



BOARD OF TRUSTEES
Regular Session Agenda
Monday, May 17, 2021
5:00 PM
Centennial Park Library
2227 23rd Ave., Greeley, CO 80631

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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 Introduction of New Managers (Information) – Marjorie Elwood, HPLD Associate Director of Public Services
 - A. Rebecca Libersat – HPLD Collections Resource Manager
 - B. Melanie Goldman – HPLD Carbon Valley Regional Library Manager
- 2.2 Policy Update (Action) – Tony Brewer, HPLD Patron Experience Specialist
 - A. Governance
 - B. Internet Use
 - C. Community Relations and Marketing
 - D. Proctoring
 - E. Photography and Videorecording
- 2.3 High Plains Chautauqua Update (Information) – Dr. Matthew Hорт, HPLD Executive Director

2.4 Mead Project Update (Information) – Dr. Matthew Hортt, HPLD Executive Director

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
A. June 21st, 2021

3.2 District Updates – Dr. Matthew Hортt, 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 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4) (b)

A. Receiving legal advice on specific legal questions from an attorney.

6.0 ADJOURNMENT

Upcoming meetings:

June 21st 2021 5:00 p.m HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631



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

1.0 OPENING OF MEETING 5:03pm

- 1.1** Roll Call and Pledge of Allegiance
Chairman Ken Poncelow
Vice-Chair Mary Heberlee
Secretary/ Treasurer Mary Roberts
Trustee Teresa Curtis
Trustee Gerri Holton (excused)
Trustee Joyce Smock
Trustee Jana Caldwell

Legal Counsel, William Garcia

Staff: Rosa Granado, Natalie Wertz, Tony Brewer, Dr. Matthew Hortt, Kim Parker

Guests: Dan Spykstra of Wember, Inc.

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 Heberlee
SECOND: Secretary/ Treasurer Roberts
VOTE: Unanimously approved, 6:0

- 1.3** Approval of Consent Agenda
A. March 22, 2021 Regular Session Meeting Minutes
MOTION to approve the Minutes: 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 Financial Policy Update (Action) – Dr. Matthew Hortt, HPLD Executive Director Ms. Natalie Wertz, HPLD Finance Manager, presented the revised and updated policies. The Board Finance Committee approves the updated policies and recommends that the Board also approve them. For more information, refer to the [Board packet](#).

Trustee Caldwell asked if keeping 50% of operating expenses in reserves is a standard process? Ms. Wertz replied that the previous policy was 25%, 3 months' worth, and she recommended increasing it to 6 months.

Director Smock recommended removing 'and' from the statement in the 'Scope' statement.

A. Reserve Policy

MOTION to accept the Reserve Policy: Secretary/ Treasurer Roberts

SECOND: Vice-Chair Heberlee

VOTE: Unanimously approved, 6:0

B. Investment Policy

Ms. Wertz reported that the District's Investment Policy has been in place since 2012 and recommended updates that can be found in the [Board packet](#). The changes have been reviewed and approved by Public Trust Advisors. Trustee Caldwell pointed out that the Ethics and Conflicts of Interest refers to employee ethics but doesn't address Board ethics, and so recommend adding to the text "Board Trustees and District employees shall disclose to the Finance Manager...".

MOTION to approve the Investment Policy with suggested changes:
Vice-Chair Heberlee

SECOND Secretary/ Treasurer Roberts

VOTE: Unanimously approved, 6:0

Chair Poncelow told Natalie how much the Board appreciates her.

- 2.2 Grover Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director

Trustee Smock and Dr. Hortt met with the Town Council of Grover to discuss options for a library building there, and the Council suggested putting up a metal structure. It will, at the base, cost \$15,000 over budget, and with amenities will be much more expensive. A modular building would be about half that cost. Trustee Smock thought they would be happy with a modular building if it looked like a commercial building, rather than a house. Secretary/Treasurer Roberts advocated for balancing what the District will pay for the building with what the library will provide and who it will serve. The Board agreed that it needs more information before making a decision and so a feasibility report will be prepared to forecast possible usage, the hours it may be open, what kind of staffing will be required, and learn who we will serve.

2.3 Kersey Library Unexpected Conditions Approval (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that unexpected conditions in the Kersey project have been identified. He recommended that the Board approve more budget for the \$130,000 in expenses due to roof leaks, stucco repair, masonry repair behind a sign, reinforcing the floor from the bottom, fire barrier, etc. He also suggested adding a cushion for higher construction expenses and other unexpected expenses, to bring the additional budget to \$150,000.

MOTION to approve the adjustment of the Kersey budget to include funds needed to cover unexpected conditions, not to exceed \$150,000: Trustee Caldwell

SECOND: Vice-Chair Heberlee

VOTE: Unanimously approved, 6:0

2.4 Updated COVID Dial and Mask Mandate (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt told the Board that he was looking for direction from the Board on the mask mandate because it is expected to expire on May 3rd. The County has said that they will not put limits on capacity numbers, so the libraries could be fully open. The Dial Dashboard has been updated to reflect increased numbers and computer usage, the possibility of the mask mandate going away, a possible end to quarantining materials in mid-May, and potential soft opening for programming in August. The changes can be found in the [Board packet](#). After receiving advice from Counselor Garcia and discussing the District's options, the Board gave the following direction.

DIRECTION on the mask mandate and jurisdiction to follow:

Follow the County's lead unless Local guidelines differ from the County, and then go with Local. Don't require masks when they aren't required by county or local government.

MOTION to follow the Weld County mask rules and approve the changes to the Dial Dashboard: Trustee Curtis

SECOND: Trustee Smock

VOTE: Unanimously approved, 6:0

2.5 High Plains Chautauqua Opportunity (Information) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that the District has partnered with High Plains Chautauqua since its inception. It's an annual event that brings in portrayals by scholars to give the history and paint pictures of what it looked like in the past, as well as provide opportunities for local students to study characters and portray them. They have been supported by the Colorado Humanities, who will divest themselves of the role in three years. Dr. Hortt was approached by the Chautauqua Director, who asked if the District would oversee the program and the director: hiring the program

director, allowing them to use the HPLD Foundation's Tax ID, securing event insurance, and working closely with their Board.

Dr. Hortt asked if this is something the Board wants staff to get more information on; and after discussion, he was directed to continue to get information on it.

DIRECTORS REPORT

- 3.0** Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
A. May 17th, 2021

- 3.1** District Updates – Dr. Matthew Hortt, HPLD Executive Director
A. Milliken Update

Milliken Mini-Branch is open for business with a café in it. It is open Monday through Friday, 8:00am to 2:00pm and Saturday 9-2 in the same building the Public Computer Center was in.

- B. Keenesburg Update

The opening date is mid-May. The library is in a part of the old town hall space, and when the new town hall is built, the library will take over more of the space as well. Chair Poncelow asked Dr. Hortt to let the Board know about a grand opening, so they can attend.

Dr. Hortt facilitated three LINC advisory sessions: Innovation, Events, and Interactive Exhibits. He asked the questions, “What should we include?” and “What should we not include?”. The sessions were very successful and brought people together, and the District received a lot of ideas that will help in the planning of LINC. Chair Poncelow suggested setting up a separate budget center for the event center.

Matt was told that a new Loveland Children's Museum is going into Centerra, and he reached out and met with their director.

There is interest in creating an ag entrepreneurial program. During the sessions, he described part of the vision as a Life Accelerator: taking what someone wants to learn or a skill he/she wants to develop, and giving them a foundation at LINC and then connecting them with a partner to learn more. They'll get started at LINC and be connected with a partner who can educate them more.

Last month, Susan Staples talked about Board emails on personal devices. The ITI department will send out an email with training, and the training is easy to do.

Lastly, Safe Wise issued a report on the safest places in Colorado; and out of the top ten, five were from Weld County.

- 3.2** Chairman's Report

4.0 BOARD COMMENTS

- A. Chair Poncelow has been working on the LINC and Kersey projects. The

District has fantastic staff. The info they bring to the meetings is phenomenal. We will have a great product out of it.

B. Vice-Chair Heberlee: 'We are making big progress. Glad to hear about plans to grow things in the LINC courtyard, which makes it functional space and is an investment.'

C. Secretary/ Treasurer Roberts: 'One thing that has helped me is to reach out to groups and get input. I saw Melissa Beavers, LP Manager, do that with her staff in that small space and then honing that and providing it to the design team. I saw that with Matt getting the players together. Things work better when people have input, and I'm grateful to see staff doing that. Keep collaboration at the top of our principles.'

D. Other Board Members

Trustee Curtis: 'I'm lucky that I came on board at an exciting time.'

Trustee Smock: 'I appreciate the progress the District is making. Doing well, we've maintained a lot of open mindedness, and I'm pleased.'

Trustee Caldwell: 'Thinking about where we were a year ago, it seems so much more hopeful now.'

5.0 ADJOURNMENT– TIME 7:15 p.m.

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

MOTION to adjourn: Vice-Chair Heberlee

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 6:0

Upcoming meetings:

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

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: May 17, 2021
Type of item: Information
Subject: Introduction of New Managers
Presented by: Marjorie Elwood, Associate Director of Public Services
Recommendation: This item is for information only, no action to be taken

Background

Marjorie Elwood, Associate Director of Public Services will be introducing our two newest managers:

- Rebecca Libersat - Collections Resource Manager
- Melanie Goldman – Carbon Valley Regional Library Manager

Recommendation

This item is for information only, no action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: May 17, 2021
Type of item: Action
Subject : Policy Manual amendments: (1) Governance (2) Internet Use (3) Community Relations and Marketing (4) Proctoring (5) Photography and Videorecording
Presented by: Patron Experience Specialist Tony Brewer tbrewer@highplains.us
Recommendation: Adoption of the policies

Background

None of these policies are new. This is our regular review and updating according to our established process. Depending on the policy, these have been reviewed by the PSS group, Library Managers, attorney, Policy Subcommittee.

Governance Policy

The current policy is very brief. The proposed revision is expanded to include the following:

- (1) identifying the specific sections of the Colorado Library Law that apply to District governance;
- (2) a statement of the unique structure of the District (branches and member libraries);
- (3) the different ways that the term "District" is used;
- (4) a statement concerning the District's regions, and the towns or cities included in each region;
- (5) a summary of the process used to nominate and select trustees;
- (6) a reference to the Trustee Bylaws and more information about the Board on the MyLibrary.us website.

Internet Use Policy

The proposed revision differs from the current version in these three ways:

- (1) The current policy consists of an Internet Policy, Internet Guideline, Internet Rules, and Internet Wireless Guideline. The proposed revision streamlines these under one "Policy." This is a change we have been making throughout the Policy Manual. The reason is that sometimes a conversation can get bogged down in explaining the difference between guidelines, rules and statements. Regardless of what they are called, they are still policy.
- (2) Many District policies are grounded in law. The proposed revision identifies the two laws that affect the policy, the major provisions of each law, and the District interpretation and application of these laws.
- (3) The proposed revision expands on how the Internet adds benefit to the collection of materials, identifies the limitations of the Internet, and what the District does to counteract those limitations.

Community Relations and Marketing Policy

The current policy is called the "Public Information Policy" and is very brief. The proposed policy title is changed to "Community Relations and Marketing Policy" to reflect the change in the name of the department. The proposed revision also expands on the various roles of the Community Relations and Marketing department and identifies how those roles are related to other policies in the Policy Manual.

Proctoring Policy

The proposed policy has minor differences:

- (1) Streamlines “policy” and “guideline” into “policy.”
- (2) Some clarifying phrases have been added.

Photography and Videorecording Policy

This policy was approved by the Board in May 2020. It is coming back to the Board for approval of a minor change. Formerly, the Community Relations and Marketing Department required staff to obtain a signed or verbal release form when photos of individuals were taken. They are finding this unnecessary, thus the recommendation is to strike the sentence and adjust the rest of the paragraph.

Staff recommendation

The recommendation of staff is for the Board to approve the policy revisions on:

- (1) Governance
- (2) Internet Use
- (3) Community Relations and Marketing
- (4) Proctoring
- (5) Photography and videorecording

Governance Policy

Colorado Library Law

The High Plains Library District is subject to Colorado Revised Statutes [CRS-24-90-101 to 119](#) commonly called “Colorado Library Law.”

A library district is one of four types (municipal, county, joint library or library district) of public libraries permitted under the law. Key sections of the law pertaining to establishment, funding, dissolution and trustee powers and duties are as follows:

CRS 24-90-103	Definitions
CRS 24-90-106	Participation of existing libraries in the formation of new libraries
CRS 24-90-106.3	Inclusion of a governmental unit into an existing library district procedure
CRS 24-90-106.5	Establishment or removal of a municipal library in an existing county library or library district.
CRS 24-90-107	Method of establishment (of a municipal, county, joint library or a library district)
CRS 24-90-108	Board of trustees of public libraries
CRS 24-90-109	Powers and duties of board of trustees
CRS 24-90-112	Tax support – Elections
CRS 24-90-112.5	Issuance of bonds
CRS 24-90-113.3	Contract to receive library service
CRS 24-90-114	Abolishment of libraries.
CRS 24-90-116	Existing libraries to comply.

Structure

The High Plains Library District was formed in 1985 and has a governance structure that is unique in the state of Colorado. The District consists of *branches*, governed by one executive director and one board of trustees. It also includes *member libraries*, each of which have their own board of trustees and director. The governing authority of a member library receives funds according to a formula established when the District was created. A portion of the tax generated from the member service area is retained by the District for the purpose of district-wide services.

Definition of District

Because of this structure, the term “District” is used in different ways. It often refers to the administration and board. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries.

Board Representation

The geographic area of the High Plains Library District is divided into the following regions, and each has its own representative on the Board of Trustees. Trustees serve a maximum of two terms, four years each. A trustee’s term expires on December 31.

Region 1 – Erie, Frederick, Firestone

Region 2 – Gilcrest, Fort Lupton, Hudson, Keenesburg, LaSalle, Lochbuie

Region 3 – Berthoud, Johnstown, Mead, Milliken and Platteville

Region 4 – Greeley, Evans, Garden City

Region 5 – Ault, Eaton, Nunn, Pierce, Carr, Rockport, Lucerne

Region 6 – New Raymer, Kersey, Grover, Galetton, Briggsdale, Buckingham, Keota, Masters, Deerfield, Barnesville, Hardin

At large representative

Board Member Selection

The *selection committee* for the High Plains Library District Board of Trustees does not correspond to the *regions* of the District. The selection committee consists of one elected official from the governmental entities that established the District: Town of Eaton, Town of Ault, City of Greeley, Town of Hudson, Weld County Commissioners. The City of Fort Lupton and RE-8 (Fort Lupton) Board of Education collectively send one elected official. The City of Evans was added as one of the establishing entities in 2017 as part of a settlement between the District and member libraries. The details of the nomination process are spelled out in the Bylaws of the Board, noted below.

Board By-laws

The Board of Trustees adheres to the Ethics Policy and Bylaws which conform to CRS 24-90-108 and 109. The bylaws, as well as other documents pertaining to the Board of Trustees can be found on the MyLibrary.us website at [MyLibrary – Board page](#)

Related documents

Websites:

[CRS-24-90-101 to 119 - Colorado Library Law](#)

[Colorado Library Law Quick Guide](#)

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary – Board page](#)

Policies:

Service Delivery statement

Service Area definitions

Outreach Service Area definitions

Policy History	Governance policy
1991 – July	Earliest known version. Titled “Government of the Weld Library District.”
2002 - Nov	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2009 – Feb	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and by-laws and responsibilities of the Board of Trustees.
Reviewed by	Executive Director, Board of Trustees

Governance statement

~~The District derives its authority from the Colorado Library Law, Sections 24-90-101-107 et.seq., included in the Colorado Revised Statutes.~~

~~The Library Board of Trustees is a vital link between the High Plains Library District and its residents.~~

DRAFT

Internet Use policy

The collection of physical materials in a facility are the staple of what constitutes a library. What the Internet adds to libraries is a universe of information that is easily accessible to many people at the same time, with the only space requirement being that of the hardware.

In order for a library to fulfill its mission to the community:

- Access to the Internet is provided at no charge beyond what residents pay in taxes.
- Access to the Internet is provided equally, meaning that any registered user can use the resources of the Internet in the same way that the resources of the physical collection are available to all.

At the same time, there are limitations to the Internet:

- Unlike the library's physical collection, there are no selection criteria by professional library staff. The Internet contains some information that is inaccurate and outdated. Patrons use of the Internet carries with it the responsibility to evaluate the quality of the information.
- Internet platforms are privately owned sources, which means that they each have their own regulations for what information is permissible on their platform.
- Libraries are legally regarded as a "limited public forum" and that concept applies to the Internet, just as it applies to other products and services of the District. This concept is explained below.
- District Internet Use policy is affected by two laws, one national law (Children's Internet Protection Act) and one state law (Internet Protection in Libraries). The main concepts of these laws are explained below, followed by District interpretation and application of the laws.

In order to address some of the limitations of the Internet, the District provides the following:

- Library staff is available to help patrons navigate, identify, access, and evaluate resources on the Internet.
- Library staff provides classes to assist patrons in how to most effectively use the Internet and personal computer use.
- The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.

Internet and Limited Public Forum

The concept of "*limited public forum*" occurs in many places throughout this Policy Manual. This is a legal concept pertaining to first amendment protection of free speech. It is often contrasted to a *public forum*. A public forum has little restriction to free speech. In a limited public forum, free speech is not unlimited. There are reasonable restrictions provided that these relate to *time, place and manner*.

District policy on Internet use is governed by federal law (Children's Internet Protection Act) and state law (Internet Protection in Libraries). The main provisions of these laws are described below, followed by an explanation of District interpretation and application of these laws.

Main provisions of the Children’s Internet Protection Act (CIPA)

This was signed into federal law in 2000 and is intended to allow Internet access while also ensuring security, privacy, and avoiding materials harmful to minors. The law was challenged by the American Library Association and American Civil Liberties Union in 2001. It was appealed to the Supreme Court. The law was upheld.

Main provisions of CIPA are as follows:

- Libraries must have an Internet safety policy and use technology protection measures (commonly called “filters”) in order to receive E-rate discounts and Library Services and Technology Act (LSTA) funds.
- The policy must provide measures to restrict minor’s access to inappropriate or harmful materials on the Internet; provide safety to minors on online communications; prevent hacking by minors; unauthorized disclosure of a minor’s personal information.
- Materials that are obscene or harmful to minors must be filtered when the computer is being used by minors. These terms are explained in the law.
- The filter can be disabled when the computer is being used by an adult, to enable access for “bona-fide research or other lawful purpose.”
- The law does not require libraries to track Internet use by adults or minors.

Main provisions of Colorado Internet Protection in Public Libraries Law (CRS §24-90-601 et seq)

This state law was made effective July 2004 and is intended to reflect the provisions of CIPA.

Main provisions of CRS §24-90-601 et. seq. are as follows:

- Libraries are required to adopt and *enforce* Internet safety policies consistent with CIPA.
- Filters are required on any computers that are accessed by minors.
- Defines “harmful to minors” as a visual depiction appealing to prurient interests, depicts actual or simulated sexual contact, and taken as a whole lacks serious literary, artistic, political or scientific value to minors.
- Defines minor as under the age of 17.
- Defines “technology protection measure” as technology that blocks or filters Internet access.
- Allows for the brief disabling of filters for adults *or minors* doing *supervised* bonafide research if the computers are not in the children’s area.
- No involvement of library staff is needed if the library card requires age verification library cards.
- Filters in a children’s area cannot be disabled.
- Libraries can filter access to materials in addition to those that are obscene.
- No action is required if a library has no budget for filtering software or cannot find free filters that meets the law’s requirements.

District interpretation of CIPA and State Law

The District interpretation and application of these laws is as follows:

- The default is that all computers in all District facilities have active filtering software.
- Temporary disabling of filters is permitted for an adult upon their request when it is for bonafide research. The filters are re-enabled when the patron has completed their session.

- In order to comply with a request to disable filters for bonafide research, the patron may need to be moved to another area. This would be, for example, when the computer the patron is using is in an area frequented by minors.
- Disabling of filters for minors (defined as under age 17) is permitted if they are doing bonafide research. The minor must be under adult supervision.
- Filters in a children's area cannot be disabled.
- Child pornography is illegal and therefore patently prohibited, even as bonafide research.
- Library staff are obligated to decline to disable filters if the computer is an area adjacent to a children's area or where the computer is apt to be viewed by minors.
- Infractions relating to violations of Internet use may result in loss of computer privileges or expulsion for various periods of time.
- The District does maintain a list of the types of materials that is blocked by the filtering software.
- Patrons using their personal computers and viewing materials identified in the law will be required to move from the area where minors are present.

Rules for use

To comply with the laws and the District's policy on patron behavior, those using the Internet are expected to abide by the following:

- A library card is required to use the District's computers for Internet access. Limited privilege library cards are available to those who are visiting, or whose library activity is limited to computer access only.
- Time limits for using the Internet computers are based on the library location and levels of business. During busy times, a one-hour time limit is enforced.
- Library staff are on hand to help patrons to navigate the Internet and evaluate information they find on the Internet. Staff can provide some basic instruction on how to get connected to the District's wi-fi. But staff cannot and will not provide detailed technical direction.
All patrons must comply with the District's interpretation of federal and state law pertaining to the Internet.
- All computers in the District have filtering software.
- Patrons 17 years of age and older may request the filters be turned off in adult areas for bonafide research.
- Patrons younger than 17 years of age must have the parent, guardian or caregiver give express permission to turn off the filters. The parent, guardian or caregiver must provide direct supervision during the session.
- Unfiltered access is allowed only in adult areas and if the patron is engaged in bonafide research.
- Computers in the children's areas must remain filtered at all times.
- Attempts to bypass the filtering system are a violation of state law.
- Those using wireless access will not view materials harmful to minors explicit sites in the children's areas.
- Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Patrons are encouraged to inform library staff of either situation.
- Decisions for levels of Internet access are the responsibility of a child's parent, guardian or caregiver. Parents are strongly encouraged to work with their children to develop rules for Internet usage.

Inappropriate use

Patron behavior in District facilities is regulated by the Patron Rights and Responsibilities Statement in this Policy Manual. Infractions relating to Internet use will result in loss of computer privileges or expulsion for various periods of time. Specific infractions include the following:

- Use of District computers and personal devices using the District's wi-fi service to obtain, transmit, or display photographs, images, or drawings which are in violation of the federal Children's Internet Protection Act and Colorado Library Law, C.R.S. 24-90-100 part 6.
- Violation of the federal law prohibiting the transportation of obscene matters for sale or distribution.
- Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of District.
- Attempts to enter the District network without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Copyright infringement violations.

Wireless service

The District provide free wireless network (wi-fi) access in all of its facilities, which permits Internet access from an individual's personal laptop or similar devices. Important things to know about this service:

- Before signing onto wireless network access, a patron must agree to comply with the District's terms of service.
- Library staff will provide basic instruction in accessing the District's wireless service, but staff are unable to provide technical assistance and no guarantee can be made that individuals will be able to make a connection to the wireless service.
- The District's wireless network service is not secure. It is the individual's responsibility to provide appropriate security settings to control access from other wireless devices. The District assumes no responsibility for providing virus protection or other security measures.
- Individuals using wireless access are expected to comply with other provisions in this Internet policy.
- If the patron is accessing materials that would be in violation of the laws or District policy, but it is for bonafide research, individuals may be asked to move to a different area in the library if a site being viewed is deemed inappropriate for the age level primarily served in the area.
- The District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the wireless access.

Printing

Printing and copying of materials from the Internet is another service of the District. The District allows for the printing and copying of a certain number of pages without cost. Details concerning printing are described in the Fines and Fees Policy elsewhere in this Policy Manual.

Related documents

Websites:

[Children’s Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 824-90-601 et seq](#)

[MyLibrary.us Computers and Wi-fi](#)

Other policies:

Patron Rights and Responsibilities statement

Fines and fees

Policy History	Internet Use
2002 – Nov	Earliest known version. Titled “Public Access to the Internet.”
2007 – Feb 19	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2009 – Feb	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2011 – Mar 21	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2021 – May 17	Significantly revised to spell out the requirements of the federal and state laws on Internet protection, and the District’s interpretation and application of those requirements.
Reviewed by	Associate Director of Public Services, Executive Director

Internet Use policy

~~The High Plains Library District provides free public access to the Internet, a computer network that allows patrons to access information shared by other computer users worldwide. As the Internet provides access to a vast array of information, all library patrons will have equal access.~~

~~Library provided computers may be used by patrons during regular library hours. Unfiltered wireless access is also available for patrons through an independent Internet provider.~~

~~All individuals using library based Internet services must agree to and are expected to abide by the High Plains Library District Internet Use policy and guidelines.~~

Related documents

Websites:

~~[Children’s Internet Protection Act \(CIPA\)](#)~~

~~[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)~~

Other policies:

Patron Rights and Responsibilities statement

Internet Use guideline

Internet Use rules

Internet (Wireless) Access guideline

Internet Use guideline

The High Plains Library District provides Internet access to enable residents to utilize the vast array of information, ideas, and research tools, augmenting information in other formats available in High Plains Library District libraries, and including materials beyond the scope of resources selected by the High Plains Library District.

As such, Internet resources are provided equally to all library patrons. Computers and wireless access may be used by patrons during regular library hours. Patrons should read the Policies and Guidelines for Internet Use on the High Plains Library District website (<http://www.mylibrary.us>).

A public library is a “limited public forum.” Access to information is subject to reasonable restrictions on time, place and manner. High Plains Library District control over content accessed by patrons using the Internet is governed by federal and state law defining what is obscene, child pornographic or deemed “harmful to minors.” In compliance with the federal Children’s Internet Protection Act (CIPA) and Colorado HB01-1004 laws, High Plains Library District has installed technology protection measures (TPM); that is, filters, on all library computers with the intent of applying best efforts in protecting access to visual depictions that are obscene, child pornographic or harmful to minors.

High Plains Library District may not infringe on a patron’s First Amendment rights other than as stipulated by law. Any patron in a High Plains Library District library who is of 17 years of age or older may request that an authorized library employee temporarily disable the filter on computers in the adult services area. As with all library materials, parents, guardians, or caregivers, not the High Plains Library District, are responsible for information selected and/or accessed by their children. Parents wishing to limit their children’s Internet access through the library are advised to supervise their children’s Internet sessions.

While the Internet greatly expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information accessed. In order to find accurate and reliable online information, High Plains Library District staff is available to help patrons navigate, identify, access and evaluate resources on the Internet. The District also provides access to paid subscription databases. Library staff offers a variety of classes for patrons who wish to receive instruction on the Internet and personal computer use.

High Plains Library District will strive to provide access to online services and systems. High Plains Library District is not liable for services and systems that do not function on library machines.

Inappropriate use

Misuse of High Plains Library District computers will result in loss of computer privileges. Such misuse includes, but is not limited to:

- ~~Use of the Internet access computers to obtain, transmit, or display photographs, images, or drawings which are in violation of the federal Children's Internet Protection Act and Colorado Library Law, C.R.S. 24-90-100, part 6.~~
- ~~Violation of the federal law prohibiting the transportation of obscene matters for sale or distribution.~~
- ~~Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of High Plains Library District.~~
- ~~Attempts to enter the High Plains Library District network without authorization.~~
- ~~Intentional propagation and/or transmission of computer viruses.~~
- ~~Violation of copyright or software license agreements.~~

Related documents

Websites:

[Children's Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

Patron Rights and Responsibilities statement

Internet Use policy

Internet Use rules

Internet (Wireless) Access guideline

Internet Use rules

To ensure the safety and comfort of the public, those using the Internet are expected to abide by the following rules:

1. ~~Time limits for using the Internet computers are based on the library location and levels of business. During busy times, a one-hour time limit is enforced.~~
2. ~~There is a maximum of two (2) patrons per station.~~
3. ~~Patrons are expected to be primarily self-sufficient in computer usage. Library staff can provide general assistance.~~
4. ~~Comply with federal, state and local laws and regulations pertaining to Internet, information and individual rights and safety.~~
5. ~~Computers are filtered in compliance with the federal Children's Internet Protection Act (CIPA) and Colorado Statute 24-90-601 et seq.~~
 - ~~Patrons 17 years of age and older may request the filters be turned off in adult areas.~~
 - ~~Those patrons younger than 17 years must have the parent, guardian or caregiver give express permission to turn off the filters. Unfiltered access is allowed only in adult areas.~~
 - ~~Computers in the children's areas must remain filtered at all times. Attempts to bypass the filtering system are a violation of state law.~~
 - ~~Those using wireless access will not view explicit sites in the children's areas.~~

Note: ~~Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Patrons are encouraged to inform library staff of either situation.~~
6. ~~Decisions for levels of Internet access are the responsibility of a child's parent, guardian or caregiver. Parents are strongly encouraged to work with their children to develop rules for Internet usage.~~

Those misusing this service, found violating any federal, state or local regulations or violating the privacy of other library patron(s), will lose patron privileges. Please read the [Policies and Guidelines for Internet Use](#) on the High Plains Library District website.

Access

A High Plains Library District card is required to use the Internet through library computers. A “net card” is available to those visiting the area. The District utilizes computer reservation software to manage computer use scheduling. When a reservation is made, a receipt slip will list the assigned computer and access code.

Printing

Printing can be paid for and picked up where computer reservations are made.

Privacy

The High Plains Library District uses an automated reservation system to ensure equity in computer use. Internet usage is not tracked.

Related documents

Websites:

[Children’s Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

Patron Rights and Responsibilities statement

Internet Use policy

Internet Use guideline

Internet (Wireless) Access guideline

Internet (Wireless) Access guideline

The High Plains Library District’s wireless service is accessible by an individual’s own laptop or wireless devices. Library staff is unable to provide technical assistance and no guarantee can be made that individuals will be able to make a wireless connection.

The High Plains Library District’s wireless network service is not secure. It is the individual’s responsibility to provide appropriate security settings to control access from other wireless devices within the library and the Internet itself. The High Plains Library District assumes no responsibility for providing virus protection or other security measures.

Individuals are expected to comply with the High Plains Library District’s Internet Use Policy. Failing to do so may result in the loss of wireless access services through the High Plains Library District.

Individuals may be asked to move to a different area in the library if a site being viewed is deemed inappropriate for the age level primarily served in the area.

The High Plains Library District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the wireless access.

Related documents

Websites:

[Children's Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

[Patron Rights and Responsibilities statement](#)

[Internet Use policy](#)

[Internet Use guideline](#)

[Internet Use rules](#)

DRAFT

Community Relations and Marketing policy

The Community Relations and Marketing Department is the official source for public information and contact with the media.

Responsibilities and authority of the department are as follows:

- To provide accurate information about the District's programs and services through traditional media and social media outlets. See also the Social Media Policy and Social Media Procedure.
- To provide guidance, tools and resources to staff in interactions with media or speaking engagements.
- To promote use of the District's programs and services.
- To maintain a positive relationship with the community.
- To respond to the media concerning issues, policies and procedures of the District. See also the Photography and Video Recording Policy and Photography and Video Recording Procedure and the Public Information Procedure.
- To alert media outlets in cases of emergency and weather closures. See also the Weather Closures Procedure.
- To provide the best possible image of the District.
- The department may on occasion receive, consider and manage sponsorships. See also the Sponsorship Policy and Sponsorship Procedure.
- To assist the Executive Director and Library Board if they determine that it is in accordance with the Public Statements policy to issue a statement. See also the Public Statements Policy.

Related documents

Other policies:

Donations
 Photography and Video Recording
 Public Statements
 Social Media
 Sponsorships

Procedures:

Donations
 Photography and Video Recording
 Public Information
 Social Media
 Sponsorships
 Weather Closures

Policy History	Community Relations and Marketing
2002 – Nov	Earliest known version. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2007 – Feb 19	Section on tours removed.
2009 - Feb	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”
2012 – Feb 12	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2021 – May 17	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
Reviewed by	Executive Director, Community Relations and Marketing Manager

Public Information policy

~~The High Plains Library District will utilize a public information department to provide the community with consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the High Plains Library District is presented to the public.~~

Proctoring policy

The High Plains Library District provides exam proctoring service. This service is offered free of charge. There is no requirement that the student live within the boundaries of the District.

The following guidelines articulate the responsibilities of the student, the library and the proctor, and any disclaimers.

Student responsibilities

- Complete the [Proctoring Request Formstack](#) allowing for 5 business days for review and scheduling of an appointment.
- Determine that the library's resources, including installed software and physical environment, meet the exam requirements.
- Arrange for all necessary exam information to be completed in accordance with the institution's deadline (approval of proctor, receiving the examination, taking the test, returning the test before deadline).
- Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.
- Provide photo identification at the time of the exam.
- Arrive on time or notify the proctor if unable to make the appointment. Rescheduling will be at the convenience of the proctor if student is late or cancels.

Library responsibilities

- Contact the student within 5 business days after receiving the Exam Proctoring Request Formstack.
- Administer the exam during regular library hours.
- Verify the identity of the student with photo identification.
- Notify the student when exam information has been received, if applicable.
- Monitor student periodically during the exam.
- Enforce time limits or other requirements
- Reserve a public computer in advance for online examinations, extend time as needed or reserve a conference room.
- Return the exam to the institution in a timely manner, if applicable.

Disclaimers

- Library will not offer walk-in proctoring.
- Proctor and library will not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Proctor and library will not be responsible for completed tests not received by the institution.
- Proctor will not install special software onto computers.
- Proctor will not provide personal information, such as home phone number or social security number.
- Proctor will not arrange for special shipping services such as UPS, FedEx or DHL.
- Proctor will not allow use of cell phones or visiting with others during examination.

Related documents

Websites:

[Proctoring Request Form](#)
[MyLibrary.us - Proctoring](#)

Policy History	Proctoring policy
2011 – Mar 21	New. Identifies expectations of the public.
2014 – Mar 17	Broken out into “Proctoring Policy” and “Proctoring Guideline.”
2021 – May 17	Revised. Combined Policy and Guideline. Added some clarifying language.
Reviewed by	Associate Director of Public Services

Proctoring policy

The High Plains Library District supports learning and distance education by providing a limited exam proctoring service. This service is offered free of charge. There is no requirement that the student live within the boundaries of the District.

Related documents

Websites:

[Proctoring Request Form](#)

Other policies:

Proctoring guideline

Proctoring guideline

The following guidelines articulate the responsibilities of the student and the testing institution as well as the parameters of the service provided by the library.

The student will:

- Complete the [Proctoring Request Form](#) allowing for 5 business days for review.
- Determine that the library’s resources, including installed software and physical environment meet the exam requirements.
- Arrange for all necessary exam information to be delivered to the proctor prior to deadline.
- Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.
- Provide photo identification.
- Arrive on time or notify the proctor if unable to make the appointment. Rescheduling will be at the convenience of the proctor if student is late or cancels.

The High Plains Library District will:

- Contact the student within 5 business days after receiving the Exam Proctoring Request Form.

- Administer the exam during regular library hours.
- Verify the identity of the student with photo identification.
- Notify the student when exam information has been received, if required.
- Monitor student periodically during the exam.
- Enforce time limits or other requirements
- Reserve a public computer in advance for online examinations, extend time as needed or reserve a conference room.
- Not provide personal information, such as home phone number or social security number.
- Not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Not install special software onto computers.

Related documents

Websites:

[Proctoring Request Form](#)

Other policies:

Proctoring policy

Photography and Video Recording policy

Library facilities are a “limited public forum.” This means that many activities, such as photographing and video recording, are permissible because the library is a public facility. But, library staff can set limits of “time, manner, or place” for reasons of safety and the reasonable maintenance to maintain library operations. There are policies that apply to the public, staff, and media, as well as general rules of courtesy.

Public

The public can take photos or videos in any public area. This does not apply to restrooms or staff areas. Photos and videos are permissible in meeting rooms, if this is approved by those using the room. Photographic equipment such as tripods or lighting, unless approved by library staff, is not permitted because of potential safety concerns. Photographing and video recording cannot interfere with the library staff’s ability to conduct business, or present a safety risk.

Staff

~~There are two practices when staff are taking photos or videos that are intended~~ In order to provide some level of privacy for patrons, ~~First,~~ all locations have posters ~~that to~~ indicate that a patron’s presence at an event permits ~~staff us~~ to use their likeness in ~~photos and videos of the event.~~ ~~publicity.~~ The poster asks patrons to notify ~~us~~ staff if ~~this presents a concern.~~ ~~problem.~~ ~~Second, a signed or verbal photo/video form needs to be completed if there are photos or videos of individuals.~~

Media

Photos and videos by the media are welcome. Because this often entails the use of bulky equipment, the District asks that arrangements are made with library staff in advance to ensure that conditions are kept safe and that library operations are not disrupted.

General

In addition to policies noted above, the District asks that photographers refrain from disturbing other library users, and from taking photos or videos of specific copyrighted materials for the purpose of redistribution.

Related documents

Websites:

- [ACLU Know Your Rights – I want to take pictures or shoot video at a protest](#)
- [ALA Office for Intellectual Freedom – Auditing the First Amendment at Your Public Library](#)
- [Cirsa – “First Amendment Audits” coming to your town?](#)
- [Colorado State Library Quick Guide for C.R.S. 24-90-119](#)

Other policies:

- Meeting Rooms policy
- Soliciting, Free Speech and Fundraising Activities policy

Procedures:

Meeting Room procedures
 Soliciting, Free Speech and Fundraising Activities procedure
 Photography and Video Recording procedure
 Photo/Video Release procedure and Publicity Release form

Policy History	Photography and Video Recording
2020 – May 18	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2021 – May 17	Revised to reflect that Photo/Video releases are no longer required.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

DRAFT

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: May 17, 2021
Type of item: Information
Subject: High Plains Chautauqua Update
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: This item is for information only, no action to be taken.

Background

Per Board Direction from the April HPLD Board of Trustees Meeting, Elena Rosenfeld and I meet with the Director and Board Chair of High Plains Chautauqua and presented the HPLD Board requirements as defined at the April Board Meeting. Elena and I will meet with the High Plains Chautauqua Board the afternoon of May 17th, 2021 and will provide updates on this meeting to the HPLD Board that evening.

Considerations

- Board Chair of High Plains Chautauqua expressed concern over the main program traveling throughout the District

Recommendation

This item is for information only, no action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: May 17, 2021
Type of item: Information
Subject: Mead Project Update
Presented by: Dr. Matthew Hортt, HPLD Executive Director
Recommendation: This item is for information only, no action to be taken, but the Board may provide direction on this item.

Background

In 2019, the District entered an IGA with the Town of Mead to evaluate and possibly of partnering on a join library project at Aims Park. During the evaluation, it was determined that the District should look at other options, the Town directed us to contact the owners of the farm next to Aims Park as well as the developers working on a new project with the farm. The District did this and have been in discussion with both groups. No action has come from discussion and we are waiting for additional information.

The week of May 3rd, the District was contacted by the Town Manager of Mead who expressed the Town Board’s displeasure with the progress on the library. This was followed up by a letter from the Mayor of Mead asking the District to reengage in discussions regarding the library. The letter is included in the Board packet.

Considerations

- Mead was identified in the District’s most recent Facilities Master Plan as a recommended location for the branch
- The Bookmobile visits the Town of Mead every two weeks
- The Mead Town Hall is 9.7 miles from the Carbon Valley Regional Library

Recommendation

This item is for information only, no action to be taken, but the Board may provide direction on this item.



May 10, 2021

SENT VIA U.S. Mail and email to: mhortt@highplains.us

High Plains Library District
Attn: Matthew Hortt, PhD.
2650 W 29th St
Greeley, CO 80631

Dear Dr. Hortt,

I am writing you today in my capacity of the Mayor of the Town of Mead to respectfully request that the High Plains Library District restart plans to construct a new library in Mead. As you are aware, the residents of Mead have been paying the HPLD mill levy (currently 3.2 mills) since 1985. Our residents continue to ask for a library to be located within the Town of Mead. In 2019, you and HPLD staff worked with our staff to plan a joint facility but to date we have seen no progress. HPLD library branches have been built in Erie, Firestone, Evans and Platteville to name a few. Mead's Board of Trustees discussed this issue at its May 10, 2021 regular meeting and authorized me to send this letter to you.

The Town of Mead has been growing significantly in the past few years. We are on track to build over 400 new homes this year and open a major Fedex shipping facility. Additionally, the Town is investing heavily in a community recreation center, enhancements to our parks, and significant transportation improvements.

We believe it is time for HPLD to invest in the Town of Mead and its citizens. We invite you and your board members to come to one of our upcoming Board meetings to reinstate discussions regarding how our two entities can work together toward having a HPLD library branch opened in Mead. We welcome the opportunity to restart this important dialogue. Please feel free to call me directly at 303-358-9294 or Town Clerk Mary Strutt at 970-805-4182 to coordinate a date that works well for you and your board members.

Sincerely,

Mayor Colleen G. Whitlow

On Behalf of the Mead Board of Trustees



BOARD OF TRUSTEES

Regular Session Agenda

Monday, June 21, 2021

5:00 PM

HPLD Administration Bldg.,

2650 W. 29th St., 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

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. May 17, 2021 Regular Session Meeting Minutes

1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Finance Policy Update (Action) – Natalie Wertz, HPLD Finance Manager

A. Asset Management

B. Debt Management

C. Purchasing

2.2 Comprehensive Annual Financial Report (CAFR) (Action) - Natalie Wertz, HPLD Finance Manager introduced Alan Holmberg from Anderson & Whitney

2.3 Grover Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

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

A. July 19th, 2021

3.2 District Updates – Dr. Matthew Hottt, 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:

July 19th, 2021 5:00 p.m Fort Lupton Public and School Library., 425 S. Denver Ave., Ft. Lupton, CO 80621