



BOARD OF TRUSTEES MINUTES

Regular Session

Monday, February 8, 2021

HPLD Administration Bldg.,

2650 W. 29th. St., Greeley, CO 80631 5:00 p.m.

1.0 OPENING OF MEETING at 5:07pm

1.1 Roll Call and Pledge of Allegiance

Board Members Present:

Chair/ Region 3: Ken Poncelow

Vice-Chair/ Region 5: Mary Heberlee

Secretary/ Treasurer/ Region 4: Trustee Mary Roberts (arrived at 5:11)

Region 1: Trustee Teresa Curtis

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Staff: Dr. Matthew Hortt, Kim Parker,

Guests: Legal Counsel William Garcia,

Chair Poncelow 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: Vice-Chair Heberlee

SECOND: Trustee Smock

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

A. January 18, 2021 Regular Session Meeting Minutes

MOTION to approve the Consent Agenda: Trustee Caldwell

SECOND: Vice-Chair Heberlee

VOTE: Unanimously approved, 6:0

1.4 Public Comment

No public comment.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Oath of Office & Ethics Policy (Action) – Dr. Matthew Hortt,
HPLD Executive Director

There are no changes made to the policy from last year. Dr. Hortt read the Policy and Guiding Principles. The Trustees signed and dated the Ethics Policies.

Legal Counsel William Garcia administered the oath of office, which the Trustees verbally swore to and signed.

- 2.2** Discussion Regarding Devices/ Emails (Information) – Dr. Matthew Hortt, HPLD Executive Director
- Dr. Hortt presented options that are available for the Board. The current tablets are approaching the end of their warranty, so staff will take the options available and put them through an ‘MO’ evaluation: a change and decision-making process HPLD has adopted for Baldrige excellence. The goal for this meeting was to gather general feedback to take back to staff, who will score the options and bring back recommendations. The options that were presented are listed on the Board Devices/Emails Board Communication in this meeting’s packet.

Board Discussion:

The Trustees asked about using personal devices for District business. Legal Counsel Garcia let them know what activities are safe, what can put them at risk, and best practices.

He explained that the essence of the issue is two-fold. First, the openness of the information and ensuring that business is conducted in the public eye, conducting all business in a public meeting and not through email, phone or text; and (2) being able to find and produce the information in a timely manner if it is requested. Counselor Garcia recommended that District email, rather than personal, be used for any Board communication.

The Board also discussed the pros and cons of some of the options that were presented.

- 2.3** Smart Badge Demo (Information) – Susan Staples, Information Technology & Innovation Manager

Ms. Staples demonstrated the SmartBadge through a video that can be viewed here:

<https://www.screencast.com/t/BcGzBqqnilA>.

Board Discussion:

Board members talked about possible applications of the SmartBadge and asked questions about certain possibilities. In answer to comments/questions from Trustees Caldwell and Curtis and Chair Poncelow, Ms. Staples responded that getting a live person to help is doable, along with using it for training and for Board emails. When asked about cost, Ms. Staples reported that because of the efficiency,

if the District can save 15 minutes per employee per week, the Badges can pay for themselves.

When asked by Trustee Smock if the Badges will work in Grover, Ms. Staples pointed out that one of the advantages of them is that high speed internet is all that's needed for them to work. Because of that, it is possible for patrons to use the Badges to get into a rural facility, such as Grover, after business hours for things like printing. Another example of their use is the Hertz rental car kiosks, and the District could do the same. Chair Poncelow added that the Hudson Library will put them in their building.

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

An environmental review was done on the three lots. The tests came back clear and clean, so there is no cause for concern. Originally, the Town didn't want a modular building, but it now seems open to the idea. A 48'x24' (1200 sq') modular building could cost around \$136,000. Dan Spykstra, of Wember, added that a 64'x24' building could cost \$178,000, but it probably would not fit on the lot(s).

Board Direction:

After discussing the three lots and considering recommendations from Mr. Spykstra, Chair Poncelow recommended that Dr. Hortt ask the Town if they will put the three lots together, allow us to put up a 48'x24' modular building, and if they will be interested in maintaining an outdoor area that the library could use for programming.

After getting approval from the town, staff will put out an RFP for the building.

2.5 Rocky Mountain Performance Excellence Feedback Review and Next Steps (Information) – Dr. Matthew Hortt, HPLD Executive Director

Rocky Mountain Performance Excellence (RMPEX) is the local oversight organization for the Baldrige Performance Excellence Program. Staff recently received feedback from HPLD's application and they met with a representative of RMPEX. The feedback validated that the District is in the initial steps of this process and the report provided areas to focus on. Currently, the District's arrows are going in various directions. Eventually, they will want to be going in the same direction and building off each other.

The following actions, along with others, are planned in response.

- o Bring Senior Leadership together and take ownership. There will be seven meetings with the Senior Leadership Team and Adam Cohen, of RMPEX, to immerse the

Team in Baldrige and work on heading in the same direction. Also, get all management together more, as they did before COVID hit.

- Create a master calendar of things to accomplish as an organization that ties the different calendars together and make it well-known throughout the District.
- Work on communication and organizational cadence with a shared vocabulary.
- Use a Library Confidence Indicator. It will include things like surveying the public to find out what their opinion of the library or programming is, and it will help prepare the District for the future.

Board Discussion:

Chair Poncelow asked Dr. Hortt to set up a meeting with Mr. Cohen and the Board for a question and answer session. He suggested that it be recorded for future Board members.

2.6 Weld Community Foundation MOU – (Action) – Dr. Matthew Hortt, HPLD Executive Director

This project started over a year ago when the Weld Community Foundation (WCF) invited Dr. Hortt to meet with them to talk about artist Wes Sam-Bruce. Mr. Bruce has done interactive installations at a variety of locations across the country, including the Denver Children’s Museum. He researches the history of the community and designs an interactive experience from it.

The WCF offered to partner with HPLD and fund an installation of Mr. Bruce’s in LINC, paying all his costs. Staff worked with them to prepare an MOU, and they have approved it. Our Legal Counsel has also approved it. HPLD staff is recommending that the Board approve it, as well.

In addition to the payment for Mr. Bruce, the WCF will work with the HPLD Foundation to do capital campaign fundraising for LINC. They’d like to encourage children to look at philanthropy and help raise funds and want to match children’s giving with double or triple the dollars. Dr. Hortt added that this is a wonderful partnership and experience for the District.

Mr. Bruce met with HPLD staff and the WCF and was then connected with the LINC architect to start planning his approximately 1,000-2,000sf portion of the LINC building.

Board Discussion:

Secretary/Treasurer Roberts suggested that the name of the library on the MOU be changed from ‘Downtown Greeley Library’ to ‘LINC’.

MOTION to approve the MOU as amended: Trustee Holton

SECOND: Secretary/ Treasurer Roberts

VOTE: Unanimously approved, 7:0

2.7 Greeley Creative District MOU (Action) – Dr. Matthew Hortt, HPLD Executive Director

The Greeley Creative District approached HPLD and asked to place a new 50-year time capsule at LINC. Last year, they started the new time capsule and invited different community agencies, including HPLD, to contribute things to it. It was sealed on December 31st of last year. The exact location for the capsule will be determined as construction progresses, and it will be installed during the construction or at the time of the LINC ribbon cutting. Furthermore, it was agreed that if in 50 years the Greeley Creative District has disbanded, the capsule will belong to the Library District.

The MOU has been reviewed and approved by Legal Counsel, and staff recommends that the Board also approve and sign it.

MOTION to approve the MOU: Vice-Chair Heberlee

SECOND: Trustee Smock

VOTE: Unanimously approved, 7:0

3.0 DIRECTORS REPORT

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

A. March 15th, 2021

Secretary/Treasurer Roberts asked for an update on Hudson. Dr. Hortt said he would add that and an update on Milliken to the agenda.

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

- ❖ The Foundation meeting preceding this meeting was canceled and will be rescheduled, probably for March 15th.
- ❖ Dr. Hortt reported that he is working with a variety of organizations and he was just asked to join the ACE (Achieving Community Excellence) Board. He expects to join them next month.
- ❖ He attended the grand re-opening of the Northern Plains Public Library on Friday, and he reported to the Board that the improvements are good. There were three county commissioners at the re-opening, and they had great things to say about the direction the District is moving. He invited them to let him know if they hear anything negative.
- ❖ The District is rolling out *Book Buddies*, a personalized bag of materials on a certain theme. It is good for those who are nervous to go into the libraries, because they can simply pick up a bag rather than browsing. HPLD is also offering *Storytime*

in a Bag that contains two books and a surprise. Additionally, Centennial Park Library is starting *Drive-In Storytimes*.

- ❖ Meagan Day, Farr Librarian, served on the American Library Association's Reference & Users Services Assoc. Committee. Their annual recommendation of books will come out soon. This requires hours of dedication to read everything being considered in order to narrow it down to the best book of the year in its category.
 - ❖ Chair Poncelow asked that staff write a letter to Meagan from the Board.

- ❖ The Governor's press conference on Friday moved Weld County to level Yellow on the COVID Dial. That means *Book a Librarian* appointments can now be scheduled and the numbers of people in the libraries can loosen up. Trustee Caldwell asked if the District had to turn people away during level Orange. Marjorie Elwood responded that it did not have to, and in fact it worked well.

- ❖ The District hosts the AARP Foundation Tax-Aid Preparation service and there are people who can't communicate with the preparer because of a language barrier. Staff is looking at possibly using the Language Line for them. Trustee Curtis added that the Immigrant & Refugee Center looked at providing translators, but at this time it doesn't look like it will work.

Board Discussion:

- ❖ Trustee Smock mentioned HPLD's partnerships with UNC and asked if the District partners with Aims. It was suggested at a Foundation Board meeting that HPLD consider also collaborating with Aims.
 - Staff will follow up.

- ❖ Secretary/Treasurer Roberts said that the United for Libraries Pilot Training the Colorado State Library (CSL) is providing is a good way to create a shared vocabulary.

Dr. Hortt added that to clear up any confusion, the CSL offered two different trainings at the same time. Crystal Schimpf, of the CSL, will do a live virtual training for this Board along with the Member Boards. It will focus on this District, so will be beneficial in that sense. The Pilot training, on the other hand, is general and more generic, being applicable for most libraries.

- Chair Poncelow asked staff to put together an award program for those who complete the trainings.

3.3 Chairman's Report

On 2/26, Dr. Hortt and Chair Poncelow will meet with Greeley's City Manager and Mayor to discuss LINC. Chair Poncelow asked for the Trustees' opinion of an idea he has been considering. After moving the Lincoln Park Library to the new LINC location, he envisions turning the current building into a day center with a kitchen, computers, and space for human service agencies. The District would provide the building and access to computers and library materials. Others would provide the other amenities, such as hot food, etc., and would work closely with the Greeley Police Dept., United Way, and others.

4.0 BOARD COMMENTS

A. Chairman's Report

Chair Poncelow reported that 'We've been talking to the architect at LINC about putting an image of the Pawnee National Grassland and the Pawnee Butte on the building'.

B. Vice-Chair

Vice-Chair Heberlee had 'nothing to report other than being pleased and thrilled with the progress the District is making in all parts of the County'.

C. Secretary/ Treasurer

Secretary/Treasurer Roberts told a story about the history of books and libraries and singled out one of her favorite books, '*Bad Ass Librarians of Timbuctoo*', which tells the story of librarians saving the collection. She encouraged the Trustees by reminding them that "That's what we are about: protecting these fabulous treasures and saving the libraries."

D. Other Board Members

Trustee Holton said 'we see libraries in the news: some reports good, some scary. We take so much for granted. There are great things here.'

Trustee Smock remarked about the online meetings not being the same as being with everyone in person. "This is better. I learn something new each time I come." She said she's excited about the possibilities with the SmartBadges in Grover.

Trustee Caldwell shared that '*The Library Book*' by Susan Orlean is fascinating. It's about a big fire in the LA library in the 60's and what libraries are about, how they deal with the homeless, etc. Also, she asked about the District's MyLibrary.us app that was available until a couple of years ago. Dr. Hortt reported that it wasn't being used enough for the cost. James Melena, Community Relations & Marketing Manager let the Trustees know that the new website is much more mobile-friendly and the home page functions wonderfully on a phone.

Trustee Curtis stated that when she ran for the Board, she said she was interested in Outreach, so it was 'nice to see that MOVE did the SmartBadge video. They also did a video highlighting all they do for patrons and the community and have their own Facebook page.'

5.0 ADJOURNMENT - TIME 7:50pm

MOTION to adjourn: Trustee Curtis

SECOND: Vice-Chair Heberlee

VOTE: Unanimously approved, 7:0

Upcoming meetings:

March 15th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session, Northern Plains Public Library, 216 2nd St., Ault, CO 80610



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker