



HPLD Foundation Board of Directors
Regular Session
May 17, 2021
Centennial Park Library
2227 23rd Avenue, Greeley, CO 80634
3:00pm

This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/337001181>

1.0 OPENING OF MEETING at 3:10pm

1.1. Roll Call and Pledge of Allegiance

Chair Gerri Holton
Vice Chair Joyce Smock
Director Andrea Kaumann
Director Caleb Jackson - absent
Director Julie Forland
Director Mark Moody - absent
Director Miranda Arens-Bennett - absent

Staff

Brittany Raines, Carolyn Valencia, Mallory Pillard, Dr. Matthew Hottt, Kim Parker, Niamh Mercer, Christina Hardman

Guests

Dr. Melanie Pepper

1.2. Approval of Agenda (Action)

MOTION to approve the agenda: Director Smock
SECOND: Director Kaumann
VOTE: Unanimous approval, 4:0

1.3. Approval of Minutes from March 22, 2021 meeting (Action)

MOTION to approve the minutes: Director Kaumann
SECOND: Director Forland
VOTE: Unanimous approval, 4:0

1.4. Public Comment

No public comment

2.0 ITEMS FOR ACTION/INFORMATION

2.1. 2021 Writer in Residence Introduction (Information)

Dr. Melanie Peffer was selected by a volunteer committee to serve as the sixth HPLD Writer in Residence. Niamh Mercer shared information about the residency and Dr. Peffer, and the details can be found at <https://www.mylibrary.us/writer-in-residence/>. She is the best-selling author of *Biology Everywhere: How the Science of Life matters to everyday life*, and during her residency she plans to work on a spin-off book series for children in late elementary grades. She will also work with the HPLD Programming Committee to take programs to the libraries.

2.2. Board Designated Fund Update (Information)

Program managers Brittany Raines and Carolyn Valencia shared an update on the projects that received Board designated funds.

Brittany Raines shared nursery rhyme booklets in English and Spanish, and pointed out that similar booklets in Burmese, French, and Somali languages should arrive within days. The nursery rhymes in each book are native to that particular culture and language, and the Burmese, French, and Somali books include virtual reality videos. One thousand booklets and approximately 150 surveys per language will be distributed for each of these three languages, and six thousand five hundred Spanish booklets have already been distributed to the Branch Libraries and patrons.

Chair Holton complemented them on the wonderful project.

Carolyn Valencia updated the Board on the *Widening the Window* project. Staff is looking at changing the observation book from *Colors of Us* to *Our Skin*, because it is a newer, more relevant book than was originally planned. The books will provide tools for each person to be able to answer, “what do you do when you feel fear or shame?” and so on. Also, the group is finalizing the selection of a second facilitator, which the Greeley/Evans School District 6 may pay for.

2.3. Election of Secretary/Treasurer (Action)

During the March 22, 2021 Regular Session Board Meeting, the Board chose to wait to elect a Secretary/Treasurer until this meeting. Julie Forland volunteered.

MOTION to approve Director Julie Forland for Secretary/Treasurer: Director Smock

SECOND: Director Kaumann

VOTE: Unanimous approval, 4:0

From this point forward, Director Forland will be referred to as Secretary/Treasurer.

2.4. Planned Giving Brand Estate (Action)

On August 14, 2013, the Foundation received \$11,389.23 from a planned giving gift from Shirley Brand’s estate. The Finance Committee recommends distributing the funds to the District after it was discovered that the funds are still sitting in the Foundation account. Shirley Brand had requested that the funds be used for the District’s general use, such as programming or staffing, rather than a designated fund, and that wish will be granted. The Foundation will follow their usual donation procedure with a thank you letter, etc.

MOTION to distribute the Brand Estate funds to the District: Secretary/Treasurer Forland

SECOND: Director Kaumann

VOTE: Unanimous approval, 4:0

2.5. Ethics Policy (Action)

It is crucial that all Directors conduct business on behalf of the High Plains Library District Foundation with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety. The Foundation Board of Directors currently do not have an ethics policy in place, unlike the HPLD Board of Trustees. Staff drafted an Ethics Policy based on the HPLD Board of Trustees' current policy. The Bylaws and Policy committee reviewed and approved the policy and recommended that the Foundation Board of Directors vote to approve it.

MOTION to adopt the Ethics Policy: Director Kaumann

SECOND: Secretary/Treasurer Forland

VOTE: Unanimous approval, 4:0

3.0 FINANCE REPORT-Natalie Wertz, Finance Manager

Natalie Wertz provided a Finance report for the second quarter. Donations were \$3,000 higher than at this time in 2020, but there has not been a significant amount of activity yet. The Investment portfolio is doing well this year and is increasing in value, and the Balance Sheet portfolio is strong with about \$600,000 in it. Unearned revenue is grant money that has been received but not yet spent on its intended purpose; in this case it is grant money from Weld Trust and Help Now Colorado COVID relief fund.

4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director Niamh provided a Foundation update for the second quarter.

4.1. Development Associate

Christina Hardman is the new Development Associate. She will be instrumental in helping with the Links for Literacy golf tournament, grant research and writing, the donor database, and much more. Christina introduced herself.

4.2. Fundraising Update

The second quarter was full of grant writing. A \$10,000 grant application was submitted to the National Endowment of the Arts for the 2022 Signature Author series. A \$100,000 application was submitted to the National Endowment of Humanities for 2022 District programming. A \$50,000 application will be submitted to the ALA COVID Library Relief fund for Hoopla expenses.

Dr. Matthew Hортt, James Melena and Niamh met with the Weld Community Foundation to discuss the LINC capital campaign. The Community Foundation's MOU states that they will provide \$250,00 for the project, and HPLD Foundation staff is working on creating a matching campaign to raise funds for LINC. HPLD Foundation staff will also seek grant opportunities. Dr. Matthew Hортt, Natalie Wertz, and Niamh met with a DOLA representative to discuss additional funding opportunities that are available and submitted a capital request application from the Gates Foundation.

The Links for Literacy golf tournament was moved to October 8th. The fundraising committee will meet this quarter to talk about opportunities with the golf tournament, including soliciting auction items, sponsorships, volunteering on the day of the tournament, or sitting on the golf committee. The Links for Literacy golf committee consists of Foundation staff, members of the Kiwanis Club of the Rockies, and interested Fundraising Committee members. They will meet soon.

4.3. Friends Update.

Dr. Matthew Hottt and Niamh completed the *Spark the Change* Volunteer Engagement training series in preparation for a Friends group. Matt and Niamh will meet with HR to discuss what that will look like as a District. The Niamh will meet with the Friends Committee later in the quarter. They will formally rebrand as the HPLD Friends and Foundation next year after Library Awareness Week. There will be a new website and they will be on social media.

5.0 BOARD COMMENTS

Chair Gerri Holton appreciated everyone's time. She liked the booklets and 'Widening the Window' update. She looks forward to the day when everyone can get together in person.

Director Joyce Smock thanked Director Julie Forland for volunteering for Secretary/Treasurer. And it's great to see Director Andrea Kaumann excited about things coming up. There is a lot going on in the Foundation, and they are taking steps forward. It will be interesting to see what next year looks like.

Director Andrea Kaumann was happy that the Friends committee will move forward.

Secretary/Treasurer Julie Forland was excited to learn about the examples of the nursery rhyme booklets in the multiple languages. She's also excited about her new position as Secretary/Treasurer.

6.0 ADJOURNMENT at 4:04pm.

MOTION to adjourn the meeting: Director Smock

SECOND: Director Kaumann

VOTE: Unanimous approval, 4:0

Next Meeting: Monday, August 16 District Support Services 2650 W. 29th St. Greeley, CO 80631, 3:00PM