



BOARD OF TRUSTEES
Regular Session Minutes
Monday, October 4, 2021
5:00 PM
HPLD Admin Building
2650 W. 29th St, Greeley, CO 80631

1.0 OPENING OF MEETING at 5:05

1.1 Roll Call and Pledge of Allegiance

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

Legal Counsel William Garcia

Staff: Natalie Wertz, Dr. Matthew Hорт, 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.*

1.2 Approval of Agenda

MOTION to approve the agenda: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

A. September 9, 2021 Special Session Meeting Minutes

B. September 20, 2021 Regular Session Meeting Minutes

MOTION to approve the Minutes: Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

VOTE: Unanimously approved, 6:0

1.4 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Budget Amendment (Action) – Dr. Matthew Hорт, HPLD Executive Director, and Natalie Wertz, Finance Manager

A 2021 budget amendment has been proposed because of a more rapid escalation of the LINC Library and Innovation Center budget, unexpected conditions on the Kersey Library

project, and unforeseen insurance costs for the Riverside Library. The proposed expenses total \$6,434,200.00: \$6,000,000.00 for LINC, \$400,000.00 for the Kersey Library, and \$34,200.00 for Riverside. The requested increase for LINC is for movement from the 2022 budget to 2021, not for additional funding for the project. Details can be found in the Board Packet, starting on page 11.

MOTION to open a Public Hearing: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 6:0

The Public Hearing opened, there was no public comment, and the Hearing closed at 5:12p.m.

MOTION to close the Public Hearing: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 6:0

MOTION to approve the budget amendment: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 6:0

2.2 Proposed 2022 Budget (Information) - Dr. Matthew Hortt, HPLD Executive Director, and Natalie Wertz, Finance Manager

The preliminary valuations from the County Assessor indicate that property tax revenues may be down by almost 22% next year, which could create a deficit of almost \$18,000,000. The recommendation has been made to allow for the LINC project, Centennial Park Library remodel, and maintain a quality level of services. The District plans to give merit increases to staff and maintain the Mill Levi at 3.177. The Finance Committee has recommended removing the Grover project. Additionally, the District was just informed that roofs at the Carbon Valley Regional Library and Erie Community Library need replaced, and any expenses to the District have not been added to the budget. Staff will look into the matter. All in all, for 2022, there will be more cash out than in, and the deficit will come out of reserves.

The revenue and expenditure forecast through 2029 predicts that, except for next year, revenues will be greater than expenditures. Included in the predictions are future expenditures of \$1,200,000 per year in additional operating expenses, such as additional salaries, when LINC opens.

Regarding Grover, Chair Poncelow met with a company from Ft. Morgan to look at building options. A steel building with a glass front, 24'X24', would cost \$200,000 to \$250,000. It would be self-serve with computers and restrooms. The bookmobile could stop there and do programming. Without a restroom, the cost would be \$100,000 to \$150,000. Trustee Smock also talked to another contractor who could do a building for approximately \$150,000. Trustee Holton pointed out that the District has found that low-touch doesn't work, and having staff there will be better. Dr. Hortt added that Grover needs meeting space and books.

The Finance Committee had recommended dropping the Grover project because all estimates were coming in at around \$1,000,000. Between now and December, Dr. Hortt will follow the leads and get estimates. FF&E expenses as well. Using local contractors will save money. The options will be considered before December and a decision will be made then about whether to pull it from the budget or not.

MOTION to accept the 2022 proposed budget and schedule a Public Hearing: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Mary Roberts

VOTE: Unanimously approved, 6:0.

3.0 **DIRECTORS REPORT**

3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
A. November 15th, 2021

3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
One hundred eighteen people attended a very successful opening of the Kersey Library.

Fifty people attended the ground breaking for LINC, including 2 county commissioners. There has been great support from Greeley.

Recruitment for the Region 6 Board Trustee is closed, and interviews are scheduled for October 22nd.

3.3 Chairman's Report
Secretary/Treasurer Mary Roberts and Library Manager Melissa Beavers spoke at the ground breaking for LINC, and both did an excellent job. Matt also did a great job. Trustee Joyce Smock spoke at the Kersey Library grand opening. Rosa Granado and Raeann Miller did a great job planning the Kersey event. Both events were very nice. They were short and succinct. The statement was made 'the only government agency that makes everyone happy'.

Chair Poncelow also asked if the Board could get note cards for them to use to recognize staff in the libraries who are doing good work.

4.0 **BOARD COMMENTS**

Vice-Chair Heberlee: She enjoyed both events, which went really well. She's proud of the strides we are making. And she thanked Natalie for all her work on the budget.

Secretary/ Treasurer Mary Roberts: We have a Board that functions as a Board should function: we can work together and have healthy discussions, and Committees do their part. I appreciate being a part of it.

Trustee Gerri Holton attended a Weld County Youth Employment meeting, and the libraries were all over it, because of all they do for youth. It highlighted the connectivity of the libraries and makes her proud.

Trustee Jana Caldwell showed the *Weld County in Photos* book by John Fielder. Fielder will present the book on the big screen at the Union Colony Civic Center on Nov. 3rd. Dr. Hortt added that the District has four copies on order.

Chair Poncelow said it would be nice to promote this event in the libraries. Trustee Caldwell added that maybe a program that travels to each facility. Secretary/ Treasurer Mary Roberts said he's such a supporter of community, etc. Dr. Hortt wrapped up the discussion by adding that the Community Foundation's annual fundraiser highlights John Fielder this month and the District has purchased a table. The Board members are invited to attend.

Trustee Joyce Smock appreciates the new Kersey Library. She was interested in the people who commute to Kersey and the people who went there for the grand opening. It was a really good hot dog!

Joyce Smock and Dr. Hortt reported that HPLD Foundation's golf tournament will be held on Friday.

Legal Counsel William Garcia said he was at the grand opening of the Kersey Library, and it is a lovely library.

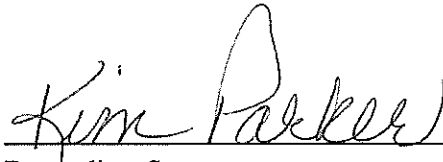
- 5.0 ADJOURNMENT** at 6:35pm
MOTION to adjourn the meeting: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 6:0

Upcoming meetings:

November 15th, 2021 5:00 p.m., Lincoln Park Library, 1012 11th St, Greeley, CO 80631



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker