**

A. April 19th, 2021

The following topics are included on the agenda for next month:

- Dr. Hortt submitted the 2020 Colorado Public Library Annual Report (PLAR) to the Colorado State Library on March 19<sup>th</sup>. He will cover some of last year's new categories, due to COVID19, and how the District fared in them.
- He met with the farm at Mead and may have more information to share with the Trustees.
- He was contacted by the Friends of Raymer, and they are interested in setting up a public computer center in their old mercantile building that they are converting to a museum. He should have more information by the next Board meeting.
- He will also give an update on the progress at Milliken and Hudson.

#### **3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director**

Staff is working to put together a variety of stakeholder meetings to talk about LINC with representatives from organizations who will be impacted, such as UNC, Aims, City of Greeley, Greeley Downtown Authority, Greeley Creative District, UCCC, The DoubleTree Hotel, and others. The meetings will gather feedback and input for the Innovation space, Events space, and Exhibits space before moving forward with LINC.

There are a lot of changes occurring with COVID19 numbers, and the District is monitoring the situation. Staff will update policies as appropriate. Also, a clinic in Longmont has been secured to vaccinate staff starting tomorrow, March 23<sup>rd</sup>.

The Carbon Valley Regional Library Manager has moved on to another position in Lyons and the District is in the process of interviewing candidates to fill the position. Trustee Curtis asked the process and timeline for filling the position. Staff is now scheduling second interviews with the top four candidates, which should take place next week. The timeline from there varies depending on the top candidate's circumstances: an internal candidate can usually move quickly, and out of state candidate tends to move slowly. The desire is to have it filled by the end of April.

The new Collection Resources Manager, Rebecca Libersat, will start in April and will be in Greeley/Evans between March 23<sup>rd</sup> and 26<sup>th</sup> to look for housing. From that search, she will determine a start date. While here, she will also visit the HPLD office and begin meeting staff.

Finally, staff has been working with the Hudson and Johnstown on Milliken and Keenesburg. Computers have been installed at Milliken and the I.T. department is working on Keenesburg. Hudson and Keenesburg are talking to Lochbuie about a possible project in Lochbuie. Dr. Hortt will share more information as it comes.



#### 4.0 BOARD COMMENTS

##### A. Chair Poncelow's Report

Chair Poncelow directed the Trustees to consider who in their areas may be good to have at the LINC focus group meetings and to send those names with contact information to Dr. Hortt. He specifically asked Trustee Curtis to consider contacts from the immigrant community who may be interested. That way, the District will get a broad perspective from the entire County.

In response, Trustee Roberts suggested adding the school districts.

He asked James Melena to include in the LINC presentation information about the District working on libraries in Kersey, Grover, New Raymer, and so on.

He suggested adding a discussion about Senate Bill 21.182 to next month's agenda. If the law passes, it could have an impact on us.

Vice-Chair Heberlee: "It's exciting and I'm happy and proud of the progress we're making." We've been careful with the dollars for the most part and are headed in the right direction. It's thrilling to hear that Hudson, Keenesburg, and Lochbuie are talking.

Secretary/ Treasurer Roberts: Please label future Board agendas with 'Agenda' and minutes with 'Minutes' to the tops of the documents. She is glad to participate in the building meetings and is grateful and working hard for the entire county.

Other Trustees:

Trustee Holton: The LINC project, Kersey, Milliken, Keenesburg, Lochbuie, and Grover are exciting because that's the heart of our mission. And she commends everyone on the process, such as getting the input and experts before acting. There is no update on Ft. Lupton.

Trustee Smock: The Cherry Creek Innovation Center was mind-boggling, the programs they have are outstanding, and she was glad to get to experience that. The District has a lot going on with all their projects. She's glad to find out the Board can do something else with our devices. And a Kudos to Carbon Valley – before last week's storm, they stayed open when it appeared that they could have closed. "HPLD is doing a LOT of very positive things. I'm very impressed."

Chair Poncelow added that "we have great staff".

Trustee Caldwell: She echoed the praises of LINC and the benefits it will bring to the county and community. People will be proud to have this facility, and she feels proud of all we are doing around the county to bring library services to everyone.

Trustee Curtis: She appreciates now starting to see all the different activity in all the different areas and how everything is running all at the same time. Also, tonight's presentation on LINC was especially great, because after seeing two-dimensional pictures and the dark building, it is light, dramatic and exciting.

#### 5.0 ADJOURNMENT – TIME 7:45p.m.

There being no further business before the Board of Trustees...

**MOTION** to adjourn: Vice-Chair Heberlee

**SECOND:** Trustee Holton



**VOTE:** Unanimously approved, 7:0

Upcoming meetings:

**April 19<sup>th</sup>, 2021 5:00 p.m** HPLD Board of Directors Meeting- Regular Session,

HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 19th, 2021
Type of item: Action
Subject: Financial Policy Update
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: The Finance Committee recommends that the Board of Trustees accept these policies as presented.

### ***Background***

During 2021, the Finance Committee will be reviewing various financial policies for High Plains Library District. On April 8, the Finance Committee met and reviewed the Investment and Reserve policies that are being presented.

The Investment policy has also been reviewed by Public Trust Advisors, the investment advisors for High Plains Library District. Their recommendations have been implemented.

### ***Considerations***

The Reserve policy that is being presented recommends a required reserve of 50% of operating expenditures which is currently approximately \$10,000,000. The reserves that High Plains Library District had going into 2020 were very important in allowing HPLD to sustain operations while property tax cash flows were delayed. This Reserve policy would help ensure HPLD could weather future revenue downturns and cash flow delays.

### ***Recommendation***

The Finance Committee recommends that the Board of Trustees accept these policies as presented.

# High Plains Library District Reserve Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1986 to improve library service to Weld County residents.

This Reserve Policy addresses the need for High Plains Library District to maintain financial strength and ensure financial sustainability of the library district. This policy is intended to ensure that High Plains Library District will be able to meet emergency obligations, unforeseen circumstances, and minimize the impact of interruptions of cash flow.

## SCOPE

The High Plains Library District (HPLD) shall maintain an unrestricted net assets in its General Fund equal to fifty percent of the previous year’s actual General Fund operating expenditures.

## PROCEDURES

The High Plains Library District will also maintain an emergency reserve in the amount of at least three percent of fiscal year spending in accordance with the provisions of Article X, Section 20 of the Colorado constitution (TABOR Amendment).

In the event that unrestricted net assets falls below six months of regular general fund operating expenditures, the Executive Director with the assistance of the Finance Manager will develop a plan to restore the unrestricted net assets to the intended level within two years. This plan will be presented to and monitored by the Finance Committee. The plan and the progress will be reported to the Board of Trustees.

Replenishment of unrestricted net assets may be accomplished through the control of expenditures, unexpected revenue sources, year-end budget surpluses, or increased property tax revenues.

## REVIEWED AND APPROVED BY DATE

Approved by the Board of Trustees **April 19, 2021**.

# High Plains Library District Investment Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1986 to improve library service to Weld County residents.

This Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District’s funds. It replaces any previous investment policy or investment procedures of the District.

## SCOPE

This Investment Policy shall apply to all funds accounted for in the District’s Comprehensive Annual Financial Report.

All cash shall be pooled for investment purposes unless required to be held separately by law, regulation, or other binding agreement. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio.

## INVESTMENT OBJECTIVES

The District’s funds shall be invested in accordance with all applicable District policies, Colorado statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Attainment of a market value rate of return.
- Diversification to avoid incurring unreasonable market risks.
- Transparency of the District’s investments.
- Staying in compliance with the investment policy and plan.

## DELEGATION OF AUTHORITY

The Trustees have delegated to the District’s Executive Director authority for managing the District’s investment program and for implementing this Investment Policy. The Executive Director has delegated to the Finance Manager authority for the day-to-day operation of the District’s investment program. The Finance Manager shall establish written procedures and internal controls for the operation of the District’s investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation and imprudent actions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy.

The District may engage the support services of outside investment advisors in regard to its investment program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the District's financial resources.

## **PRUDENCE**

The standard of prudence, as defined by the Colorado Revised Statutes, to be used for managing the District's assets is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital." (Colorado Revised Statutes 15-1-304, Standard for Investments.)

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally riskless and that the investment activities of the District are a matter of public record. Accordingly, the District recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the District.

The Finance Manager and other authorized persons acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Trustees and appropriate action is taken to control adverse developments.

## **ETHICS AND CONFLICTS OF INTEREST**

District employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the District's investment program or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees shall disclose to the Finance Manager any material financial interest they have in financial institutions that conduct business with the District, and they shall subordinate their personal investment transactions to those of the District.

## **AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments will be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq. Public Deposit Protection Act; C.R.S. 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; C.R.S. 24-75-601, et seq. Funds - Legal Investments; C.R.S. 24-75-603, et seq. Depositories; and C.R.S. 24-75-701 and 702, Investment Funds - Local Government Pooling. Any revisions or extensions of these sections of the statutes will be assumed to be part of this Investment Policy immediately upon being enacted.

This Investment Policy further restricts the investment of District funds to the following types of securities and transactions:

1. U.S. Treasury Obligations: Treasury bills, Treasury notes, Treasury bonds and Treasury STRIPS with maturities not exceeding five years from the date of trade settlement.
2. Federal Instrumentality Securities: Debentures, discount notes, global securities, callable securities, step-up securities and stripped principal or coupons with maturities not exceeding five years from the date of trade settlement issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB) and Federal Home Loan Mortgage Corporation (FHLMC).

If a Federal Instrumentality Security carries a rating lower than the highest category by any Nationally Recognized Statistical Rating Organization (NRSRO), the security is eligible for purchase subject to the following limitations: the final maturity (from the date of trade settlement) may not exceed the statutory limit stated in C.R.S. 24-75-601 and the security must be rated at least AA- or the equivalent by at least two NRSROs, and not less by any. Subordinated debt shall not be purchased. For securities authorized in this paragraph, the District shall limit the combined total of investments to no more than 90 percent of the total portfolio and 30 percent per issuer.

3. Commercial Paper with an original maturity of 270 days or less that is rated by at least two NRSROs and shall be rated at least A1, P-1 or the equivalent at the time of purchase by all organizations that rate the commercial paper. If the commercial paper issuer has senior debt outstanding, it must be rated, at the time of purchase at least A+, A1 or the equivalent by each NRSRO that rates the issuer. The aggregate investment in commercial paper shall not exceed 20% of the District's total portfolio.
4. Eligible Bankers Acceptances with maturities not exceeding 90 days, issued by FDIC insured state or national banks with combined capital and surplus of at least \$250 million. Banker's Acceptances shall be rated by at least two NRSROs and shall be rated at least A-1, P-1 or the equivalent by all NRSROs that rate them at the time of purchase. If the issuing bank has senior long-term debt outstanding, it must be rated, at the time of purchase AA, Aa or the equivalent by each NRSRO that rates the bank. The aggregate investment in bankers acceptances shall not exceed 20% of the District's total portfolio.
5. Repurchase Agreements with a termination date of 180 days or less collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in 1. and 2. above with a final maturity not exceeding ten years. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held by the District's third-party custodian bank, and the market value of the collateral securities shall be marked-to-the market daily.

Repurchase Agreements shall be entered into only with broker/dealers recognized as a primary dealer by the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure. Approved Repurchase Agreement counterparties shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent by a NRSRO.

Repurchase agreement counterparties shall execute a District approved Master Repurchase Agreement with the District. The Finance Manager shall maintain a copy of the District's approved Master Repurchase Agreement along with a list of broker/dealers who have executed same.

6. Local Government Investment Pools authorized under C.R.S. 24-75-702 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) limit assets of the fund to those authorized by State Statute; 3) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAA or the equivalent by one or more NRSROs.
7. Non-negotiable Certificates of Deposit with a maturity not exceeding five years from the date of trade settlement in any state bank, national bank, or state or federal savings bank located in Colorado that is a member of the Federal Deposit Insurance Corporation and is a state approved depository per C.R.S. 24-75-603. Certificates of deposit that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act or the Savings and Loan Association Public Deposit Protection Act. In addition, banks issuing certificates of deposit shall meet the credit criteria set forth in the section of this Investment Policy, "Selection Of Banks."
8. Money Market Mutual Funds registered under the Investment Company Act of 1940 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) have a constant net asset value of \$1.00 per share; 3) limit assets of the fund to those securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAA or the equivalent by one or more NRSROs.
9. Corporate or Bank Security issued by domestic corporations or banks with a final maturity not exceeding three years from the date of trade settlement. Securities shall be rated by at least two NRSROs and shall be rated at least AA-, Aa3 or the equivalent by all NRSROs that rate them at the time of purchase. These rating requirements first apply to the security being purchased and second, if the security itself is unrated, to the issuer, provided the security contains no provisions subordinating it from being a senior debt obligation of the issuer.
10. Municipal Bonds of state or local governments. Such obligations of Colorado (or any political subdivision, institution, department, agency, instrumentality, or authority of the state) shall be rated at least A- or the equivalent at the time of purchase by at least two NRSROs. Such obligations of any other governmental entity shall be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs.

It is the intent of the District that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Trustees.

## **INVESTMENT DIVERSIFICATION**

It is the intent of the District to diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. The asset allocation in the portfolio should be flexible depending upon the outlook for the economy, the securities markets and the District's anticipated cash flow needs. While the asset allocation in the portfolio is flexible, the District shall have restrictions on both portfolio and issuer concentration limits. In the event the District would like to invest outside of these parameters, board approval is required. The table below illustrates restrictions:

Security Type	Maximum portfolio %	Maximum Issuer %	Maturity Restrictions	Rating Restrictions
U.S. Treasuries	100%	100%	5 years	N/A
Federal Agencies and Instrumentalities	90%	30%	5 years	AA- by 2 NRSROs
Non-Negotiable CD	5%	2%	5 years	FDIC Insured or PDPA
Corporate and Bank Securities	35%	5%	3 years	AA- or Aa3 by 2 NRSROs
Municipal Bonds	25%	5%	5 years	AA- or A--by 2 NRSROs
Commercial Paper	20%	5%	270 days	A-1 by 2 NRSROs
Banker Acceptances	20%	5%	180 days	A-1 by 2 NRSROs
Repurchase Agreements	50%	10%	180 days	Collateral required
Local Government Investment Pools	100%	100%	N/A	AAAm by 1 NRSRO
Money Market Funds	100%	75%	N/A	AAAm by 1 NRSRO

## **INVESTMENT MATURITY AND LIQUIDITY**

The portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. To the extent possible, investments shall be matched with anticipated cash flows and known future liabilities. Investments shall be limited to maturities not exceeding five years from the date of trade settlement.

## **COMPETITIVE TRANSACTIONS**

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the District is offered a security for which there is no other readily available competitive offering, quotations for comparable or alternative securities will be documented.

Transactions that are executed through an external investment advisor are presumed to meet these requirements. The external investment advisor will maintain the competitive pricing documentation for the transactions they execute for the District.

## **SELECTION OF BROKER/DEALERS**

The Finance Manager shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the District to purchase securities only from those authorized firms.

To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as a primary dealer by the Federal Reserve Bank of New York or have a primary dealer within its holding company structure,
2. Report voluntarily to the Federal Reserve Bank of New York,
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

Broker/dealers will be selected by the Finance Manager on the basis of their expertise in public cash management and their ability to provide service to the District's account. Each authorized broker/dealer shall be required to submit and annually update a District approved Broker/Dealer Information Request Form that includes the firm's most recent financial statements.

Transactions that are executed through an external investment advisor are presumed to meet these requirements, The external investment advisor will maintain the documentation on the selection of broker/dealers that are used to execute transactions for the District.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the District's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Investment Policy.

The District may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in item 3 of the Authorized Securities and Transactions section of this Investment Policy.

## **SELECTION OF BANKS**

The Finance Manager shall maintain a list of banks approved to provide depository and other banking services for the District. To be eligible, a bank must be a member of the Federal Deposit Insurance Corporation and shall qualify as a depository of public funds in Colorado as defined in C.R.S. 24-75-603.

The District shall utilize Highline Banking to perform credit analysis on banks seeking authorization. The analysis shall include a composite rating, and individual ratings of liquidity, asset quality, profitability and capital adequacy. To be eligible to provide

depository and other banking services, a bank shall have an average Highline Banking rating of 30 or better on a scale of zero to 99 with 99 being the highest quality for the four most recent reporting quarters, or in the judgment of the Finance Manager offer adequate safety to the District.

## **SAFEKEEPING AND CUSTODY**

The Finance Manager shall approve one or more banks to provide safekeeping and custodial services for the District. A District approved safekeeping agreement shall be executed with each custodian bank. To be eligible, a financial institution shall qualify as a depository of public funds in Colorado as defined in C.R.S. 24-75-603 and shall have an average Highline Data Peer Group Rating of 30 or better on a scale of zero to 99, with 99 being the highest quality, for the four most recent reporting quarters before the time of selection, or in the judgment of the Finance Manager offer adequate safety to the District.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the District will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by the District approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

All Fed wireable book entry securities shall be evidenced by a safekeeping receipt or a customer confirmation issued to the District by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the District as "customer."

All DTC eligible securities shall be held in the custodian bank's Depository Trust Company (DTC) participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the District as "customer."

All non-book entry (physical delivery) securities shall be held by the custodian bank's correspondent bank and the custodian bank shall issue a safekeeping receipt to the District evidencing that the securities are held by the correspondent bank for the District.

The District's custodian will be required to furnish the District monthly reports of holdings of custodied securities as well as a report of monthly safekeeping activity.

## **PERFORMANCE BENCHMARKS**

The District's investment portfolio shall be designed to attain a market value rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the U.S. Treasury security which most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the District's portfolio, all fees involved with managing the portfolio shall be included in the computation of the portfolio's rate of return net of fees.

The Finance Manager shall present to the Trustees at least annually, a review of the portfolio's adherence to appropriate risk levels and a comparison between the portfolio's total return and the established investment objectives and goals.

## **REPORTING**

At least semi-annually, the Finance Manager shall submit to the Trustees an investment report listing the investments held by the District, security type or description, each transaction along with transaction details, the current market valuation of the investments and performance results. The report shall include a summary of investment earnings during the period.

## **POLICY REVISIONS**

This Investment Policy shall be reviewed annually by the Finance Manager and may be amended by the Trustees as conditions warrant.

## **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees **April 19, 2021**.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 19th, 2021
Type of item: Action
Subject: Grover Project Update
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Information only, no Board Action to be taken.

### ***Background***

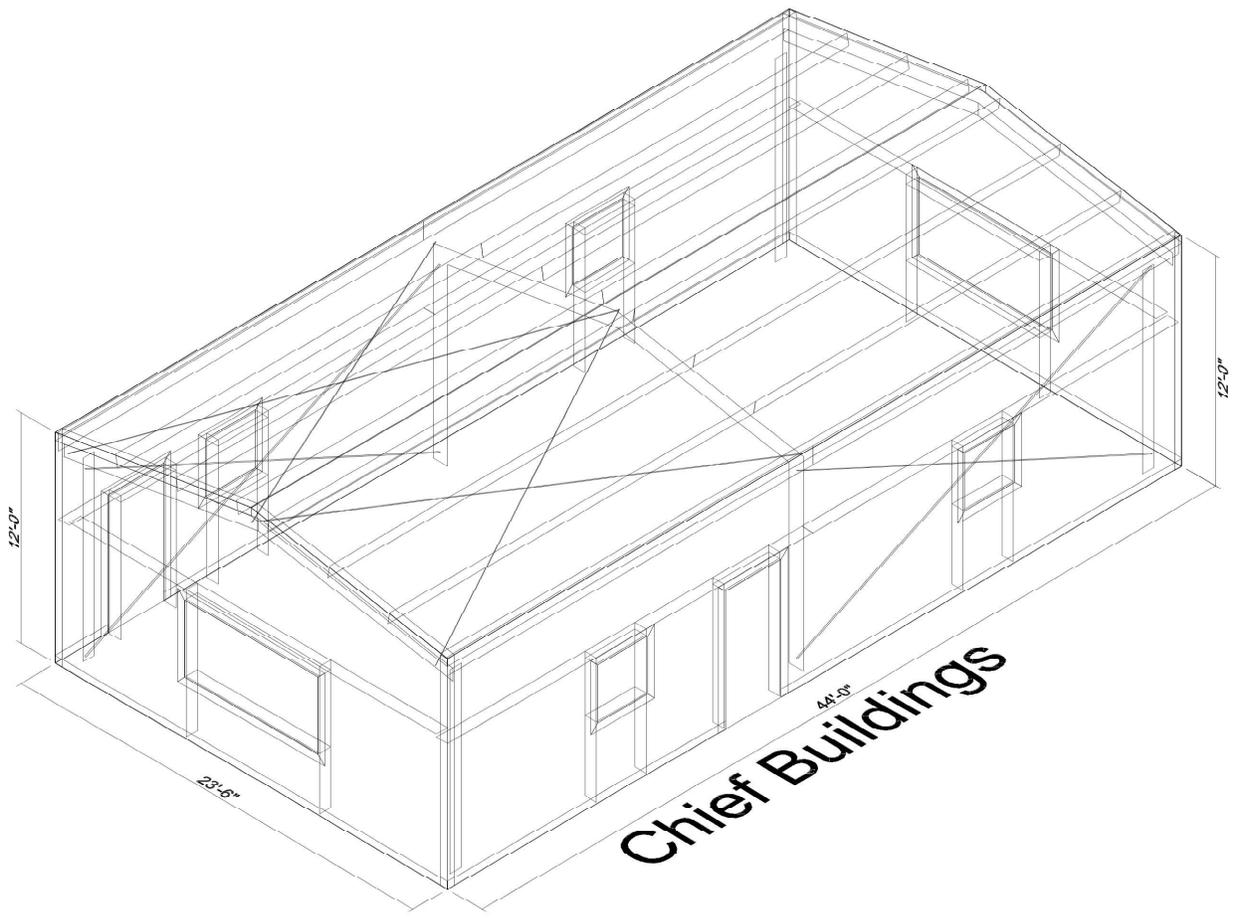
Per Board direction, we have been evaluating the possibility of building a library structure in Grover. Wember Inc. Has been working with Fransen and Pittman on an estimate for the project

### ***Considerations***

- The project budget is \$350,000
- Fansen Pittman is recommending a metal building
- The estimate came to \$365,081

### ***Recommendation***

Information only, no Board Action to be taken.



**Chief Buildings**



Grover Library  
Budget

ESTIMATE DATE:  
BUILDING AREA IN SQ FT:  
DRAWINGS PREPARED BY:  
DRAWINGS ARE DATED:

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
1	General Conditions	102,858	\$97.59	28.2%
2	Demolition & Sitework	24,000	\$22.77	6.6%
3	Concrete	20,570	\$19.52	5.6%
4	Masonry	0	\$0.00	0.0%
5	Metals	79,041	\$74.99	21.7%
6	Carpentry	800	\$0.76	0.2%
7	Moisture Protection	0	\$0.00	0.0%
8	Doors, Windows & Glass	15,350	\$14.56	4.2%
9	Finishes	23,785	\$22.57	6.5%
10	Specialties	2,525	\$2.40	0.7%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	0	\$0.00	0.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
15	Mechanical	28,000	\$26.57	7.7%
16	Electrical	20,000	\$18.98	5.5%
<b>DIRECT COST</b>		<b>316,929</b>	<b>\$300.69</b>	<b>86.8%</b>
	State & Local Tax 0.00%	0	\$0.00	0.0%
	Use Tax 0.00%	0	\$0.00	0.0%
	Permit & Plan Review Fee 0.00%	0	\$0.00	0.0%
	Overhead & Profit 6.00%	21,905	\$20.78	6.0%
	Construction Contingency 5.00%	18,254	\$17.32	5.0%
	Bidding & Buyout Contingency 0.00%	0	\$0.00	0.0%
	Performance & Payment Bonds 0.77%	2,811	\$2.67	0.8%
	Insurances 1.42%	5,182	\$4.92	1.4%
<b>TOTAL COST</b>		<b>\$365,081</b>	<b>\$346.38</b>	<b>100.0%</b>

<b>Division 1 General Requirements</b>
--

Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
<b>01 10 00 ADMINISTRATIVE REQUIREMENTS</b>						
01 11 01	Superintendent	12	WKS	44,134	\$41.87	12.1%
01 11 04	General Purpose Labor	6	WKS	5,417	\$5.14	1.5%
01 11 06	Project Engineer	4	WKS	8,320	\$7.89	2.3%
01 11 07	Project Coordinator	1	WKS	1,835	\$1.74	0.5%
01 11 00	Project Manager	5	Wks	19,153	\$18.17	5.2%
<b>01 12 00 FIELD OFFICE EXPENSES</b>						
01 12 04	Field Office Equip. (computer, fax, etc.)	12	Wks	900	\$0.85	0.2%
01 12 05	Field Office Supplies	12	Wks	900	\$0.85	0.2%
<b>01 15 00 INSURANCE</b>						
01 15 01	Liability	365	\$K	2,902	\$2.75	0.8%
01 15 02	Umbrella	365	\$K	1,807	\$1.71	0.5%
01 15 03	Builders Risk	365	\$K	52	\$0.05	0.0%
01 15 04	Professional Liability	365	\$K	420	\$0.40	0.1%
<b>01 21 00, 01 22 00 TEMPORARY FACILITIES</b>						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	3	Mo	831	\$0.79	0.2%
01 21 04	Portable chemical toilets	3	Mo	596	\$0.57	0.2%
01 21 05	Temporary Building Heat		Excl	0	\$0.00	0.0%
01 22 01	Office trailer	3	Mo	1,386	\$1.31	0.4%
01 22 05	Temporary storage	3	Mo	970	\$0.92	0.3%
01 22 07	Safety supplies/First Aid	3	Mo	416	\$0.39	0.1%
01 22 08	Water, ice and cups	3	Mo	319	\$0.30	0.1%
<b>01 23 00 EQUIPMENT</b>						
01 23 01	Small tools	1	LS	1,800	\$1.71	0.5%
01 23 02	Equipment	1	LS	10,000	\$9.49	2.7%
<b>01 25 00 TRASH</b>						
01 25 01	Dumpster	2	EA	700	\$0.66	0.2%
<b>DIVISION 1 TOTALS</b>				<b>102,858</b>	<b>\$97.59</b>	<b>28.2%</b>

**BASE BID DIVISIONS 2-16**

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
<b>DIV 02 Demolition &amp; Sitework</b>						
1	Earthwork & Utilities	1	LS	24,000	\$22.77	6.6%
DIV 02	Demolition & Sitework			24,000	\$22.77	6.6%
<b>DIV 03 Concrete</b>						
1	Foundations	1	LS	12,350	\$11.72	3.4%
2	Building Flatwork	1	LS	8,220	\$7.80	2.3%
DIV 03	Concrete			20,570	\$19.52	5.6%
<b>DIV 05 Metals</b>						
1	Steel Building Framing	1	LS	76,541	\$72.62	21.0%
2	Misc. Metals Budget (bollards, bike racks)	1	LS	2,500	\$2.37	0.7%
DIV 05	Metals			79,041	\$74.99	21.7%
<b>DIV 06 Carpentry</b>						
1	Rough Carpentry, Framing	1	LS	800	\$0.76	0.2%
2	Finish Carpentry & Millwork <b>By Owner</b>		Clar	Clarification		
DIV 06	Carpentry			800	\$0.76	0.2%
<b>DIV 07 Moisture Protection</b>						
1	Roofing and insulation Included in Building Pkg		Clar	Clarification		
<b>DIV 08 Doors, Windows, &amp; Glass</b>						
1	Doors, Frames, & Hardware	1	LS	10,400	\$9.87	2.8%
2	Glass & Glazing	1	LS	4,950	\$4.70	1.4%
DIV 08	Doors, Windows, & Glass			15,350	\$14.56	4.2%
<b>DIV 09 Finishes</b>						
1	Drywall & Framing	1	LS	8,600	\$8.16	2.4%
2	Flooring - Tile, Carpet & Resilient	1	LS	4,200	\$3.98	1.2%
3	Special Flooring	1	LS	1,440	\$1.37	0.4%
4	Acoustical Ceiling & Acoustical Treatment	1	LS	4,545	\$4.31	1.2%
5	Painting	1	LS	5,000	\$4.74	1.4%
DIV 09	Finishes			23,785	\$22.57	6.5%
<b>DIV 10 Specialties</b>						
1	Toilet Partitions & Accessories <b>Budget</b>	1	LS	1,800	\$1.71	0.5%
2	Fire Protection Specialties	1	LS	725	\$0.69	0.2%
DIV 10	Specialties			2,525	\$2.40	0.7%
<b>DIV 15 Mechanical</b>						
1	Mechanical	1	LS	16,000	\$15.18	4.4%
2	Plumbing	1	LS	12,000	\$11.39	3.3%
DIV 15	Mechanical			28,000	\$26.57	7.7%
<b>DIV 16 Electrical</b>						
1	Electrical & Fire Alarm Package - <b>TAB 16A</b>	1	LS	20,000	\$18.98	5.5%
DIV 16	Electrical			20,000	\$18.98	5.5%
<b>BASE BID DIVISIONS 2-16 TOTALS</b>				<b>214,071</b>	<b>\$203.10</b>	<b>58.6%</b>

<b>ALTERNATE 01 Site</b>						
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
<b>DIV 01 General Conditions</b>						
1	General Conditions	2	WKS	17,143	\$16.26	4.7%
DIV 01 General Conditions				17,143		
<b>DIV 02 Demolition &amp; Sitework</b>						
1	Site Paving (Asphalt, Striping & Signs)	1	LS	12,000	\$11.39	3.3%
2	Site Concrete Paving (Drives, Walks, Curbs, Etc.)	1	LS	2,400	\$2.28	0.7%
3	Landscape & Irrigation	1	LS	7,000	\$6.64	1.9%
DIV 02 Demolition & Sitework				21,400		
<b>ALTERNATE 01</b>				<b>38,543</b>	<b>\$36.57</b>	<b>10.6%</b>

<b>ALTERNATE 02 Masonry</b>								
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL		
<b>DIV 01 General Conditions</b>								
1	General Conditions	1	WKS	8,572	\$8.13	2.3%		
DIV 01 General Conditions				8,572				
<b>DIV 04 Masonry</b>								
1	Masonry Package	1	LS	14,560	\$13.81	4.0%		
DIV 04 Masonry				14,560	\$13.81	4.0%		
<b>ALTERNATE 02</b>				<b>23,132</b>	<b>\$21.95</b>	<b>6.3%</b>		

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 19th, 2021
Type of item: Action
Subject: Kersey Library Unexpected Conditions Approval
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend that the Board approve the adjustment of the Kersey budget to include the funds needed to cover the unexpected conditions not to exceed \$150,000.

### ***Background***

Through the design development and pre-construction work for the Kersey Library. Several unforeseen conditions have been encountered. GH Phips has evaluated and priced the work needed to correct these conditions. These additional costs would put the project overbudget.

### ***Considerations***

The conditions include:

- Existing leaking roof repair
- Existing hail damage to the stucco
- Existing Brick Tuck Point Work
- Inadequate Floor Strength over Basement
- Asbestos Remediation
  - Totaling: \$130,875

### ***Recommendation***

Staff recommend that the Board approve the adjustment of the Kersey budget to include the funds needed to cover the unexpected conditions not to exceed \$150,000.

Initial GC Construction Budget: \$480,000

Initial Design Budget: \$60,000

Initial Total Design & Construct: \$540,000

**Conceptual Budget**

**Remarks**

Description:		KL Construction	KL Design Fees	KL & Design Total	Existing Unforeseen	Overall Total	
Kersey Library DCW & DB Matrix	3,440 SF	435,797		435,797		435,797	
Unforeseen Existing Conditions	3,440 SF			-	108,954	108,954	
Design & Engineering	1 LS		52,500	52,500		52,500	
<b>Subtotal Direct Costs</b>		<b>\$ 435,797</b>	<b>\$ 52,500</b>	<b>\$ 488,297</b>	<b>\$ 108,954</b>	<b>\$ 597,251</b>	
Building Permit	0.95%	4,140	-	4,140	969	5,109	Per SAFEbuilt and Town
Plan Check Fee (50% of permit)	50.00%	2,070	-	2,070	484	2,554	Per SAFEbuilt and Town
Site Drainage Permit	0.22%	959	-	959	224	1,183	Per SAFEbuilt and Town
Use Tax	0.00%	-	-	-	-	-	Exempt
		<b>\$ 442,965</b>	<b>\$ 52,500</b>	<b>\$ 495,465</b>	<b>\$ 110,631</b>	<b>\$ 606,097</b>	
Liability Insurance	0.95%	4,208	499	4,707	1,051	5,758	Per RFP
E&O Insurance	0.10%	443	53	495	111	606	Per RFP
		<b>\$ 3,765</b>	<b>446</b>	<b>4,211</b>	<b>940</b>	<b>5,152</b>	Per RFP
<b>Performance and Payment Bond</b>		<b>\$ 451,382</b>	<b>\$ 53,498</b>	<b>\$ 504,879</b>	<b>\$ 112,733</b>	<b>\$ 617,613</b>	
Design Contingency	0.00%	-	-	-	-	-	
Estimating Contingency	3.00%	13,541	-	13,541	4,717	18,258	3% Until Structural
Construction Contingency	3.00%	13,541	-	13,541	3,172	16,713	Suggested
		<b>\$ 478,465</b>	<b>\$ 53,498</b>	<b>\$ 531,962</b>	<b>\$ 120,622</b>	<b>\$ 652,584</b>	
Construction Fee	8.50%	40,670	4,547	45,217	10,253	55,470	Per RFP
Preconstruction Fee	LS		15,000	15,000	-	15,000	Per RFP
<b>Conceptual Budget</b>		<b>Total \$ 519,134</b>	<b>\$ 73,045</b>	<b>\$ 592,179</b>	<b>\$ 130,875</b>	<b>\$ 723,054</b>	
	SF	3,440	3,440	3,440	3,440	3,440	
	Cost per SF	150.91	21.23	172.15	38.05	210.19	

**Unforeseen Building Existing Conditions**

1 LS

**Existing Roof Leak Repair**

1 LS

Existing Roof Leak Repair 1 LS 10,795 10,795.00

**Total Existing Roof Leak Repair**

1 LS

10,795 10,795.00

**Existing EIFS Hail Damage Repair**

1 LS

Existing EIFS Hail Damage Repair 1 LS 39,284 39,284.03

**Total Existing EIFS Hail Damage Repair**

1 LS

39,284 39,284.03

**Existing Brick Tuck Point**

1 LS

Existing Brick Tuck Point 1 LS 1,500 1,500.00

**Total Existing Brick Tuck Point**

1 LS

1,500 1,500.00

**Existing Floor Strengthening**

1 LS

Existing Floor Strengthening 1 LS 50,617 50,617.04

**Total Existing Floor Strengthening**

1 LS

50,617 50,617.04

**Asbestos Sampling & Removal - BY HPLD**

1 LS

Asbestos Sampling Removal 1 LS 6,758 6,758.00

**Total Asbestos Sampling & Removal - BY HPLD**

1 LS

6,758 6,758.00

**Total Unforeseen Building Existing Conditions**

1 LS

108,954 108,954.07

This is the Direct Cost At the top of the column

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: April 19th, 2021
Type of item: Action
Subject: Updated COVID Dial and Mask Mandate
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend that the Board approve the changes to the Dial and provide direction on the mask mandate and jurisdiction to follow.

### **Background**

In response to the COVID19 Pandemic, the District had prepared a dial that outlined our services during each phase of the pandemic. The Board approved the Dial Dashboard on November 16<sup>th</sup>, 2020. As levels have changed staff have continued to update the dial.

Governor Polis’s Executive orders D2020 138 & D2021 056 (Mask Mandate & Extension of the Mandate) is set to expire on April 30<sup>th</sup>, 2021, it is anticipated that the decision on a Mask Mandate will then be placed on the County Commission. Staff anticipate that Weld County will not enforce a Mask Mandate.

### **Considerations**

Updates to the HPLD Dial Dashboard:

1. # of patrons in the building – increased, where possible (according to the social distancing calculator). The libraries haven’t been reaching capacity and if we do start to do so, we’ll just increase the capacity.
2. Masks. I adjusted the wording to reflect that I don’t think it’s going to be possible to hold off very long if masks aren’t mandated. I am hoping to make it to May, by which time most of our staff will be fully vaccinated.

Masks & Social distancing	Masks required if mandated  Social distancing required	Masks required if mandated  Social distancing required	Masks required per mandate  Social distancing required			
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3. Quarantine: I’m in discussion with the LMS group about the possibility of dropping the quarantine mid-May (based on the fact that the majority of those wishing to be vaccinated in the State will be fully vaccinated at that point). However, this hasn’t happened yet, so I haven’t adjusted the Dashboard.

4. Computer Use – clarified it a bit for Level Green
5. In-person programming – we’re targeting mid-August for a soft opening for in-library programming, unless things go awry with the virus.

Programming	In-person in-building programming beginning mid-August (soft opening)  Virtual programs	Outdoor programs; limit 25 participants  Virtual programs	Outdoor programs; limit 10 participants  Virtual programs	Outdoor programs; limit 10 participants  No children or all ages – Libraries  Virtual programs	Virtual programs	Virtual programs
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6. MOVE’s Outdoor Events in Levels Blue & Green parallel the change in capacity limits

MOVE - Outdoor Events (offsite)	No restrictions; Drive thru, walk up, social distancing	No restrictions; Drive thru, walk up, social distancing	175 person cap (with calculator); Drive thru, walk up, social distancing	75 person cap (with calculator); Drive thru, walk up, social distancing	Drive thru, walk up, social distancing	Drive thru, walk up, social distancing
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7. We are working towards having the meeting rooms and study rooms be available to the public (which is the motivating force behind dropping the quarantine – so that the materials aren’t quarantining in the meeting rooms), but haven’t got specifics on that yet.

Meeting & Study Rooms	#s to be determined	Closed to public	Closed to public	Closed to public	Closed to public	Libraries closed
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**Recommendation**

Staff recommend that the Board approve the changes to the Dial and provide direction on the mask mandate and jurisdiction to follow.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: April 19th, 2021
Type of item: Information
Subject: High Plains Chautauqua Opportunity
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Information only, no Board Action to be taken.

### ***Background***

High Plains Chautauqua engages all ages. In addition to nightly performances, daytime programs for adults and family activities are featured. Young Chautauqua scholars present their living history portrayals as a culmination of months of independent research. The performances are held on the Aims Campus in the open air under a tent.

High Plains Chautauqua has been made possible through donations, community volunteers and a supporting partnership with Colorado Humanities. High Plains Chautauqua was informed that Colorado Humanities is planning to transition away from supporting High Plains Chautauqua over the next 3 years. High Plains Chautauqua looking for a new organizational supporter.

### ***Considerations***

- The current High Plains Chautauqua program director is a Colorado Humanities employee
- If the District/Foundation were to take over the program:
  - We would need to hire or repurpose a staff member to be the program director
  - High Plains Chautauqua would need to utilize the Foundation's Tax Status
  - We would need to secure event insurance
  - We would need to work closely with the High Plains Chautauqua Board

### ***Recommendation***

Information only, no Board Action to be taken.



**BOARD OF TRUSTEES**  
**Regular Session Agenda**  
**Monday, May 17, 2021**  
**Centennial Park Library**  
**2227 23rd Ave., Greeley, CO 80631**

This is also be streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet or smartphone.

<https://www.gotostage.com/channel/hpldboardmeetings>

To view the Board meeting online use this link and select the date of the meeting you want to join. If you have public comments you can submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399313765>

If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack:

[https://hpld.formstack.com/forms/board\\_questions](https://hpld.formstack.com/forms/board_questions)

**1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - A. April 19, 2021 Regular Session Meeting Minutes
- 1.4 Public Comment

**2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Policy Update (Action) – Dr. Matthew Hortt, HPLD Executive Director
  - A. Public Information Policy
  - B. Internet Policy
  - C. Governance Policy
  - D. Proctoring Policy
- 2.2 Public Library Annual Report 2020 Review (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Mead Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 New Raymer Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Floating Holiday Proposal (Action) – Dr. Matthew Hortt, HPLD Executive Director

**3.0 DIRECTORS REPORT**

**3.1** Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director  
A. June 21<sup>st</sup>, 2021

**3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director

**3.3** Chairman’s Report

**4.0 BOARD COMMENTS**

A. Chairman’s Report

B. Vice-Chair

C. Secretary/ Treasurer

D. Committees

E. Other Board Members

**5.0 ADJOURNMENT**

Upcoming meetings:

**May 17<sup>th</sup>, 2021 5:00 p.m** Centennial Park Library - Regular Session, 2227 23rd Ave.,  
Greeley, CO 80631