



BOARD OF TRUSTEES
Regular Session Minutes
Monday, September 20, 2021
5:00 PM
332 3rd St, Kersey, CO 80644

1.0 OPENING OF MEETING at 5:00

- 1) Roll Call and Pledge of Allegiance
Chair
Ken Poncelow
Vice-Chair Mary Heberlee
Secretary/Treasurer Mary Roberts arrived at 5:02
Trustee Teresa Curtis arrived at 5:02
Trustee Gerri Holton
Trustee Joyce Smock
Trustee Jana Caldwell

Legal Counsel William Garcia

Staff: Tony Brewer, Eric Ewing, Natalie Wertz, Marjorie Elwood, Rosa Granado, Dr. Matthew Hortt, Kim Parker

Chair Poncelow read the following statement into record: *High Plains Library District (HPLD) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.*

Dr. Matthew Hortt welcomed Kersey Town Administrator, Christian Morgan, and presented a letter from the HPLD Board to the Town of Kersey. Dr. Hortt read it into record and Mr. Morgan accepted the letter on behalf of the Town. The letter is attached.

- 2) Approval of Agenda
MOTION to approve the agenda: Secretary/Treasurer Mary Roberts
SECOND: Trustee Gerri Holton
VOTE: Unanimously approved, 7:0
- 3) Approval of Consent Agenda
 - A. August 16, 2021 Regular Session Meeting Minutes **MOTION** to approve the Minutes: Vice-Chair Mary Heberlee
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 7:0

- 1.4 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Budget Amendment (Action) – Natalie Wertz, Finance Manager

Dr. Hortt presented the first reading of a budget amendment proposal that will go to a Public Hearing on October 4th if it is approved by the Board at this meeting. There are three items in the budget amendment proposal: conditional improvements at the Kersey Library, escalation of the construction schedule for LINC, and insurance for the Riverside Library for the last eight years that had not been billed until now.

Ms. Wertz added that the Finance Committee has discussed the amendments. The details include \$6,000,000 for LINC that is not an increase in costs, but rather is dollars being moved from the 2022 to the 2021 budget to allow construction to begin.

The \$400,000 extra expenses at Kersey are for unanticipated floor reinforcement, asbestos remediation and removal, and increased costs of materials. Ms. Wertz was asked the total expenditure for the Kersey Library, and she responded that it was \$1,400,000. The original plan was for \$1,150,000.

MOTION to approve the Budget amendment for public presentation on October 4th:

Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 7:0

2.2 Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist

Mr. Brewer presented follow-up on the Circulation Policy, because in July the Board approved the Policy but also directed staff to return with recommendations regarding the requirement for photo identification to receive a library card. In July, Trustee Holton expressed concern that the requirement would create a barrier to making library service available to undocumented workers. Numerous staff members and other libraries were consulted and gave input. After putting it all together, staff's recommendations follow:

- 1) Eliminate photo and address verification for the limited card. A limited card allows computer use and checkout of up to five items
- 2) Continue with the 5-item restriction for the limited cards. If there is concern about this level of loss, the number of items could be reduced to something less.
- 3) Re-approve the circulation policy to reflect any changes.

MOTION to approve the current Circulation Policy as is: Trustee Joyce Smock

SECOND: Trustee Teresa Curtis

Trustee Jana Caldwell abstained from the vote because of a bad connection

VOTE: Approved, 5:1. Trustee Gerri Holton voted against the decision. The motion carries.

2.3 Contract Review (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that staff reviews the contracts that are due on an annual basis. Of all the contracts in place, only two will expire on December 31st of this year: Audit Services and Real Estate Services.

Per Ms. Wertz, an RFP for audit services will be issued. The current auditor, Anderson & Whitney, will do the 2021 audit after the first of the year and then an RFP will go out after the audit is completed next year.

Dr. Hortt asked the Board if they wanted to continue having a contract with a realtor or hire one on an on-call basis. Staff recommendation and Board direction are to use a realtor on an on-call basis rather than having a contract. The Board expressed no interest in forming an RFP Committee.

2.4 Executive Director Performance (Information) - Eric Ewing, HPLD Associate Director of Human Resources

Mr. Ewing reported that there is no change in timeline or self-appraisal from last year. The appraisal was changed to be consistent with the ratings that staff use and provide verbiage on the rating system. The rating system was also changed to be consistent with the rating of other staff. There is a new item on the appraisal: a 360-degree appraisal to get feedback from Dr. Hортt's direct reports. To develop it, staff looked at best practice models, which use the appraisal as a learning tool. Mr. Ewing will compile the results and provide them to the Board.

2.5 2022 Holidays (Action) - Eric Ewing, HPLD Associate Director of Human Resources The proposed holiday schedule is similar to last years. Martin Luther King Day may be taken off with the floating holiday.

MOTION to accept the 2022 Holidays schedule as written: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 7:0

3.0 DIRECTORS REPORT

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

A. October 4th, 2021

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

The Kersey Library grand opening and ribbon cutting will take place on September 25th at 1:00pm at the library at 332 3rd St, Kersey. Board members will cook hamburgers and hot dogs.

Chair Poncelow asked that staff get aprons for the Board Members.

The ground-breaking ceremony at LINC will be held on Thursday, September 30th, at 1:00pm. It will be a closed event, because of demolition and lack of room for a lot of people. Wes Sam Bruce will be in attendance.

CALCON, the Colorado Association of Libraries Annual Conference, was held on September 8th through 10th. A number of HPLD staff presented on a variety of topics. Also, the CAL President's Award was presented to Elena Rosenfeld.

The recent Staff Survey is complete and compiled in a report, and staff will send it to Board Trustees individually. It has the aggregated results and individual comments, and the results show that the District is doing better than in the previous survey.

Dr. Hортt then showed samples of LINC finishes.

3.3 Chairman's Report

This Kersey Library is a beautiful building! It's exciting to come into a new library like this. Joyce, would you like to make comments on Saturday, since it's in your Region? Board, you are welcome to do anything special in your Region and the libraries in the region.

4.0 BOARD COMMENTS

A. Chairman's Report

B. Vice-Chair Heberlee is thrilled with this project. It's been a long time coming.

C. Secretary/ Treasurer Mary Roberts is looking forward to getting the ground-breaking done at LINC. The input we received from the owner's rep and staff was great. Great staff had good input and output.

A. Other Board Members

Trustee Gerri Holton said 'in the coming months, we have opportunity to get information from the public and survey on Access when we survey on LINC to see if the data matches our policy.'

Trustee Teresa Curtis said 'this looks good'.

Trustee Jana Caldwell is looking forward to getting home and getting out to Kersey. She is pleased that LINC is at the point we are kicking it off. It's important and exciting.'

Trustee Joyce Smock said 'people are on board with LINC. The same is true at Kersey. People have been sold on this product. I'm surprised it was done so quickly.'

Elena Rosenfeld said thank you for the nice comments. She is putting together a library confidence indicator, which is loosely based on the consumer confidence indicator. It is in the testing phase, and it will be good.

5.0 ADJOURNMENT at 6:20pm

MOTION to adjourn the meeting: Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

VOTE: Unanimously approved, 7:0

Upcoming meetings:

October 4th, 2021 5:00 p.m. HPLD Administration Building, 2650 W. 29th., Greeley, CO 80631



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker