



BOARD OF TRUSTEES

Regular Session Agenda

Monday, January 17, 2022

HPLD Administration Building

2650 W. 29th St., Greeley, CO 80631

5:00 p.m.

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The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

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. December 13, 2021 Executive Session Meeting Minutes
 - b. December 13, 2021 Regular Session Meeting Minutes
 - c. December 13, 2021 Special Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - a. Chair
 - b. Vice-Chair
 - c. Secretary/Treasurer
- 2.2 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - a. Foundation
 - b. Finance
 - c. RFP Committee
- 2.3 RFP for Erie Community and Carbon Valley Regional Libraries' roofing projects (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Boss Display Contract – for LINC exhibits (Action) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. February 14, 2022
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chair Report – Chair of the Board

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Report
- 4.2 Secretary/Treasurer
- 4.3 Committees
- 4.4 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

February 14, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631



BOARD OF TRUSTEES
DRAFT - Executive Session Minutes
Monday, December 13, 2021
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
4:30 p.m.

1.0 OPENING OF MEETING at 4:39pm

- 1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow
Vice-Chair Mary Heberlee
Secretary/Treasurer Mary Roberts
Trustee Teresa Curtis
Trustee Gerri Holton
Trustee Joyce Smock
Trustee Jana Caldwell
Legal Counsel William Garcia
Staff: Dr. Matthew Hорт and Kim Parker

- 1.2 Approval of Agenda

MOTION to approve the agenda as recommended: Vice-Chair Mary Heberlee

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

- 1.3 Public Comment

No public comment

2.0 MOTION TO GO INTO EXECUTIVE SESSION per § 24-6-402(4)(f), discussions concerning a particular employee.

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened at 4:42p.m. on December 13, 2021 for the sole purpose of discussing Dr. Matthew Hорт's 2021 performance appraisal, as authorized by § 24-6-402(4)(f). Attending are Legal Counsel William Garcia and Board Trustees Ken Poncelow, Mary Heberlee, Mary Roberts, Teresa Curtis, Gerri Holton, Joyce Smock, and Jana Caldwell.

- 2.1 Executive Session for the purpose of:
a. Discussion concerning Dr. Matthew Hortt's performance appraisal
MOTION to go into Executive Session: Trustee Jana Caldwell
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: Unanimously approved, 7:0

3.0 BOARD COMMENTS

- 3.1 Chair Report
- 3.2 Vice-Chair
- 3.3 Secretary/Treasurer
- 3.4 Committees
- 3.5 Other Board Members

4.0 ADJOURNMENT at 5:02pm

- After conferring with Legal Counsel,
MOTION to adjourn the Executive Session and enter a recess to reconvene in Regular Session: Trustee Gerri Holton
SECOND: Vice-Chair Mary Heberlee
DISCUSSION: None
VOTE: Unanimously approved, 7:0

Upcoming meetings:

January 17, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631



BOARD OF TRUSTEES
DRAFT - Regular Session Minutes
Monday, December 13, 2021
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
5:00 p.m.

1.0 OPENING OF MEETING AT 5:09p.m.

- 1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis

Trustee Gerri Holton

Trustee Joyce Smock

Trustee Jana Caldwell

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Natalie Wertz, Niamh Mercer, Rick Medrano, Rosa Granado, Tony Brewer, Brooky Parks, and Kim Parker

Guests: Dr. Laura Baumgartner

- 1.2 Approval of Agenda

MOTION to approve the agenda: Vice-Chair Mary Heberlee

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

- 1.3 Approval of Consent Agenda

- a. November 15, 2021 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.4 Public Comment

Brooky Parks, HPLD staff, read a letter that was submitted on behalf of two Erie Community members.

"Dear HPLD Board of Trustees, thank you for all that you do make the High Plains Library District such a jewel to our community. We consider the Erie Community Library as a prized resource. Not only is the building functionally attractive, books and services top line, The staff is always helpful in a way that feels like family. Erie Community Library feels like our other home. Home as defined as a place to live is obvious, yet the meaning of home as a place to gather is more apt for our community library. Here everyone can come as they are to transform their lives through life-long learning, literacy, and connections to others. It astonishes us to learn that programming at the Erie Community Library are being canceled or asked to be renamed by the HPLD Administration. Anti-racism Workshop for Teens: cancelled. Resistance through History and You: cancelled. Read Woke Book Club: renamed.

Having lived in the Erie community since 1967, our family has seen the evolution of land, housing, services, and people. These programs were quite the positive change that supports our community today and they bring hope to our future community by supporting interconnected learning without censorship. The Erie community expects the HPLD to support our Erie Community Library and its invaluable role as we evolve together through lifelong learning and connection with each other. Thank you. Eleanor and Kathryn Tepoel."

Dr. Laura Baumgartner, Erie patron and resident, gave the following comment.

"I'm a child librarian and teacher myself. I was raised to value information. One of the first things I do is ask my children to check what they think. I'm curious who else also believes that libraries should offer free access to knowledge and information for all. And who believes that parents should have a say in what their children (inaudible)? I ask that Administration let parents decide if they want to see any program changes, instead of putting Administration in charge of determining what's appropriate for our children. It seems counter to open access of information. For instance, my own son is a member of the Read Woke Book Club. It's not the value of a book club for him, it's about learning about people different than his own: sickness, poverty, other identities. Nothing he's mentioned to me sounds like persuasion, and in renaming it 'Woke' is defined in Oxford as awareness of social injustice. Are libraries not for us to gain awareness? There are other programs that Erie values. There are Neighbors Clubs that are 850 members strong: about 5% of our population. People are in various places in their journey in that group, but many, many people in that group have deplored the education they've received and what we understand of the history of the US. The Anti-Racism Program for Teens makes that information available to people at a much younger age. And again, I've been personally through several anti-racism trainings and I've never been persuaded; I've been presented the facts and allowed to deal with the facts as I please. Finally, as a teacher - I teach community college - I deal very regularly with LGBTQ youth, and as a group, the programs for LGBTQ are generally lifesaving. There are more mental health issues with that community because of a lack of information." (At that point, the two-minute time limit had been reached.)

In response to the comments, Secretary/Treasurer Roberts requested more information on the topics addressed in the Public Comments before moving on to the Budget discussion. Legal Counsel Garcia was consulted, and the decision to do so was left up to Chair Poncelow. He agreed to it and the discussion ensued.

Dr. Hortt replied that management's request to change the title of the Read Woke Book Club was largely due to the lack of participation from the community, with only two participants after it has been offered for a year. Administration determined that it might be in the District's best interest to increase participation by looking at another title, since certain titles and descriptions may automatically turn people off. He added that the other two programs are not canceled, but are under review.

The HPLD process is for program ideas to be presented to a library manager, and then the manager works with the staff member to see if it will fit within the policy. Erie is without a manager at this time, so the Associate Director had to step in to work through some of these programs. The proposals for the programs that are in question stated that the program would teach someone to be an advocate for something. The role of a library is to provide information, not to be an advocate on one side or another, and programming is to be presented in a way that allows for discussion, not to restrict or censor information. Unfortunately, when that is not accepted, things can be thrown around about censorship.

This same claim was sent to the Colorado Association of Libraries' Intellectual Freedom Committee, and unfortunately, they sent it out without verifying the information. He will meet with the President and In-Coming President of CAL to discuss it because the basis of intellectual freedom is to provide information from all sides rather than to broadly send out one side of the issue.

Trustee Caldwell then asked if the individuals who made comments in both the last and this meeting have received this counter information that was just presented. The answer was that there was an email exchange with Dr. Laura Baumgartner. She also asked for someone to please reach out to the individuals who made the public comments so they aren't left thinking that they were presenting to a wall of blank stares.

Trustee Holton said she had reached out to Dr. Hortt to suggest revisiting the Programming policy, because some of the language is open to interpretation that can cause issues. For instance, the definition of what is controversial and who decides what is controversial should be clarified. She also said she thinks some of the points made online were valid, and she thinks the wording may continue to cause problems.

Chair Poncelow doesn't believe that the District should get involved in controversy, and the bottom line is that Dr. Hortt makes the final decision and the District has a fiduciary responsibility to not incur the expense of doing a program that only draws two people.

Secretary/Treasurer Roberts asked what the next step is, and Dr. Hortt replied that the Board's role is to approve the policy, not to approve every program. Things like this should be handled internally without going to the Board. Secretary/Treasurer Roberts

said she interprets people coming to the Board as a sign they disagree with the answers they are getting from Administration.

Trustee Caldwell asked for examples of programs that are controversial and acceptable within the policy. Dr. Hortt shared a couple: a panel where people can come talk about their experiences, and Rainbow Storytimes, a series of storytimes on people with differences, such as disabilities, gender, etc.

Rosa Granado, HPLD Associate Director of Public Services, said that with this kind of issues, there is always subjectivity and it cannot be 100% objective, and there must be someone who makes the decision. The policy can be reworked, but there will always be a few people who are unhappy. If every program were approved, it could diminish the quality of programming. Staff, supervisors, and Branch managers need to be trained so everyone knows what the standards are and what will and will not be allowed. Trustee Holton agreed about the importance of clear standards and asked if they can be clarified.

Tony Brewer pointed out that the Programming Policy spells these things out by saying, “The Executive Director has ultimate responsibility for program offerings, operating within established policies. The Executive Director delegates the design, development and delivery of programs to the staff, who operate within the essential principles, criteria and objectives outlined in this policy.” The essential principles are then outlined.

Secretary/Treasurer Roberts said the wording may have to be reworked a little, because it may be the wording rather than the intent that’s causing issues. Trustee Holton agreed.

Rick Medrano, Patron Services Supervisor at the Erie Community Library, said he sees the other side of this, and that it is a fine line to walk, being responsible to all patrons and not sharing specific ideas and perspectives. He thinks the district-wide staff’s concerns about this policy are the points about controversy, who is determining that decision, and will it quash any challenge to the baseline status quo? Chair Poncelow replied that there may or may not be problems with the status quo.

Trustee Holton asked if there is anything else the Board can do to be prepared for future things like this. Dr. Hortt proposed having staff write up the procedures and processes and then present them to the Board to explain how these decisions are made. Chair Poncelow recommended that it be done before going any further with this, and then the Board can look at the policy again.

Chair Poncelow introduced the Final Budget Overview discussion.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager

Natalie Wertz presented the 2022 budget, which the Finance Committee has reviewed. Budgeted revenues are \$35,505,300 and budgeted expenditures are \$59,566,876. The District will keep the mill levy at 3.177 for operations. The budget includes funds for a Grover facility, LINC, remodeling the Centennial Park Library, and for operations. The significant adjustments that have been made since the preliminary budget in October are that \$5,000,000 has been moved from the 2021 budget back into the 2022 budget, because less work was done in 2021 than previously thought. Again, this is a movement

and not an increase. Also, the capital budget for roof repairs at Carbon Valley Regional Erie Community Libraries by \$820,000. Furthermore, per the discussion at the October Board meeting, \$350,000 has been added to the capital budget for a Grover facility and \$20,000 for its operations.

Chair Poncelow announced that it was now time to hold a public hearing regarding the 2022 HPLD Budget.

MOTION to Open the Public Hearing: Trustee Teresa Curtis

SECOND: Vice-Chair Mary Heberlee

Discussion

VOTE: Unanimously approved, 7:0

Chair Poncelow asked if there were members of the public who wished to comment on the budget.

No comments were made.

MOTION to Close the Public Hearing: Trustee Gerri Holton

SECOND: Trustee Jana Caldwell

Discussion: None

VOTE: Unanimously approved, 7:0

Chair Poncelow announced that the public hearing was now closed.

a. *Resolution 21-2, Adopt the 2022 Budget*

MOTION to adopt the budget: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 7:0

b. *Resolution 21-3, Appropriate Sums of Money*

MOTION to approve the sums of money: Secretary/Treasurer Mary Roberts

SECOND: Trustee Teresa Curtis

DISCUSSION: None

VOTE: Unanimously approved, 7:0

c. *Resolution 21-4, Set Mill Levy, Weld County*

MOTION to approve the mill levy of 3.177 for Weld County: Trustee Joyce Smock

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

- d. *Resolution 21-5, Set Mill Levy, Boulder County*
MOTION to approve the mill levy at 3.177 for Boulder County: Trustee Teresa Curtis
SECOND: Vice-Chair Mary Heberlee
DISCUSSION: None
VOTE: Unanimously approved, 7:0
- 2.2 Recognition of Trustee (Information) – Dr. Matthew Hortt, HPLD Executive Director Dr. Hortt announced that after a unanimous vote from the establishing bodies, Trustee Joyce Smock will be reappointed and remain on the HPLD Board of Trustees. At this point, the District has received enough ratifications from establishing bodies that it is official. He welcomed Trustee Smock.
- 2.3 Policy Manual Amendments (Action) – Tony Brewer, Patron Experience Specialist
 - a. Retention Policy
This policy addresses the law and how long the District retains records, and is a companion to the Open Records Request policy which addresses how Open Records Requests are handled. The District adopted the State Archives Special Districts Records Management Manual in 2019, and this policy recognizes adoption of that Manual.
MOTION to approve the Retention Policy: Vice-Chair Mary Heberlee
SECOND: Trustee Joyce Smock
DISCUSSION: None
VOTE: Unanimously approved, 7:0
 - b. Identity Theft Policy
Revisions are being recommended for several reasons. District practices for reducing identity theft have been updated, the elements of the Federal Trade Commission Red Flags Rule are now identified, the policy and guidelines have been combined, and staff recommends moving a paragraph to the Circulation Policy.
MOTION to approve the Identity Theft Policy: Trustee Gerri Holton
SECOND: Vice-Chair Mary Heberlee
DISCUSSION: None
VOTE: Unanimously approved, 7:0
 - c. Circulation Policy
Staff recommends taking the sentence “*A physical address is needed to meet Fair Debt Collection Practices Act secure communication needs.*” and moving it from the Identity Theft Policy to the Circulation Policy. Secretary/Treasurer Roberts asked what the District’s practice is for homeless people. Mr. Brewer said if they

don't have a photo i.d. and a current address, they get a limited card as long as they have a photo id. The background is that a third-party collection agency is used, and the practice is for their benefit.

MOTION to approve the Circulation Policy: Trustee Jana Caldwell

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 7:0

d. Personal Information Protection Policy

Mr. Brewer explained that this is a new policy because it is a state law. The policy has been laid out to identify the Colorado Data Protection Statute's main provisions, which are data disposal, security practices, and security breach notification, and how the District applies them. The details of how staff does that are spelled out in the Policies.

Trustee Holton asked if this information should this be presented to the Member Libraries to consider, since it involves law compliance. Mr. Brewer answered that the day after policies are approved by the Board, an announcement is made on the MyHighPlains intranet for all staff, including Members. Trustee Holton suggested at least flagging the policies that pertain to the law. Various options were proposed by the Trustees, and Vice-Chair Heberlee mentioned the Member Libraries Directors' meeting. Dr. Hortt said he would be happy to talk about it at that time or during the IGA discussion in the Special Session Meeting later in the evening. Chair Poncelow added that not only does the District have no control over whether the Members adopt a policy, but it also has no responsibility.

MOTION to approve the Personal Information Protection Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 7:0

e. Meeting Rooms Policy

This policy proposes adding a sentence that spells out that patrons need a library account and must present a library card or photo i.d. to use a meeting room.

Trustee Caldwell asked how that works with an online reservation. A card is not needed make the reservation, but must be presented when that person goes in to use the room.

MOTION to approve the meeting rooms policy: Trustee Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 7:0

Mr. Brewer closed by pointing out the Policy Manual Table of Contents with the dates of Board approval for each update. All but two have been updated in the last three and a half years, with the exceptions of the *Values and Principles Statement* and *Operating Principles for Staff*. The last two will take time to develop, and this is his last board meeting because he will retire at the end of the year.

Chair Poncelow thanked Mr. Brewer for all he has done for the District, including stepping in as Interim Executive Director and all the work on the policies. Dr. Hortt also recognized Tony Brewer for all that he has done for the District. The Trustees agreed.

- 2.4 2022 Board Meeting Calendar (Action) – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt presented the proposed 2022 Board Schedule and suggested that per Trustee Holton’s question during a previous meeting, the Board schedule a work session to discuss reconsiderations and challenges. He will look at times when that can happen and see who he can bring in to talk with the Board about them.

Trustee Holton asked if the Board will meet again before MLK Day to get more information about the day. Dr. Hortt was not able to get the information together and schedule a meeting in time for this year, so staff will attend the January board meeting on MLK Day to report on the activities and programs they participated in on that day. Trustee Holton asked if the information can be still pulled together and if there’s time to hold a special session before MLK Day, and Dr. Hortt replied that it can be done with a Special Session if that’s the direction the Board wants to go.

Chair Poncelow asked for a motion to approve the 2022 Board Meeting Calendar.

MOTION to approve the 2022 Board Meeting Calendar: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. January 17, 2022
A discussion on the Programming Policy and Procedures will be added to the agenda as well.
Trustee Caldwell said the Governance Committee will present a slate of officers at the meeting, as they did last year.
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
No additional district updates were presented, due to lack of time.
- 3.3 Chairman’s Report – Ken Poncelow, Chair of the Board
Due to a lack of time, the Chair Report and Board Comments were not made.

4.0 ADJOURNMENT at 6:16p.m.

There being no further business,

MOTION to adjourn the meeting at 6:16 p.m.: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

Upcoming meetings:

January 17, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session

HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631

DRAFT



BOARD OF TRUSTEES

DRAFT - Special Session Minutes

Monday, December 13, 2021

**HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
6:15 p.m.**

1.0 OPENING of MEETING at 6:36p.m.

1.1 Roll Call

All were Present unless noted:

Chair Ken Poncelow
Vice-Chair Mary Heberlee
Secretary/Treasurer Mary Roberts
Trustee Teresa Curtis
Trustee Gerri Holton
Trustee Joyce Smock
Trustee Jana Caldwell

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, HPLD Executive Director; Melissa Beavers, Lincoln Park Library Manager; and Kim Parker, Executive Assistant

Guests: Weld County Commissioner Perry Buck

From Eaton Public Library: Library Director Brenda Carns and Trustee Nomie Ketterling

From Fort Lupton Public and School Library: Library Director Thomas Samblanet and Trustee Lia Inge

From Glenn A. Jones, MD Memorial Library: Library Director Kristi Plumb and Trustees Sheryl Ballard, Corina Strickland, and Jenna Hall

From Hudson Public and Keenesburg Libraries: Library Director Tami Crossen and Trustees Lynda Pruett, Wilbur Wafel, Jamie Jeffery, and Rick Medrano

From Northern Plains Public Library: Library Director Laura McFarland and Trustee Martha Harold

From Platteville Public and Nantes Libraries: Library Director Naomi Nguyen and Trustee Cassie Lawson

1.2 Approval of Agenda

MOTION to approve the agenda as recommended: Vice-Chair Mary Heberlee

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.3 Public Comment

Weld County Commissioner Perry Buck thanked everyone for all they do.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Introductions of Trustees and Member Library Boards and Directors – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt invited the Member Library Directors to introduce their Board Trustees and tell what has gone well this year.

Kristi Plumb, Library Director of the Glenn A Jones, MD Memorial Library shared that GA Jones will do accessibility work in 2022, including changing the front doors for improved accessibility. They will also add a Makerspace. In closing, she shared that Ken Poncelow played Santa for the library on the previous Saturday, and commended her fellow Member Library Directors for being helpful and supportive.

Tami Crossen, Library Director of the Hudson Public and Keenesburg Libraries told that a branch was opened in Keenesburg, and it is busy. Before COVID, they got a bookmobile from District Support Services and have now ramped it up and built a new garage for it. Next year they will have a Makerspace in the Hudson Library, and have just built a wall for it. The room should be complete within a week or two. Their Board Trustees in attendance include 2 representatives from Lochbuie, which is great because they are wanting to put a presence there in 2022.

Brenda Carns, Library Director of the Eaton Public Library, said their building is a great source of pride for the community. It was remodeled this year, six years after last build and remodel. They added a Makerspace, converted rooms upstairs to program spaces, and added a wall to separate quiet spaces from loud. They offer Tri-lingual storytimes (English/Spanish/ASL), and are looking for ways to be progressive and welcoming. The District has been fabulous in the remodel.

Laura McFarland, Library Director of the Northern Plains Library shared that they finished their remodel and have five storytimes and several children's programs. Their mission has been to move from a library to a community center and fostering the community feel. For instance, moms come in and get together. They are a loud library and proud of it.

Naomi Nguyen, Library Director of the Platteville Public and Nantes Libraries, told that they are fully staffed and the Nantes Library Nantes was on television on Rocky Mountain PBS.

Thomas Samblanet, Library Director of the Fort Lupton Public and School Library transitioned from supervisor to library director. They were way understaffed and are now

fully staffed, serve snacks after school, and finally purchased land for a new library. The ground breaking for the new library will take place in the spring. It's been a great environment to come into.

Dr. Hortt said it's amazing to see all that's going on, in response to the announcements.

Chair Ken Poncelow showed everyone the thank you cards that were recently made for the HPLD Board Trustees.

2.2 General discussion of Intergovernmental Agreements (IGAs)

Staff reviewed the IGA and don't propose any changes to the document, and the IGAs will automatically renew. Also, the addition of a Creative Technologist was made to the Services list, and an updated list was shared with the Member Library Directors for agreement and updates. The Creative Technologist, whom will hopefully be hired in January, will be a resource for Member Libraries as well as Branch. This person can train staff on a variety of things, including makerspace, fiber arts, and welding.

Chair Poncelow asked if there was interest in putting together a working group to look at makerspaces and make recommendations, possibly someone from each library to make it a county-wide effort. Maybe schedule a tour of Cherry Creek's makerspace. Rick Medrano said it's happening informally, and doing so formally would benefit the District.

2.3 LINC Presentation

Dr. Hortt gave a presentation on the plans for LINC, the Library Innovation Center, which will be a lot more than a library. It will be a confluence of things, including skills-based development. He said that the District purchased the Greeley Tribune building a couple of years ago, and with the addition that is being added to the building, it will be 62,000 square feet. He described the building plans and showed a video of Rand E Morgan and Wes Sam Bruce. The presentation is included in the [Special Session Board Packet](#). Afterward, Chair Poncelow added that LINC will be a resource for the entire District, not only the Branch side.

3.0 BOARD COMMENTS

3.1 Due to a lack of time, no Board Comments were made.

4.0 ADJOURNMENT at 7:55p.m.

MOTION to adjourn the meeting: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

Upcoming meetings:

January 17, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 17, 2022
Type of item: Action
Subject: Election of Board Officers
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the Slate of Officers

Background

Annually the Board must appoint Board Officers: Chair, Vice-Chair & Secretary/Treasurer. Per Board Direction, staff contacted each trustee and determined their interest in the positions. Staff used this information to prepare the slate of officers.

Election of Board Officers

Chair – Ken Poncelow

Vice-Chair – Mary Heberlee

Secretary/Treasurer – Mary Roberts

Recommendation

Staff recommend that the Board approve the Slate of Officers

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 17, 2022
Type of item: Action
Subject: Election of Board Officers and Committee Assignments
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation Staff recommend that the Board approve Committee Assignments and appoint two members for the Roofing RFP

Background

Annually the Board must set committee assignments for focused work. Staff contacted each trustee and determined their interest in the committee assignments. Staff used this information to prepare the proposed list.

Standing Committees

Governance Committee: Jana Caldwell, Mary Heberlee

Finance Committee: Mary Roberts, Teresa Curtis

Foundation Committee: Gerri Holton, Joyce Smock

Ad Hoc Committees

Carbon Valley & Erie Roofing RFP Committees

Recommendation

Staff recommend that the Board approve Committee Assignments and appoint two members for the Roofing RFP

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 17, 2022
Type of item: Action
Subject: RFP for Erie Community and Carbon Valley Regional Libraries' roofing projects
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend the Board approve and release the RFP

Background

In October 2021, the Facilities Staff identified issues with the roofs at the Carbon Valley Regional Library and the Erie Community Library. The issues and deterioration of the roofs was not consistent with normal wear on the roofs. Following an evaluation by Front Range Roofing (subcontractor) it was recommended that both roofs be replaced. On 11/15/2021, the Board discussed this issue and the decision was made to conduct a forensic analysis of the damage to the roofs. Staff received the report concluded that the roof system was not the appropriate system, but that it had been installed correctly. The report also recommended that the roofs be replaced. Due to the possibility of snow over the next few months, it is recommended that the work to replace the roofs begin while the District continues to evaluate if legal recourse is possible. Staff have prepared an RFP to be released for the work.

Considerations

- Both roofs were installed by the same contractor and architect firms roughly 15 years ago
- The roofs have an expected 20-year life cycle
- Replacement for the roofs is anticipated to be between \$600,000-650,000, and additional buffer was budgeted to address any issues with the decking.
- The extent of the decking that needs to be replaced or remediated will not be fully known until the roof membrane is removed. We anticipate that the cost for these repairs will be a factor as a cost per sq ft
- Staff would ask that 2 Trustees serve as a committee for this RFP/Project
- Our legal counsel and Owner's Rep have both reviewed the RFP

Recommendation

Staff recommend the Board approve and release the RFP

REQUEST FOR PROPOSAL (RFP)

Roofing Repairs or Replacement of Roofing System at the Erie and Carbon Valley Libraries

**Erie and Carbon Valley Libraries
Erie and Firestone, Colorado**

January 11, 2022



**High Plains Library District
2650 W. 29th St,
Greeley, CO 80631**

Prepared by:
HPLD
Bob Arellano
970-506-8573
barellano@highplains.us

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1.0 GENERAL INFORMATION

1.1. INTRODUCTION AND PROJECT DESCRIPTION

Owner is seeking qualified contractors for roofing repairs and or roofing system replacements at Erie and Carbon Valley Libraries.

Project Description

Roof repair or roofing system replacements. Perform necessary roof repairs and or replacements as needed. Utilize unit cost worksheet provided.

1.2. SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
01/18/2022		RFP Issued
01/31/2022	1:00PM/MST-Erie 2:30PM/MST- Carbon Valley	Mandatory Pre-proposal site visit – Erie Library (400 Powers Street, Erie Co 80516) & Carbon Valley Library (7 Park Avenue Firestone Co 80504)
02/04/2022	5:00PM/MST	Deadline for receipt of questions and inquiries
02/11/2022	5:00PM/MST	Final responses to questions, inquiries and RFP amendments
02/18/2022	5:00PM/MST	Deadline for submission of proposals from candidates
02/22/2022		Notice of Intent to Award
03/21/2022		Projected Contract Start Date

1.3. LOCATION

The Project sites are located at 400 Powers St, Erie, Co 80516 and 7 Park Ave, Firestone, Co 80504

1.4. GENERAL CONDITIONS

Qualifications must include all information as asked for in this request. Failure to do so may result in rejection of the submittal. The Owner is exempt from City, County, State, and Federal Sales/Excise Taxes. Certification of tax exemption will be issued upon request.

Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in the RFP, except as otherwise specified in the proposal. Electronic submittals will be held, unopened, until the item and date noted in the RFP documents or posted addenda.

Proposers (and its employees, representatives, and subcontractors) agree to abide by and comply with all applicable Federal, State and Local codes, laws, rules, and regulations in the performance of this contract. The firm, in its performance of this contract, shall comply with all of Board regulations, rules, and policies.

The awarded firm shall also secure all necessary licenses, permits, and privileges required for the proper performance of the work, and shall perform all work in accordance with laws, ordinances, codes, etc. The successful proposer shall comply with the Patriot Act (Office of Foreign Assets Control), and be able to provide documentation that all employees, suppliers, and subcontractors are not on the SDN list.

The awarded firm shall be held entirely responsible for any and all damage to adjacent property, accidents or injuries to employees and the public by reason of work included in these specifications or plans.

The firm shall not allow any laborer or employee to wear objectionable clothing or caps or use profanity in any manner while on Client property. Use of illegal substances or tobacco on Client property is strictly prohibited.

1.5. SCOPE OF SERVICES

- 1) The successful respondent shall attest that work and inspections are complete and all discrepancies are corrected before the Certificate of Substantial Completion is issued and final payment is issued.
- 2) Roof repairs and or replacement work includes, but are not limited to:
 - i. Mobilization
 - ii. Erie Library 26,100 sf & Carbon Valley 35,400 sf.
 1. -Remove black EPDM roof membrane, gypsum-based cover board and inspect metal roof deck.
 2. -Repair and or replace metal roof decking as needed and in areas of concern. Full extent of decking needs will be identified after membrane replacement and it is anticipated that it will be factored in on a cost per sqft charge
 3. -Haul waste off site
 4. -Sweep & Clean Area.
 5. -After roof deck work is complete: Reinstall cover board, roof insulation and black EPDM roof membrane as per building code.
 - iii. Materials and equipment storage - only in approved areas on properties to lessen disruptions to libraries and recreation center.
 - iv. Provide minimal disruptions to libraries with noise and odors when possible.

1.6. CONTACTS

(Owner) Name: High Plains Library District
Contact Name: Bob Arellano
Address: 2650 W. 29th St,
City, State Zip: Greeley, CO 80631

1.7. PROPOSAL INSTRUCTIONS

Proposals are to be received no later than the date and time set forth in the "Schedule of Events," via emailed PDF file to Contact above. Bids received late will not be considered. Time and date will be based on received time stamp on the email.

- Use the included proposal forms to provide firm information.
- All proposals will be confidential until the deadline for submission of proposals. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.
- All material submitted regarding this RFP becomes the property of the Owner, unless otherwise noted in the RFP.

1.8. PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items:

- References – Submit a minimum of three references with email and phone number.
- Description of three projects of similar scope/complexity completed by proposing firm. Include the names of the key personnel.
- Litigation and termination history.
- One of both of the following:
 - o Proposal Form, Exhibit A (below)
 - o Contractor's Proposal with clarifications as needed.

1.9. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to contact listed on cover page by the date aforementioned. The Owner will issue a response to all questions by email and will be posted as an Addendum to all Bidders.

1.10. EVALUATION AND SELECTION CRITERIA

Owner will select Contractor based upon apparent best value as determined solely by Owner. Owner reserves the right to reject any non-conforming, irregular or conditional bids. Owner may conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility and qualifications of the bidder. Owner reserves the right to amend this RFP as necessary and request additional information from bidders to facilitate the Contractor selection process.

1.11. RIGHT OF REJECTION

The Owner reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the Owner. The Owner has the right, in its sole and absolute discretion, to select the proposal or proposals that the Owner determines best meets its needs.

1.12. MODIFICATION AND WITHDRAWAL OF PROPOSAL

- A. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.
- B. If, within twenty-four hours after proposals are opened, any company that provides written notice to the Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its proposal,

that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work

1.13. PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All proposals shall remain open for forty-five (45) days after the day of the proposal opening, but the Owner may, in its sole discretion release any proposal prior to that date.

1.14. COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.15. AWARD OF CONTRACT

Owner may conduct such investigations as they deem necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidder, proposed Sub Contractors and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to the Owners satisfaction within the prescribed time.

If the contract is to be awarded, Owner will accept the Bid within forty-five days after the Proposal Date and will give the Successful BIDDER a Notice of Award within thirty (30) days after the day of the Bid opening. The Owner's acceptance of the Bid proposal shall bind the successful Bidder to sign the Contract Documents within ten (10) days

The Owner will consider Bids irregular and intends to reject Bids, for any of the following:

1. Unsigned Bid Form;
2. Bid Forms that have items omitted by the Bidder;
3. Altering a Bid as to a specified time of commencement or completion of Work;
4. If the Bid Form is on a form other than that provided in Contract Documents, or if the Bid Form is otherwise altered;
5. If there are unauthorized additions, conditional or alternate Bids, or discrepancies of any nature that make the Bid Form incomplete, indefinite, or ambiguous as to its meaning;
6. If the Bidder adds any provisions reserving the right to accept or reject an award, or to enter into a Contract pursuant to an award;
7. Submitting more than one Bid, where there is evidence that any Bidder has an interest in more than one Bid for the same work, or where there is evidence of collusion or other illegal activities between the Bidders. In addition to any other remedies the Owner may have, the Owner may retain as liquidated damages for the disruption of the bidding process the Bid Security of all Bidders involved in collusion or other illegal activities. The Bidder and the Owner agree that the amount of the Bid Security is a reasonable estimate of damages for collusion and other illegal activities on the part of the Bidder and not disproportionate to the anticipated loss or injury. A person or entity, which has quoted prices to a Bidder, is not hereby disqualified from quoting prices to other Bidders or from submitting a direct bid on its own behalf.

In evaluating Bids, the Owner may consider Bids informal, and may, in its sole discretion, elect to waive informalities for the following minor reasons:

1. Omission of dates when signed, or title of person signing;
2. Failure to acknowledge an addendum, which does not affect quantity, quality, time, or price;

3. Unit price Bids which include reconcilable arithmetic errors may be corrected if it does not change the unit price; or, unit price Bids which include reconcilable arithmetic errors may be corrected if it does not

1.16. MANDATORY CONTRACT PROVISIONS

The Contract to be entered into between the Owner and the successful Bidder will include provisions requiring the successful Bidder to obtain and maintain throughout the term of the Agreement: Professional Liability Insurance, General Liability Insurance and Workers' Compensation Insurance. The Agreement will include a provision requiring the successful Bidder to indemnify the Owner from claims to the extent caused by the negligence or other fault of the successful Bidder. Limitations of Liability clauses will not be considered. The Agreement will be subject to approval by the Board of the Owner. The following insurance requirements will be required.

- 1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.
- 2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the Owner, its officers and its employees, as additional insured's, with primary coverage as respects the Owner, its officers and its employees, and shall contain a severability of interest's provision.
- 3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) per person in any one occurrence and ONE MILLION DOLLARS (\$1,000,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS (\$50,000) per claim, with respect to each of Contractor's, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall include the Owner, its officers and its employees, as additional insureds, with primary coverage as respects the Owner, its officers and its employees, and shall contain a severability of interest's provision. If the Contractor has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Contractor providing services to the Owner under this contract.
- 4 Certificate of insurance shall be completed by the Contractor's insurance agent(s), and by agents of any Sub Contractor providing services through Contractor, as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the Owner prior to commencement of any services under the contract. The insurer shall give Owner notification of any termination by referral to renew the policy or of any change in coverage of the policy in the manner provided by law, or, if none, at least thirty (30) days prior to such termination or change.

1.17. SIGNING OF AGREEMENT

When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten (10) days after Bidder's receipt of the Notice of Award, Bidder shall sign and have notarized the required number of counterparts of the Agreement and attached

documents and return them to the Owner along with the required Bonds, insurance certificates and power of attorney authorizations.

1.18. CHANGE ORDERS

Additional work shall not be completed without prior written approval from Owner. Change Orders shall break out all labor and materials required to complete the requested changes.

1.19. INDEMNIFICATION

The Bidder agrees to indemnify and hold harmless the Owner, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with work, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Bidder or any Sub Contractor of the Bidder, or any officer, employee, or agent of the Bidder or any Sub Contractor, or any other person for whom Bidder is responsible. The Bidder shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Bidder shall further defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. The Bidder's indemnification obligation shall not be construed to extend to any injury, loss, or damage, which is caused, by the act, omission, or other fault of the Owner

1.20. PAYMENT TERMS

Invoices may be submitted at the completion of the survey and shall be paid within 30 days of receipt.

1.21. LAWS AND REGULATIONS

Bidder shall give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work. Except where otherwise expressly required by applicable laws and regulations, the Owner shall not be responsible for monitoring Bidder's compliance with any laws or regulations.

If Bidder performs any Work knowing or having reason to know that it is contrary to any laws or regulations, Bidder shall bear all claims, costs, losses and damages caused by arising out of or resulting there from.

1.22. NON-DISCRIMINATION

The Bidder shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

1.23. AVAILABILITY OF FUNDS

Financial obligations of the Owner payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to Owner.

2.1 EXHIBIT A:

PROPOSAL FORM	
COMPANY NAME: _____	
COMPANY ADDRESS: _____	
PHONE: _____	FAX: _____
CONTACT PERSON NAME: _____	
CONTACT PERSON PHONE: _____	
CONTACT PERSON EMAIL: _____	
1. If a corporation, answer the following:	
a.	Date of incorporation: _____
b.	State of incorporation: _____
c.	List of the Board of Directors and Titles: _____ _____
2. If a sole proprietorship or partnership, answer the following:	
a.	Date of Organization: _____
b.	List the names and address of all partners: _____
c.	If partnership state whether general or limited: _____
3. How many years has this company been in business? _____	
4. How many years has this company been in business under its present name? _____	
5. List other names with dates under which your business has operated? _____	
6. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the "Sample Contractor Agreement" attached to this RFP. _____ (YES/NO)	
7. The undersigned Proposing Firm declares and stipulates that this Proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the RFP. _____ (YES/NO)	
8. The submission of a Proposal constitutes an agreement, and shall not be withdrawn for a period of forty-five days.	
9. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado. _____ (YES/NO)	
10. The Proposing Firm hereby acknowledges receipt of addenda numbers _____ through _____	

Signature: _____ Date: _____

2.2 EXHIBIT B: BID FORM

CONTRACTOR TO USE THEIR OWN BID FORM WITH SCOPE ABOVE INCLUDED.

3.1 EXHIBIT C: SITE PLAN

3.2 EXHIBIT D: ROOF PLANS

3.3 EXHIBIT E: FORENSIC REPORT



Total Quality. Assured.

Architectural Testing, Inc.
1070 W 124th Ave. Suite 800, Westminster, CO
(303)-786-7999

December 20, 2021

High Plains Library District
2650 W 29th Street
Greeley, CO 80631

Attention.: Mr. Bobby Arellano
Facilities
C: (970) 302-1386
E: barellano@highplains.us

Regarding: **Roof Assessment Report**
High Plains Library District
Erie Community Library
400 Powers Street
Erie, CO 80516
Intertek Project Number: N1404.01

Carbon Valley Regional Library
7 Park Ave.
Firestone, CO 80504

Dear Mr. Arellano:

In accordance with our agreement authorized on November 18, 2021, Architectural Testing, Inc., an Intertek company (Intertek¹), has performed a roof assessment ("BE Assessment") of two facilities in the High Plains Library District – the Erie Community Library and the Carbon Valley Regional Library. The assessment included a review of existing documents, a field assessment of existing conditions, an infrared scan of the roof assemblies, and condensation analysis of existing conditions and potential improvements. Our roof assessment was performed during the month of December 2021 by Mr. Brian Davie and Mr. Wyatt Nagorski.

The following report details our observations, calculations, and recommendations from each task as they apply to both facilities included in our scope of work.

PROJECT DESCRIPTION

Both the Erie Community Library and the Carbon Valley Regional Library were designed and constructed between 2004 and 2006 and have identical roof assemblies. The roof assemblies consist of the following layers from exterior to interior: black EPDM roof membrane, gypsum-based cover board, metal roof deck, R-30 batt insulation w/ reinforced foil face. The Erie Community Library has an addition that is constructed with all rigid insulation above the roof deck.

After cutting into the roof assembly and discovering deteriorated metal roof deck in one area at the Carbon Valley Regional Library, and after cutting into the roof assembly to find the roof cover board had deteriorated to powder on the Erie Community Library, the High Plains Library District engaged Intertek to assist with evaluating the existing roof to help identify the cause of the deteriorated roof deck and cover board, and to make recommendations for correcting the issues.



Refer to photo pages and diagrams at the end of this report for more information related to our observations and recommendations.

DOCUMENT REVIEW RESULTS

Intertek reviewed existing design documents, a set of O&M and warranty documents, and a letter provided by Carlisle, the roof manufacturer while on site at each facility. Review of the existing design documents confirmed the design intent for the roof assembly was to provide sloping roof structure and all the insulation below the metal roof deck on the interior of the building except where rigid insulation was used above the deck to create crickets for sloping the roof towards the roof drains at the perimeter. The below deck insulation was shown in the design documents to stop short of the exterior walls at the perimeter steel. This creates an uninsulated gap around the perimeter of the roof assembly.

Although below deck insulation is not a common strategy for insulating a roof it has historically been allowed by building codes. The 2018 International Energy Code requires a minimum of R-38 insulation in this configuration and the 2021 International Energy Code has increased this requirement to R-49 for this climate zone.

In addition to energy efficiency the design of the Erie Community Library and Carbon Valley Regional Library draws concern by creating conditions at each structural framing member, at the perimeter, and at penetrations where there is a high potential for condensation within the materials above the roof deck including both the cover board and the metal deck itself.

Intertek's review of the O&M and warranty information revealed the roof membrane is a Carlisle product, but Intertek was unable to verify the material used as the coverboard.

Intertek reviewed two letters provided to the High Plains Library District by Carlisle which indicated that Carlisle conducted a review of the roof assembly. Carlisle's review consisted of walking the roof, making roof cuts, and sending samples of the roof membrane and coverboard to a lab for analysis. Intertek recognizes that Carlisle's assessment showed that the membrane was not compromised, but that the coverboard and deck exhibited signs of moisture over time and Carlisle's opinion was that the moisture caused the coverboard to degrade and the deck to rust. Carlisle's also stated that it was their opinion that the moisture originated inside the building and manifested due to condensation during winter months.

SITE INSPECTION RESULTS

Intertek walked the Erie Community Library on the afternoon of December 6, 2021 and walked the Carbon Valley Regional Library on the afternoon of December 7, 2021. Intertek observed the roof assembly from both above and below the metal roof deck.

From the top the roof assembly on both buildings felt soft under foot except for the areas with rigid insulation. The pattern of the ribs of the metal deck was observed to telegraph through the roof membrane and was highlighted by the dust patterns on the surface of the roof membrane. On both roofs Intertek observed areas where the roof membrane appeared to be completely unsupported. On the Carbon Valley Regional Library roof on the north side of the rotunda where the metal deck has deteriorated Intertek observed extreme examples of areas of soft coverboard and unsupported roof membrane. Intertek also observed a higher degree of softness and unsupported roof membrane adjacent



to the roof access hatch on the Carbon Valley Regional Library. At the roof access hatch, the edges of the metal roof deck and the underside of the coverboard were exposed. This creates a condition where interior air and vapor drive can make its way into the roof assembly and lead to condensation issues which likely explains why the deterioration of the cover board appeared to be more advanced adjacent to the roof hatch.

Intertek was unable to detect any additional areas of structural concern other than the areas north of the rotunda at the Carbon Valley Regional Library where the roof had previously been cut back to reveal the deteriorated metal deck.

From inside under the metal roof deck Intertek was able to confirm the installation of the foil faced batt insulation between the structural framing at the underside of the metal deck. Overall, the insulation appeared to be in good condition although it was noted that the foil face vapor retarder and the insulation itself was not continuous and was interrupted by the structural roof framing, mechanical penetrations, skylights, and it did not extend to the exterior wall. The discontinuity in the insulation and foil face creates conditions where interior air and vapor drive can contact and/ or bypass the metal deck and lead to condensation issues within the roof assembly.

Intertek was unable to observe the edge of the metal roof deck at the rotunda on the Carbon Valley Regional Library and the design documents available for review did not contain details at this condition. Intertek assumes that the edge of the deck is unsealed and uninsulated here which could create a direct path for interior air and vapor drive to enter the roof assembly at this location and with the north side of the rotunda receiving less direct sunlight than other areas of the roof it could be prone to more rapid degradation due to condensation.

Intertek did not observe any areas with signs of significant water damage on the interior of the roof assembly. Intertek did observe some areas with signs of minor water leakage at the Erie Community Library however, it should be noted that this was near where the addition was put on the building.

INFRARED SCAN RESULTS

Intertek conducted an infrared (IR) scan of each roof assembly following the site inspection. The IR scan was completed just after direct sunlight was no longer shining on the roof surface. The intent of the IR scan was to identify anomalies within the roof assemblies that could be indicative of moisture within the roof assembly, or deteriorated roof deck.

The IR scan did not identify any anomalies indicative of moisture within the roof assembly or deteriorated roof deck. Intertek was able to see the profile of the metal roof deck ribs telegraphing through the membrane and identified a continuous hot spot at the perimeter of the roof which confirms the roof to wall transition is not sealed or insulated.

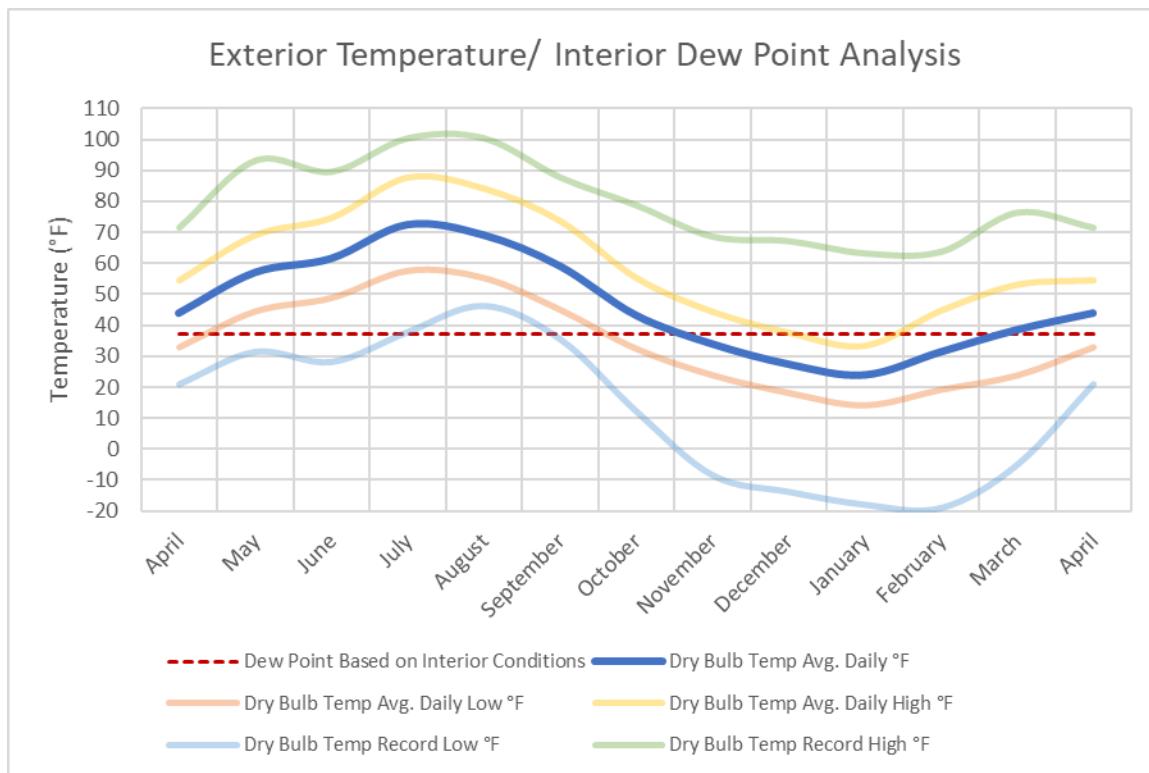
COMPREHENSIVE ANALYSIS RESULTS

Based on our observations and documentation review it appears the deterioration of the roof assemblies on each facility due to condensation resulting from having the insulation installed below the metal roof deck on the interior of the building between the structural roof framing.

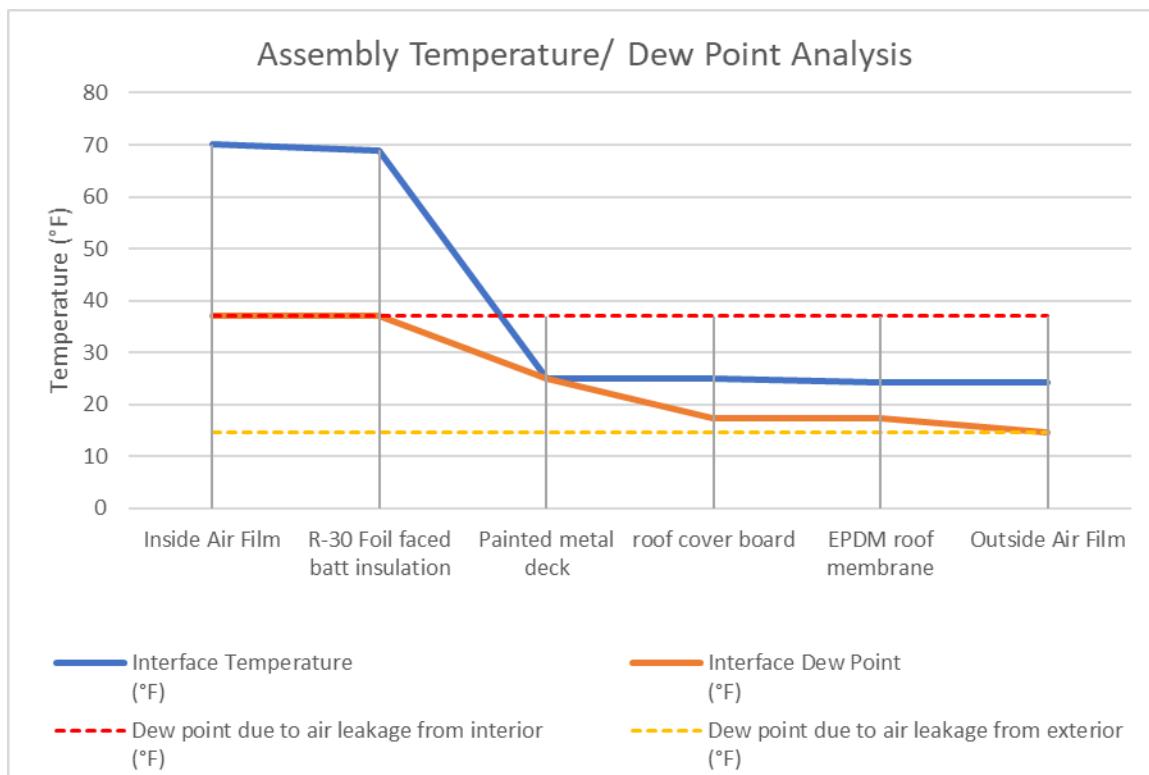


Using historic weather data and average interior ambient conditions of 70 F and 30% RH, Intertek performed condensation analysis on the roof assembly to verify if condensation within the roof assembly is possible and at what time of the year it was most likely. Intertek analyzed the condensation potential at the main field of the roof assembly, at areas where the roof deck is open and uninsulated, and for potential design intent of a replacement roof assembly.

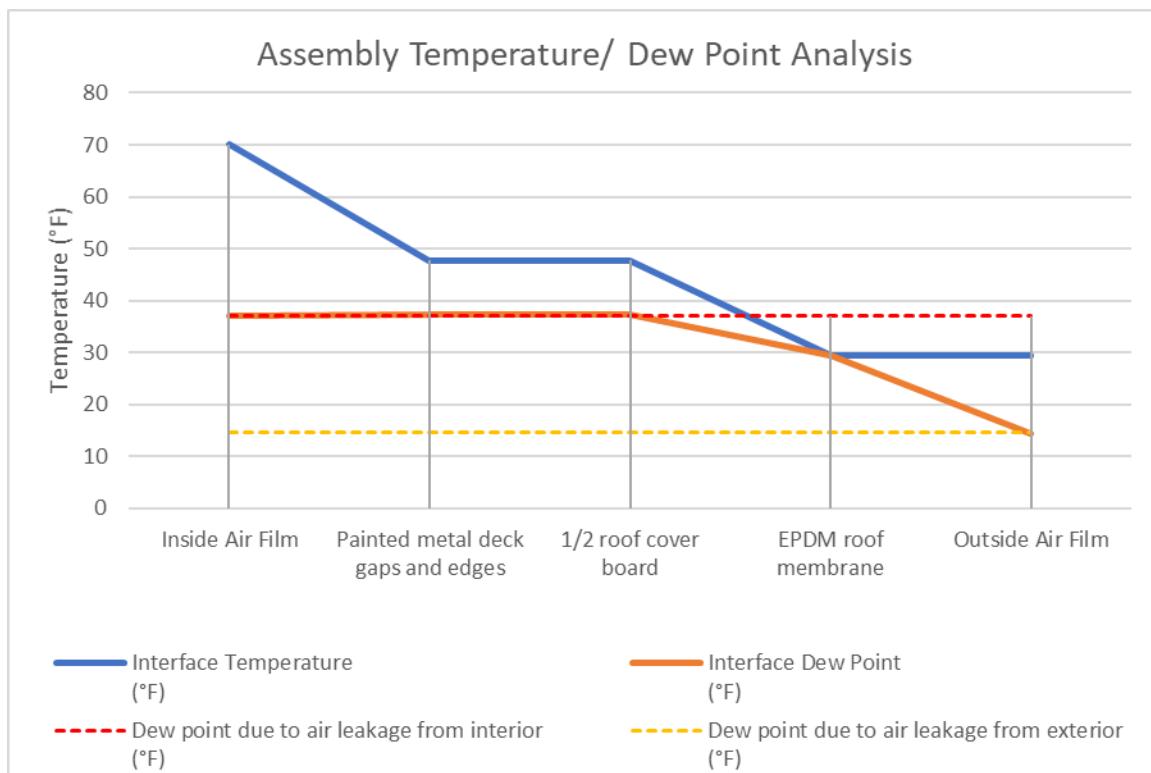
Based on exterior ambient conditions and interior ambient conditions alone – independent of the roof assembly the period from November through February is where the potential for condensation exists at average daily exterior temperatures and relative humidity. Record conditions extend this period however, it should be noted that record conditions typically do not last for long periods of time.



Using average daily temperature and relative humidity during the month of January for exterior conditions a condensation analysis of the typical roof field including the foil faced insulation is depicted in the chart on the following page. Where the blue and orange lines meet is the surface moving from interior to exterior where condensation is likely to occur.



This chart shows that in the typical field of the roof under average daily conditions during the month of January condensation is most likely to occur on the underside of the metal roof deck. Intertek did not observe interior conditions that indicated this was an ongoing occurrence. Next, is a chart showing the condensation potential where gaps are present in the foil faced insulation and gaps are present in the metal deck i.e. at the roof perimeter, at penetrations, and at locations where laps and seams in the metal deck occur over structural framing.



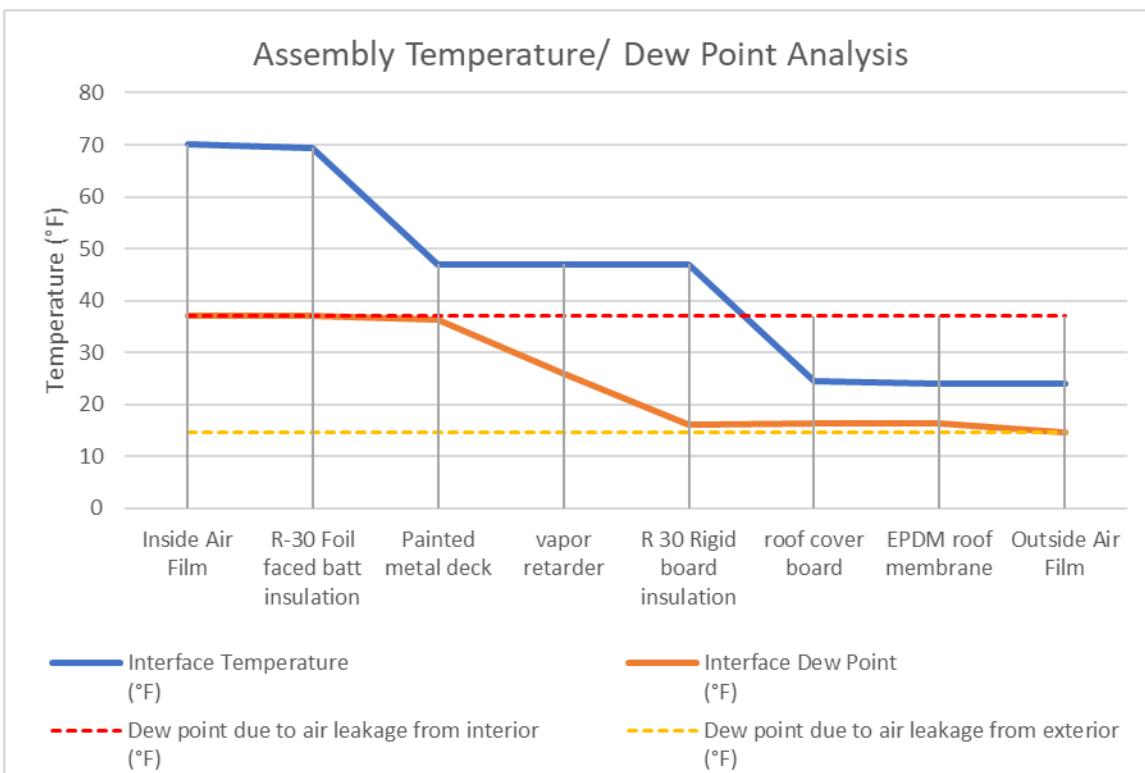
At these conditions the potential location for condensation is shown to be at the back side of the roof membrane which would cause moisture build-up in the coverboard and potentially lead to rusting and full deterioration of the metal roof deck over long periods of time without the capacity for the assembly to dry out. This data in this chart appears to reflect the assumptions made by Carlisle in their letters.

We are unable to prove that condensation within the roof assemblies have weakened the coverboard and lead to the full deterioration of the metal roof deck at the Carbon Valley Regional Library however, our observations and the analysis indicates this is a highly likely potential issue at both facilities.

RECOMMENDATIONS

Intertek recommends a complete tear off and replacement of the roof assemblies at both facilities excluding the roof installed over the addition at the Erie Community Library. During the tear off phase of the roof replacement, Intertek recommends reviewing the condition of the exposed metal roof deck and repairing/ replacing damaged or rusted areas as required.

We conducted a condensation analysis on potential replacement assemblies and the following chart depicts a scenario that minimizes the risk of damage to the roof assembly from condensation.



Intertek recommend the High Plains Library District consider the following assembly when replacing the existing roofs. From the interior to the exterior the following layer should be considered: existing foil faced batt insulation, metal roof deck, vapor retarder with a perm rating of 0.015 perms or better, R-30 rigid board insulation, roof cover board, and the EPDM roof membrane.

If a vapor retarder is installed and sealed at the roof perimeter and all penetrations this will help reduce the potential for interior air and vapor drive to make its way into the roof assembly. The addition of the R-30 rigid board insulation above the roof deck will align the new roof with current energy codes and help to minimize the potential for condensation at the underside of the roof deck. Intertek recommends reviewing how a replacement roof assembly may affect the existing parapet height. It is likely that the parapet will need to be raised in some locations – especially at the Carbon Valley Regional Library to accommodate the addition of the rigid insulation above the roof deck



CLOSING

Intertek appreciates the opportunity to provide this service to you, if you have any questions regarding our report, or if we can be of further service, please call at your convenience.

Sincerely,
Intertek

Wyatt Nagorski
Project Lead
Building Science Solutions

Brian Davie
Senior Project Manager
Building Science Solutions

Attachments:

- Photographs & Diagrams



Site Investigation

Photo



Site Investigation

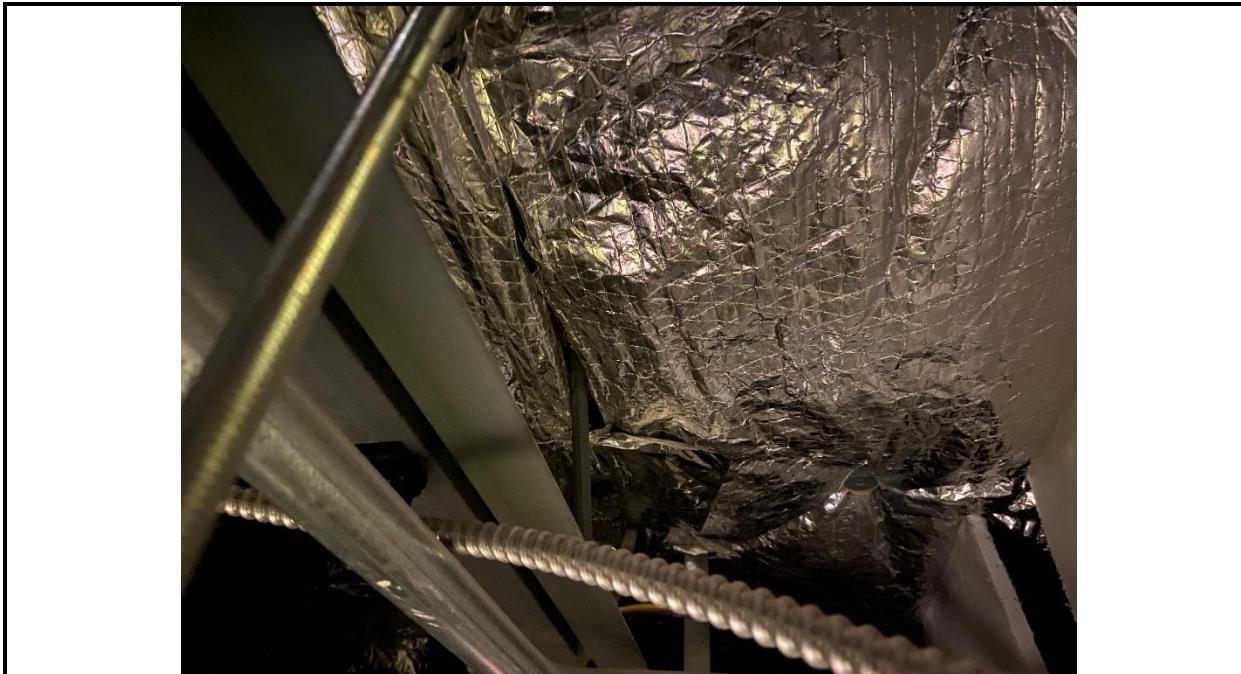
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**Site Investigation
Photo**



**Site Investigation
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Site Investigation

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Site Investigation

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Site Investigation

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penetration



Site Investigation

Photo

the perimeter of the roof



Site Investigation

Photo



Site Investigation

Photo

at mechanical penetrations



Site Investigation

Photo



Site Investigation

Photo

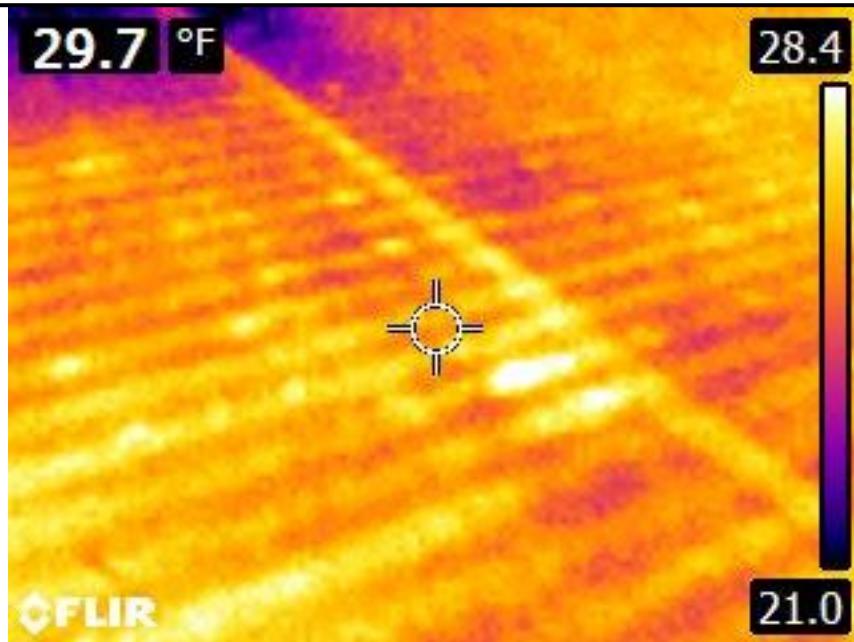
access hatch



Site Investigation

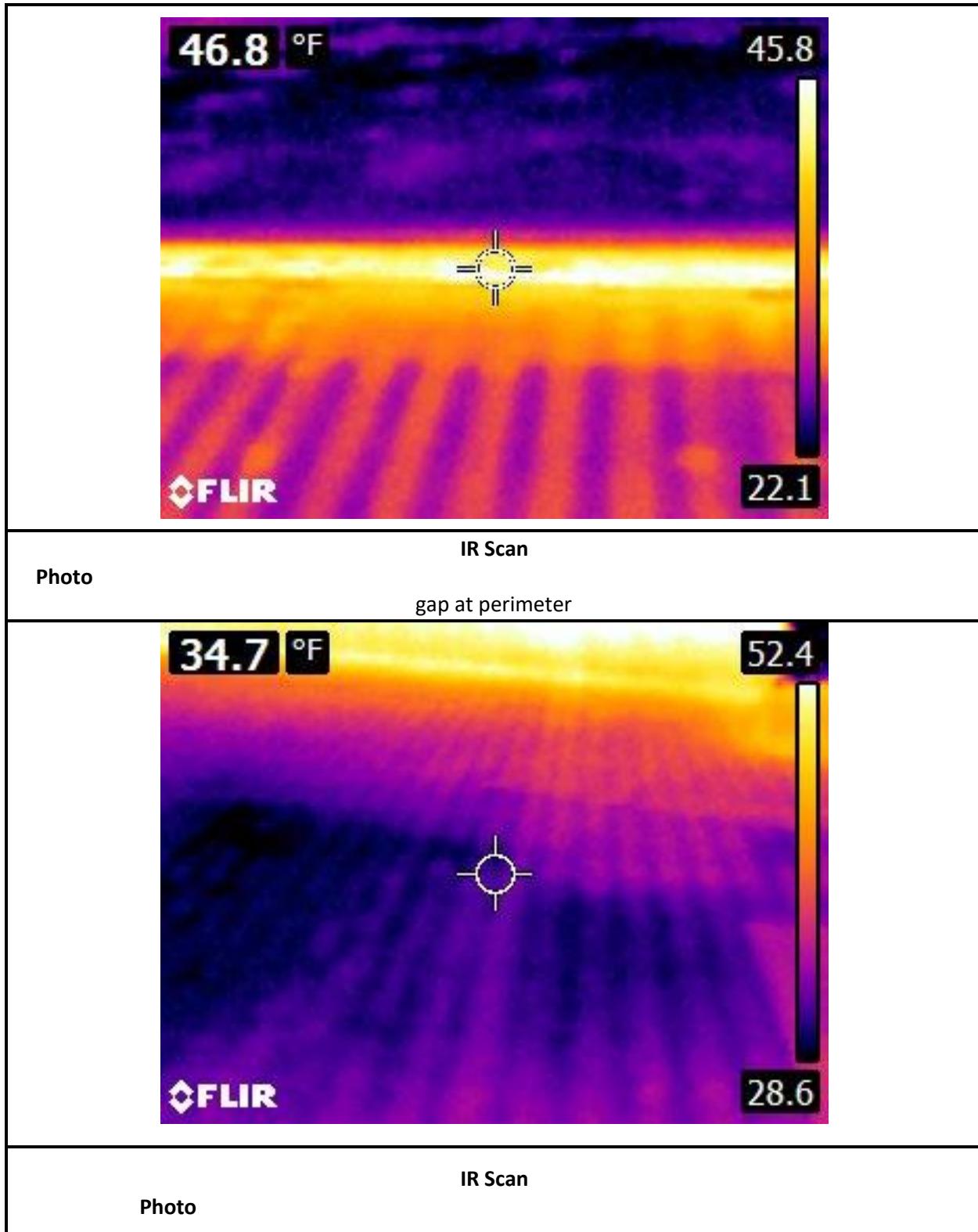
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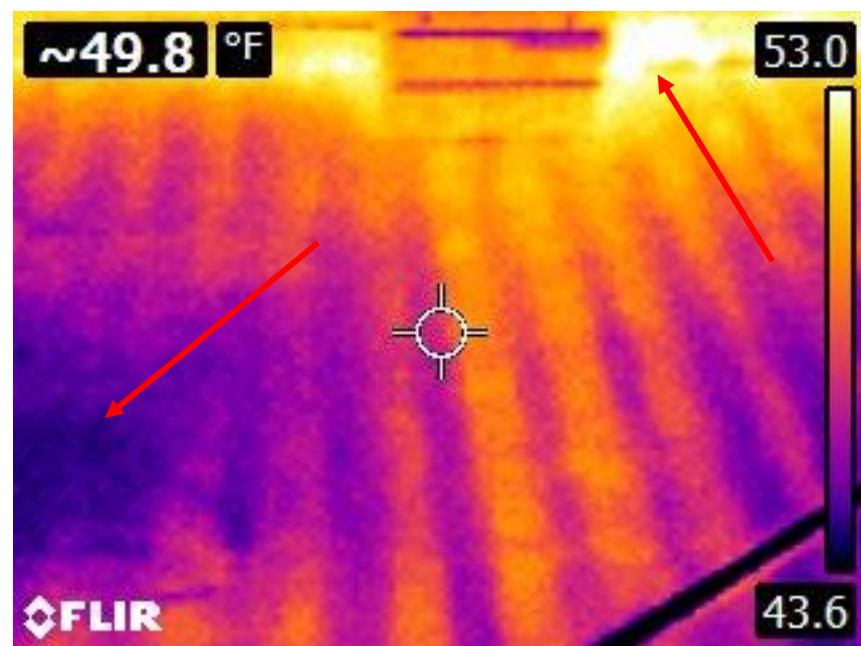
hatch



IR Scan

Photo

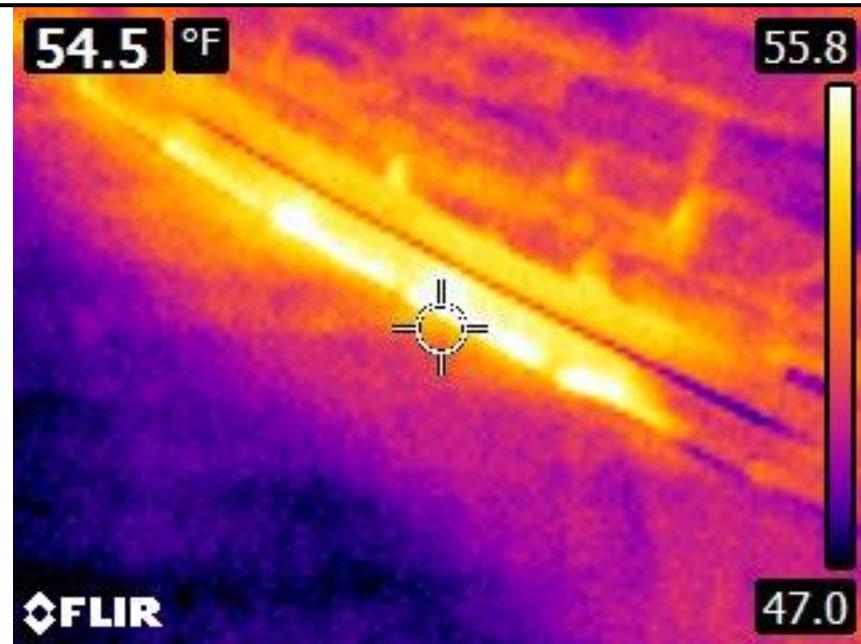




IR Scan

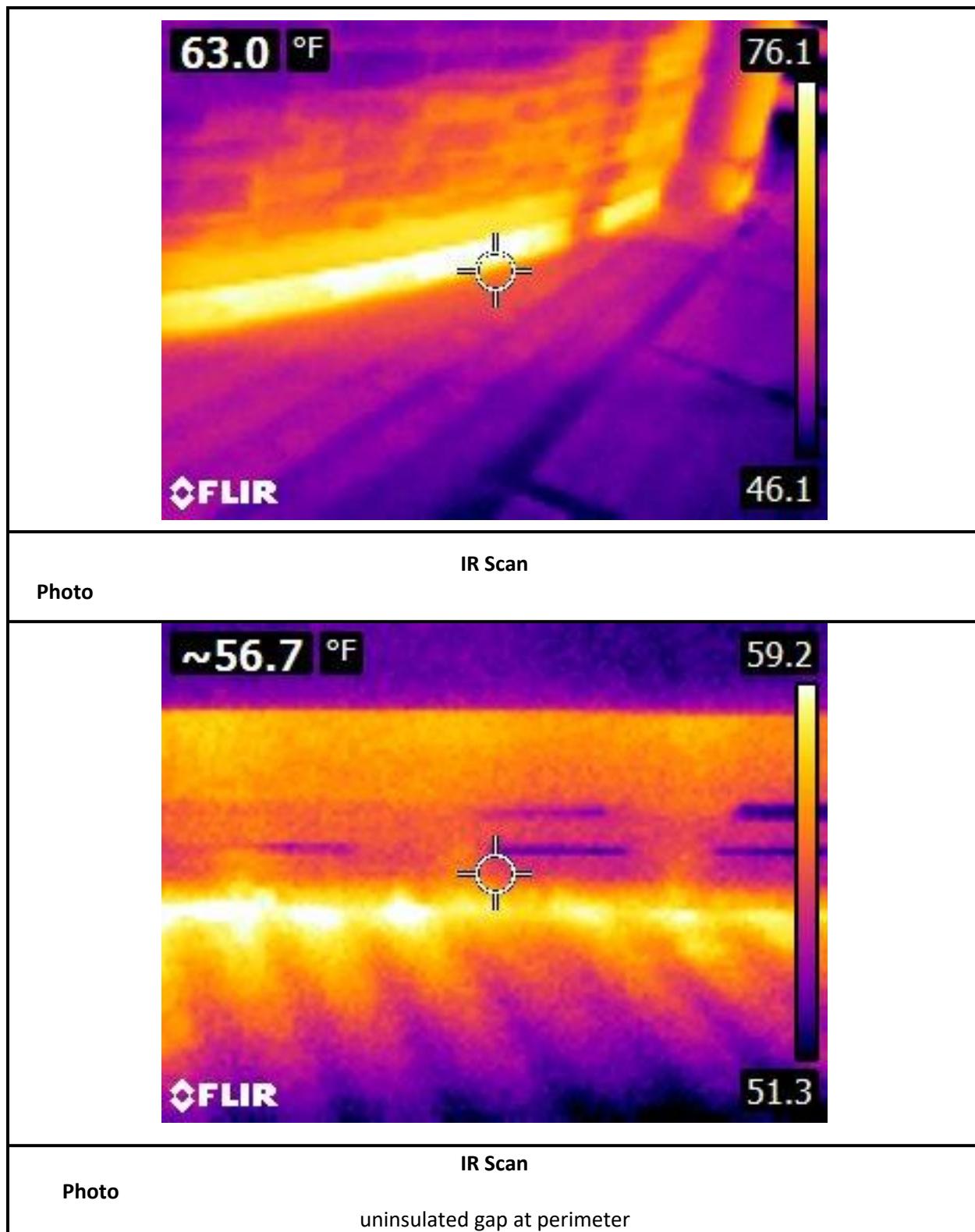
Photo

and area where deck has fully deteriorated



IR Scan

Photo



HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 17, 2022
Type of item: Action
Subject: Boss Display Contract – for LINC exhibits
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend the Board approve the contract and direct the Executive Director to sign it

Background

The children's exhibits for LINC have been designed and approved by the design team. The construction of the exhibits is a specialized skill that is outside the ability of the GH Phipps. Due to the needed specialized skills, the team has identified a BOSS Display as fabricator for the exhibits. The skills needed as specialized and are being treated as a sole source provider.

Considerations

- The funds in this contract were budgeted for in the overall LINC Budget, it is not an additional cost
- A separate contract is needed because the scope of work is outside the GH Phipps contract
- The total cost of the fabrication is: \$624,908.00

Recommendation

Staff recommend the Board approve the contract and direct the Executive Director to sign it

boss display

PROJECT AGREEMENT

This Project Agreement (The “Agreement”) is entered in this 21st day of January, 2022 (the “Effective Date”) between Boss Display Corporation, an Ohio corporation with its principal place of business at 1975 Galaxie Street, Columbus, Ohio 43207 (“BOSS”), and High Plains Library District located at 650 W 29th Street, Greeley, CO 80631 (“CLIENT”).

WHEREAS, BOSS is experienced in Designing, fabricating, and installing custom interactive museum exhibits.

WHEREAS, Client desires to retain BOSS to design, fabricate, engineer, construct and install the exhibit described in Quote Number 1861, dated 12/15/2021 (The Project) and attached hereto.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions hereinafter set forth, the Parties hereto agree as follows:

1. THE PROJECT.

BOSS agrees to provide the necessary labor, materials, equipment and supervision to complete the fabrication and installation of The Project. BOSS covenants to perform its responsibilities hereunder in expeditious and commercially reasonable manner. Client covenants to act in good faith to enable BOSS to perform its responsibilities hereunder.

2. COMPLETION OF THE PROJECT.

(a) **Completion.** BOSS shall design, engineer, fabricate, and install The Project per Quote Number 1861, dated 12/15/2021, subject to mutually agreed upon adjustments made pursuant to Section 3. In the event that BOSS is unable to complete The Project due to a delay or failure to perform by Client, its employees, affiliates, or subcontractors, then the Proposal Schedule shall be automatically extended for every day of delay caused by Client’s failure to perform.

3. CHANGES TO PROJECT.

Client, without invalidating this Agreement, may order changes to The Project consisting of additions, deletions or other revisions; provided, however, that before such changes are incorporated into The Project, the Contract Sum (as defined below) and The Project due date shall be adjusted by mutual agreement of the Parties.

Qboss display

4. CONTRACT SUM; PAYMENT.

(a) Contract Sum. Client shall pay to BOSS total consideration equal to the Contract Sum as described in Quote Number 1861, dated 12/15/2021, and attached and incorporated herein, subject to additions and deletions made by Client pursuant to Section 3.

(b) Payment Terms. Client will pay the Contract Sum to BOSS in accordance with the terms set forth in the Quote. BOSS will provide Client an invoice for each payment described in the Quote. Client shall pay all invoices within thirty days of receipt.

(c) Taxes. BOSS is NOT liable for any State or Local taxes, including but not limited to Sales, Use or Contractors tax. In the event that BOSS is found liable by the State or Local taxing authority the Client is liable to BOSS for payment of such taxes.

5. ONE YEAR LIMITED MATERIAL AND WORKMANSHIP WARRANTY

For a period of one year following the installation date of the Exhibit (the "Warranty Period"), BOSS warrants to Client that the materials and equipment furnished under this Agreement will be of good quality and that the Exhibit will be free from material defects. This warranty excludes remedy for damage or defect caused by abuse, change orders not executed in writing by BOSS, improper or insufficient maintenance, improper operation and normal wear or tear. BOSS' obligations under this warranty shall be limited solely to the repair, exchange or replacement, of any material(s) or workmanship. Client shall submit to BOSS all claims under this warranty within the Warranty Period. Upon expiration of the Warranty Period, this warranty shall be void and shall have no further force or effect; provided, however, that claims submitted to BOSS during the Warranty Period shall remain valid. Notwithstanding the foregoing, BOSS shall have no obligation under this Section 5 in the event that Client has failed to perform its obligations under Section 4(b). No warranty work will be performed on past due accounts.

6. RISK OF LOSS; TITLE.

The risk of loss and title for The Project, including ownership of drawings, specifications or other intellectual property associated with the Proposal, shall pass to Client upon completion of installation. For purposes of this Section 6, installation of The Project will be complete after an authorized representative of Client has indicated written acceptance of The Project. Notwithstanding the foregoing, Client shall permit BOSS to photograph or reproduce the finished prototypes, design development images and The Project as installed solely for marketing purposes.

Qboss display

7. COMPLIANCE WITH LAWS.

BOSS and Client will conform to and comply with all then current laws, statutes, ordinances, rules, orders, regulations or requirement of any federal, state or municipal government or department having jurisdiction which shall be applicable to either Party's performance under this Agreement.

8. INSURANCE.

(a) BOSS agrees to maintain for the protection of all persons employed by BOSS, at its sole expense, workers compensation and unemployment insurance, and to comply with all applicable provisions of the Internal Revenue Code relating to the collection and recording of federal and state income tax as well as the provision of the Federal Insurance Contribution Act and the Federal Unemployment Tax Act. BOSS will also ensure that all subcontractors comply with this provision (8a).

(b) BOSS shall obtain at its sole expense a comprehensive general liability insurance policy insuring itself and Client against all damages arising out of any act or omission of BOSS, its employees, agents, subcontractors or invitees. The combined single limits of such public liability insurance shall be not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Client shall be named as an additional insured on the policy.

(c) BOSS shall furnish and deliver within thirty (30) days after the Effective Date a certificate evidencing the above-referenced comprehensive general liability insurance coverage with Client named as an additional insured. This certificate shall contain a provision that coverage afforded under the policy will not be canceled, reduced, or restricted until thirty (30) days after Client received notice of such change. BOSS shall carry adequate insurance to insure against any risk of loss of The Project until such time as title of The Project is accepted by Client.

9. INDEMNIFICATION.

(a) **Indemnification by BOSS.** BOSS agrees to indemnify, defend and save harmless Client and its directors, officers, agents, servants and employees from and against any and all claims, demands, causes of action, proceedings, losses, damages, fines, penalties, liabilities, judgments, orders, costs, expenses (including, without limitation, reasonable attorneys' fees) sustained or incurred by or asserted against Client by reason of (i) BOSS' failure to perform under this Agreement, (ii) any negligence or wrongful act or omission by BOSS, and (iii) any claim made by an officer, employee or subcontractor of BOSS.

Qboss display

(b) Indemnification by Client. Client agrees to indemnify, defend and save harmless BOSS and its directors, officers, agents, servants and employees from and against any and all claims, demands, causes of action, proceedings, losses, damages, fines, penalties, liabilities, judgments, orders, costs, expenses (including, without limitation, reasonable attorneys' fees) sustained or incurred by or asserted against BOSS by reason of (i) Client's failure to perform under this Agreement and (ii) any negligence or wrongful act or omission by Client.

10. TERMINATION.

(a) Termination by BOSS. If Client fails to perform or observe any of its obligations under this Agreement, BOSS shall give Client written notice thereof specifying the nature of the default, and Client shall have thirty (30) days after receipt of such notice to cure such default. If the particular failure to perform described above cannot be cured within the applicable curative periods provided above, the breaching Party shall have a reasonable time thereafter in which to remedy the problem provided that it is diligently and continuously making any and all reasonable efforts required to correct the problem. If the default is not remedied within said period, BOSS shall have the right to immediately terminate this Agreement by providing written notice to Client, and BOSS shall be entitled to recover from Client payment for all work performed up to the date of termination pursuant to the Quote: all materials, that have been purchased exclusively for use in The project that are to be left with The Project, and including reasonable profit applicable to the unfinished portion of The Project.

(b) Early Termination by Client. If BOSS fails to perform or observe any of its obligations under this Agreement, Client shall give BOSS written notice thereof specifying the nature of the default, and BOSS shall have thirty (30) days after receipt of such notice to cure such default. If the particular failure to perform described above cannot be cured within the applicable curative periods provided above, the breaching Party shall have a reasonable time thereafter in which to remedy the problem provided that it is diligently and continuously making any and all reasonable efforts required to correct the problem. If the default is not remedied within said period, Client shall have the right to (i) cure the default as its own expense and obtain reimbursement of such expenses from BOSS up to the limit of the contracted amount paid to date by Client, or (ii) terminate The Agreement by providing written notice to BOSS. BOSS shall be required to compensate Client for any additional costs required to complete The Project with another vendor.

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11. LIMITATION OF LIABILITY.

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR, AND EACH PARTY HEREBY WAIVES AND RELEASES ANY CLAIMS THAT IT HAS OR MAY HAVE AGAINST THE OTHER AS TO ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES IN CONNECTION WITH EACH PARTY'S PERFORMANCE UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, CLAIMS FOR LOST REVENUES, LOST PROFITS, LOSS OF DATA, OR LOSS OF PROSPECTIVE ECONOMIC ADVANTAGE.

12. FORCE MAJEURE.

It is expressly understood and agreed that failure or delay on the part of any Party hereto in the performance in whole, or in part, of the terms and conditions of this Agreement shall not constitute a breach hereof, nor a default hereunder, if such failure or delay is attributable to acts of God, fire, floods, inevitable accident, or riots, insurrection, public commotion, strikes or labor disturbances, embargo, emergency or governmental orders, regulations, actions, priority or other limitations or restrictions, or unforeseen causes interfering with personnel, sales, source of supplies, production, transportation and delivery, or for any cause beyond the control of such Party.

13. DISPUTE RESOLUTION.

Except as otherwise herein provided, if any controversy should arise between the Parties in the performance, interpretation or application of this Agreement, any Party may serve upon the other a written notice of such controversy which shall then be promptly settled through the good faith negotiations of Client and BOSS. In the event such good faith negotiations are unsuccessful, neither Party shall file any action in District Court until 30 days after the submission of a written intent to sue.

14. SUCCESSORS AND ASSIGNS.

This Agreement shall be binding upon both of the Parties hereto and their respective successors in interest and assigns.

15. NON-WAIVER OF PROVISIONS.

The failure of either Party to insist upon a strict performance by the other Party of any of the terms, conditions or covenants contained herein shall not be deemed to be a waiver of any subsequent breach or default in the terms, conditions and covenants contained herein, except as may be expressly waived in writing by the non-defaulting Party.

16. ENTIRE AGREEMENT.

Qboss display

This Agreement, along with the Exhibits attached hereto, contains the entire contract of the Parties with respect to the subject matter hereof and supersedes all agreements and understandings between the Parties concerning the subject matter hereof.

17. NOTICE.

Whenever provision is made in this Agreement for the giving of service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered either upon personal delivery, by facsimile, or, if mailed, when deposited in the United States mail, proper postage paid, registered or certified mail, addressed to the Party entitled to receive the same at its address first set forth above, or to such other mailing address as the Parties may by written notice designate.

18. PROVISIONS SEVERABLE.

If any term or provision of The Agreement shall to any extent be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. RELATIONSHIP OF PARTIES.

Nothing contained in this Agreement shall be construed in any manner whatsoever to constitute or appoint BOSS as the agent or legal representative of Client, or to place the Parties in the relationship of partners, joint employers or joint venturers. Neither Party shall have any right or authority hereunder to obligate or bind the other in any manner whatsoever.

20. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the state where The Project is to be or was installed.

(signature page to immediately follow)

boss display

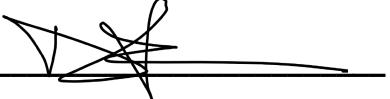
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed so as to be effective the day and year first above written either personally or by their duly authorized representatives.

BOSS DISPLAY CORPORATION

By: David Foster

Title: President

Date: 01/07/2022

Signature: 

HIGH PLAINS LIBRARY DISTRICT

By: _____

Title: _____

Date: _____

Signature: _____



1975 Galaxie Street
Columbus, OH 43207
614.443.9495

Quotation and Specification

12/15/2021

To	Contact	Quote	Terms
High Plains Library District	David Foster	1861	Net 30

Description	Total Price
Momentum Cloud Ring Launcher	23,400.00
Immersive Color Mixing Light Exhibit wood, steel, and plastic construction color mixing station with RGB controls (3) illuminated layered ceiling clouds (3) wall Light Boxes unistrut grid specified by Boss & installed by GC	232,756.00
Momentum Vertical Wind Tube	19,200.00
Momentum Illumination Station	17,800.00
Paper Airplane and Rocket Launcher 12'W x 30'D x 8'H painted steel, wood, and plastic construction (2) airplane launcher stations (2) rocket launcher stations sloped landing zone with retrieval points acrylic and steel enclosure with net ceiling hanging targets by other	138,670.00

*compressor & sound insulation - add \$1,700



1975 Galaxie Street
Columbus, OH 43207
614.443.9495

Quotation and Specification

12/15/2021

To	Contact	Quote	Terms
High Plains Library District	David Foster	1861	Net 30

Description	Total Price
Makers' Space Material Hoppers & Recipe Card Holder 7'W x 2.5'D x 7'H wood and plastic construction (4) individual material hoppers w/ windows (3) recipe card holders materials & recipe cards provided by other custom painted (3) colors	23,360.00
Wall Cabinets (6) buyout cabinets at roughly 36'W x 14'D x 30'H \$1,000 allowance for buyout cabinets custom painted to match the space (12) bar pulls and (12) cam locks integrated LED lighting	9,430.00
Blower Launchers with Overhead Track and Wall Tubes 5'W x 30'L x 9'H painted steel and plastic construction (2) blower launchers with vertical tubes (2) straight overhead suspended tracks (2) wall-mounted drop tubes built-in electrical chases for ceiling power unistrut installed by GC with coordination by Boss	29,905.00
Foam Blocks & Bendy Track XLPE foam and plastic construction (100) stacking foam blocks (30) bendy track sections (10) custom track hooks	21,175.00



1975 Galaxie Street
Columbus, OH 43207
614.443.9495

Quotation and Specification

12/15/2021

To	Contact	Quote	Terms
High Plains Library District	David Foster	1861	Net 30

Description	Total Price
Subtotal For Exhibits	515,696.00
Assembly Labor for Client-Purchased Items (5) craft tables, (3) Makers' tables w/ pegboards, (12) seating cubes, (6) benches, (3) projectors	8,400.00
Install Unistrut for Clouds, Projectors, and Ball Track	11,680.00
8 Mirrored Acrylic Wall Panels 1/8" mirrored acrylic sheets fastened to wall	2,910.00
Freight and Installation	86,222.00

Thank you for choosing Boss Display

Boss Display is NOT liable for ANY state or local taxes including but not limited to sales, use or contractors tax. In the event that Boss Display is found liable by the state or local taxing authority, the Client is liable to Boss Display for payment of such taxes.

Boss Display Corporation warrants all exhibit components to be free of any and all defects in workmanship for a minimum of one year after installation. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Boss Display, improper or insufficient maintenance, improper operation, or normal wear and tear. Regular maintenance is outlined in the operating manual. Warranty work will only be performed after installation. No warranty work will be performed on past due accounts.

This quote is good for 30 days from the date above.

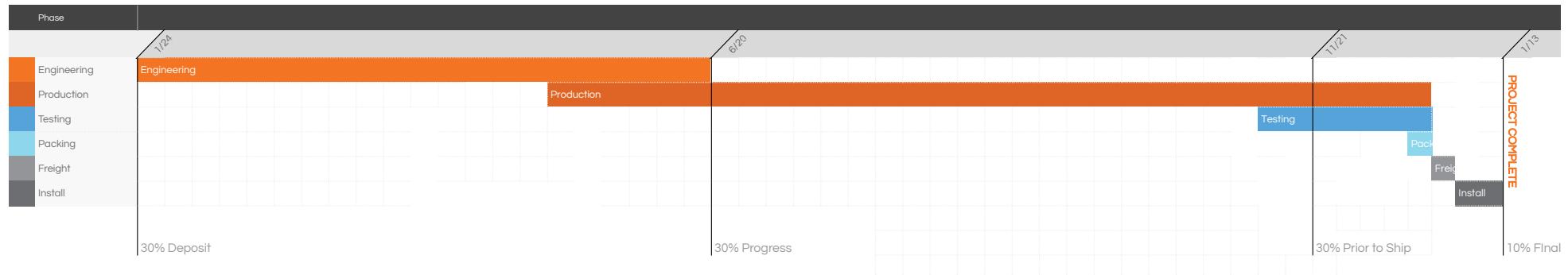
Subtotal	\$624,908.00
Sales Tax (0.0%)	\$0.00
Total	\$624,908.00

PROJECT TIMELINE



PROJECT TITLE LINC: Children's Playspace
 CONTACT David Foster

COMPANY NAME High Plains Library District
 DATE January 7, 2022





BOARD OF TRUSTEES

Regular Session Agenda

Monday, February 14, 2022

HPLD Administration Building

2650 W. 29th St., Greeley, CO 80631

5:00 p.m.

This is also 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 may 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

The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

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. January 17, 2022 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Board Briefing – Program Reconsideration Process (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 St. Vrain Valley School District – High Plains Library District MOU (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 COAHEC MURAL Mock Up (Information) - Dr. Matthew Hortt, HPLD Executive
- 2.4 Centennial Park Refresh Project (Action) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. March 21, 2022
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chair Report – Chair of the Board

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Report
- 4.2 Secretary/Treasurer
- 4.3 Committees
- 4.4 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

March 21, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615

	MLK 2018	MLK 2019	MLK 2020	MLK 2021	NOTES
Gate Count	2384	3825	2450	2241	member data unavailable, data confidence is low-mid
First time checkout	not avail	4641	4039	2136	first time checkout only
Computer Sessions	781	880	736	188	
Programs General	113	323	335	0	member data unavailable (members do not record attendance in sign up)
MOVE - support of other orgs events (HPLD participates) - MLK march	NA	NA	427	622	offsite larger event
MLK In Service Day @ HPLD	NA	NA	182	NA	appears to have been a special event HPLD libraries (looks like 3 locations did this)
Meeting Room Usage		24	25	4*	*Meetings Rooms unavailable until August 2021
Take and Make Kits	NA	NA	NA	598	from spaces data

Associate Director of Public Services

What's Happened in the last 30 days?

- Performance Evaluation meetings
- Creative Technologist interviews
- LINC - OAC, Children's Museum, and Furniture meetings
- Responding to patrons about programming concerns

What's Coming Up in the next 30 days?

- Re-opening the Erie Library Manager hire
- Opening the Erie Teen Librarian hire
- Finalizing the Creative Technologist hire

Carbon Valley Operations

What's Happened in the last 30 days?

- The first Carbon Valley Senior Center Tech Drop In was on December 7 and was facilitated by Adult Librarian, Talia Hofacker and MOVE Librarian, Bridget Parker.
- The Director of Horticulture from the Butterfly Pavilion visited the Carbon Valley branch to consult with and help plan for a possible pollinator garden on the nature trail.

What's Coming Up in the next 30 days?

- Monthly Genealogy Drop In with a professional genealogist begins on January 19
- New Substitute Librarian, Steve Selleck, begins training on January 7.

Farr Branch Operations

What's Happened in the last 30 days?

- Staff distributed 30 Holiday Take & Make Early Literacy Kits to preschool children
- Along with other HPLD branches, participated in the YesFest challenge
- Hosted Melanie Peffer's (HPLD Writer in Residence) Picture Book launch party on December 11
- Staff enjoyed their annual Holiday Cheer Luncheon

What's Coming Up in the next 30 days?

- Staff at Farr will unveil several new programs this month:
 - Winter Reading Program 2022 January 3-February 28, a district-wide reading program for adults.
 - Kids Explore (Steam activities) Tuesdays beginning January 11 at 4 p.m.
 - T'ai Chi Chih Mondays beginning January 10 at 1 p.m.
 - Homeschool Hangout Mondays beginning January 10 at 3:30 p.m.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- Vice President of Exhibit Services for Denver Children's Museum Jonathan Goldstein, who is leading the design for LINC children's exhibits met with the LINC Design Team and did a LINC site visit on Thursday, December 9.
- Wes Sam Bruce met with Lincoln Park Staff virtually on December 10 to discuss programming ideas that connect to his installation.
- Lincoln Park staff participated in the Foundation's bulletin board contest, "How We Show Thanks" by using a living tree for a "Tree of Gratitude."

What's Coming Up in the next 30 days?

- Lincoln Park Library is hosting a 2022 Community Vision Board for the public and staff to share their hope, dreams, and visions for the new year.

Collections Operational Work

What's Happened in the last 30 days?

- Bibliographic Services and Collection Development placed final orders for this year, making sure we have sufficient processing supplies for the LINC opening day project.

What's Coming Up in the next 30 days?

- Fiscal close for 2021 in the ILS
- Budget allocations for regular materials funds for 2022
- Budget allocations for LINC opening day materials

Facilities Operational Work

What's Happened in the last 30 days?

- Scheduled Facilities Tech interviews currently running at a 50% staffing.
- Attended meetings, trainings including construction meetings.
- Completed roof investigations at Erie and Carbon Valley libraries.
- Completed RFPs for asphalt overlay and concrete drain pan replacement at Centennial Park library.
- Completed annual inspections and completed seasonal contract updates.
- Replaced vandalized/broken window at Farr library.
- Installed lift gate on facilities truck.
- Scheduled foundation crack repairs at Kersey library.
- Completed MOVE vehicle inspection training.
- Completed Security guard nightly patrols for LINC and Farr locations.
- Complete ongoing work orders

What's Coming Up in the next 30 days?

- Schedule asphalt overlay and concrete drain pan replacement work for Centennial Park library.
- Work on scheduling roof repairs at Erie and Carbon Valley libraries.
- Install butterfly garden at Centennial Park library including IGA for city of Greeley.

- Complete ongoing work orders.
- Continue searching for Facilities replacement Tech.
- Continue attending meetings, trainings and construction meetings.

Foundation Operational Work

What's Happened in the last 30 days?

- Foundation Board of Directors Q4 Regular Session 12/06/2021.
 - Board designated \$26,000 from the Board Designated Fund for programs and projects across the District.
- Colorado Gives Day 12/07/2021.
 - Raised \$6,434.68
- Writer in Residence Book Launch 12/11/2021 at Farr Regional Library.
 - 29 attendees. The Foundation shared information about the upcoming application.
- Received \$20,000 from the Buell Foundation. Funds may be used for 1,000 Books Before Kindergarten and Multilingual Nursery Rhyme Booklet program material and program staff costs.
- Received preliminary acceptance for NEA Challenge America grant and submitted documents for the next application phase. If granted, HPLD will receive \$10,000 to assist with the Signature Author Series artist fees.

What's Coming Up in the next 30 days?

- Writer in Residence Application opens 01/03/2022
- Department planning for 2022 including capital campaign, friends and rebrand
- Submit reports for LSTA CARES, WD Farr and CO SOS

HR Operational Work

What's Happened in the last 30 days?

- Total Employees- 263*
 - Open Positions- 5
 - Job Applications Received - 20
 - New Hires - 5
 - Resignations - 2
 - Training Requests - 43

* ADP Employee Count report produced at time of submitting the Board report.

What's Coming Up in the next 30 days?

- Merit increases
- Goal setting

Function - Community Engagement & Strategies

What's Happened in the last 30 days?

- Annual Survey: Based on discussions with our BBO team, the expectation to release an annual survey in late January might not continue as anticipated. Many of the drafted questions fit traditional survey 'asks' but might not really gain us the insights that will

drive best decision-making. We prefer to get it right and ask impactful questions although it may delay plans a bit.

- Library Confidence Indicator: We have received some responses to the Library Confidence Indicator from partner agencies. The alert to United Way of Weld County partner agencies was released in mid-December which delayed responses we received.
- Partnership Assessment Tool: MOVE Staff have begun learning the Partnership Tracking System with the goal of going live in February 2022.
- A survey invite has been posted on MyHPLD asking staff to identify challenges existing for community members in addition to what staff are seeing as challenges to accomplishing their work. Information used will help identify 2023 strategic priorities when combined with input from staff and the public.

What's Coming Up in the next 30 days?

- Annual Survey - discussions about what information is needed for decision-making will be held with the Programming and Events Excellence Coordinators. It is likely that an annual survey will not be immediately released as this is our first foray in assessing what questions will help drive action rather than asking traditional questions.
- Library Confidence Indicator, after a final confirmation of the information received from the 2 test cases, the confidence indicator should be ready to be sent to other mailing lists to capture thoughts of community members whether or not they are library patrons. This assessment, on its own, does not supply much information, when combined with actions the District takes, it will provide a thermometer to help us see how our actions impact people's perceptions.
- As follow-up from the Weld County Community Health Priority-setting meeting, Elena will complete a short literature review highlighting research done on addressing household instability and mental health. The resulting document will be shared with the Weld County Health Department as they prepare for the next Thriving Weld County quarterly meeting.

MOVE Operations

What's Happened in the last 30 days?

- Secured \$6,000 in Foundation Board Funds for programming and district wide events
- Partner Tracking Training was assigned to MOVE Librarians and Supervisors
- Delivered kindness bags at Lincoln Park and Delta Park
- Started yoga program at Greeley Central High School

What's Coming Up in the next 30 days?

- Attending MLK Jr. Event
- Rotate book deposits
- Add new book deposit at Union Colony Elementary

SERVICES

Service - Educational Programming

What's Happened in the last 30 days?

- December was an active time for programming at all locations. More than 200 people attended a story time at one of HPLD locations. Libraries continued to offer in-person

programming with social distancing protocols and limited room capacities. Online programs are still appreciated by patrons and Take and Makes remain popular. Here are some highlights:

- Winter Wonderland 12/12/2021 Erie Community Library 32
- Winter Wonderland 12/12/2021 Erie Community Library - Erie 41
- Riverside Snack Club 12/15/2021 Riverside Library 9
- Riverside Lego Club - Santa's Workshop 12/1/2021 Riverside Library 22
- Kevin Cook Presents - A Naturalist's To-Do List 12/2/2021 Farr Regional Library 20
- Kersey Book Club 12/8/2021 Kersey Library 5
- Cross Stitch Monthly Project Series 12/13/2021 Centennial Park Library 22
- Handmade Holiday 12/8/2021 Erie Community Library - 14
- Carbon Valley Quilters 12/8/2021 Carbon Valley Regional Library 16
- Farr Non-Fiction Book Club 12/6/2021 Farr Regional Library 7
- Carbon Valley LEGO club 12/15/2021 Carbon Valley Regional Library 25
- Carbon Valley Make it! Club 12/29/2021 Carbon Valley Regional Library 14
- Teen Gingerbread House Workshop 12/16/2021 Carbon Valley Regional Library 18
- Riverside's Afternoon with the Polar Express 12/12/2021 Riverside Library 83
- Book Lover's Book Club 12/20/2021 Erie Community Library 13
- Beyond the Classroom: Books to Movie - The Muppets Christmas Carol 12/17/2021 CP 15
- Pokemon Club 12/27/2021 Riverside Library and Cultural Center 9
- Mah Jongg 12/17/2021 Carbon Valley Regional Library 7
- Mah Jongg 12/3/2021 Carbon Valley Regional Library 8
- Picture Book Launch Party! 12/11/2021 Farr Regional Library 29
- Star Lantern 12/7/2021 Lincoln Park Library 12
- Storytime kit - Happy Holidays Farr Regional Library 30
- Take-n-Make Decorate w/ Play-doh Centennial Park Library 10
- Take-n-Play Board Game Centennial Park Library 8
- Take-n-Make - winter picture frames Centennial Park Library 30
- Take-n-Make Heart Penguins Centennial Park Library 9
- Take-n-Make Kwanzaa Place Mat Centennial Park Library 20
- Take-n-Make Gingerbread Man Ornament Centennial Park Library 35
- Take and Make Monster Centennial Park Library - Greeley 14

What's Coming Up in the next 30 days?

- In January, HPLD's Annual Calendar debuts to the public. This calendar is made-up of diverse offerings that story times, book clubs, technology classes, crafts, skills-based learning and so much more. The calendar serves an example of district's commitment to long-term planning. You can check it out here: [SignUp | Demco Software](#)

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Updated training documents, quick guides and posted staff announcement about new abandoned holds and item drop off process.
- Ordered GoPro Cameras and DVD players to be added to the SCO for 2022

What's Coming Up in the next 30 days?

- New abandoned holds and item drop off changes take effect 1.2.22
- Create inventory sheets and add new items to LibEquip
- Finalize list and costs for experience passes