



## BOARD OF TRUSTEES

### Regular Session Minutes

Monday, April 19, 2021

5:00 p.m.

HPLD Administration Bldg.,

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

#### 1.0 OPENING OF MEETING 5:03pm

##### 1.1 Roll Call and Pledge of Allegiance

Chairman Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/ Treasurer Mary Roberts

Trustee Teresa Curtis

Trustee Gerri Holton (excused)

Trustee Joyce Smock

Trustee Jana Caldwell

Legal Counsel William Garcia

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

Guests: Dan Spykstra of Wember, Inc.

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

##### 1.2 Approval of Agenda

**MOTION** to approve the agenda: Vice-Chair Heberlee

**SECOND:** Secretary/ Treasurer Roberts

**VOTE:** Unanimously approved, 6:0

##### 1.3 Approval of Consent Agenda

A. March 22, 2021 Regular Session Meeting Minutes

**MOTION** to approve the Minutes: Trustee Caldwell

**SECOND:** Vice-Chair Heberlee

**VOTE:** Unanimously approved, 6:0

##### 1.4 Public Comment

No Public Comment

#### 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Financial Policy Update (Action) – Dr. Matthew Hорт, HPLD Executive Director Ms. Natalie Wertz, HPLD Finance Manager, presented the revised and updated policies. The Board Finance Committee approves the updated policies and recommends that the Board also approve them. For more information, refer to the [Board packet](#).

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

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

A. Reserve Policy

**MOTION** to accept the Reserve Policy: Secretary/ Treasurer Roberts

**SECOND:** Vice-Chair Heberlee

**VOTE:** Unanimously approved, 6:0

B. Investment Policy

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

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

**SECOND** Secretary/ Treasurer Roberts

**VOTE:** Unanimously approved, 6:0

Chair Poncelow told Natalie how much the Board appreciates her.

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

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

- 2.3 Kersey Library Unexpected Conditions Approval (Action) – Dr. Matthew Hорт,

HPLD Executive Director

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

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

**SECOND:** Vice-Chair Heberlee

**VOTE:** Unanimously approved, 6:0

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

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

**DIRECTION on the mask mandate and jurisdiction to follow:**

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

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

**SECOND:** Trustee Smock

**VOTE:** Unanimously approved, 6:0

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

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

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

### **3.0 DIRECTORS REPORT**

**3.1** Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director  
A. May 17<sup>th</sup>, 2021

**3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director

**3.2.1** Milliken Update

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

**3.2.2** Keenesburg Update

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

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

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

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

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

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

**3.3** Chairman’s Report

### **4.0 BOARD COMMENTS**

A. Chair Poncelow has been working on the LINC and Kersey projects. The District has fantastic staff. The info they bring to the meetings is phenomenal. We will have a great product out of it.

B. Vice-Chair Heberlee: ‘We are making big progress. Glad to hear about plans

to grow things in the LINC courtyard, which makes it functional space and is an investment.'

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

D. Other Board Members

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

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

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

**5.0 ADJOURNMENT- TIME 7:15 p.m.**

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

**MOTION** to adjourn: Vice-Chair Heberlee

**SECOND:** Secretary/Treasurer Roberts

**VOTE:** Unanimously approved, 6:0

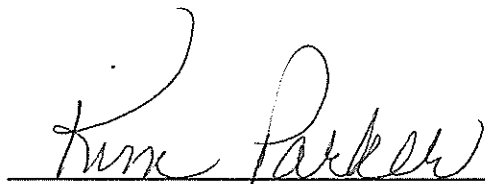
Upcoming meetings:

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



HPLD Board Secretary/Treasurer

Mary Roberts



Recording Secretary

Kim Parker

