



BOARD OF TRUSTEES MINUTES

Regular Session

Monday March 22nd, 2021

5:00 p.m.

**Online and at Northern Plains Public Library,
216 2nd 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 2nd 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 11th. The town is still interested in donating the land, and is not interested in accepting a modular structure but is 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 19th. 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 23rd.

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 23rd and 26th 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



highplains
Library District

VOTE: Unanimously approved, 7:0

Upcoming meetings:

April 19th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session,

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

A handwritten signature in cursive script that reads "Mary Roberts".

HPLD-Board Secretary/Treasurer
Mary Roberts

A handwritten signature in cursive script that reads "Kim Parker".

Recording Secretary
Kim Parker

