



BOARD OF TRUSTEES
Special Session MINUTES
Tuesday, March 8, 2022
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
2:00 p.m.

1.0 OPENING OF MEETING AT 2:03PM

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 - Excused

Trustee Gerri Holton

Trustee Joyce Smock

Trustee Jana Caldwell

Quorum was established.

Legal Counsel William Garcia, Jody Duval

Staff: Dr. Matthew Hortt, Eric Ewing, Bob Arellano, Marjorie Elwood, Kim Parker

Guests: Mike Trotter

Vice-Chair Mary Heberlee 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: Trustee Gerri Holton

SECOND: Vice Chair Mary Heberlee

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

1.3 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Award of Erie and Carbon Valley Roofing Contract (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr Hortt reported on recent developments in the roofing contract. A mandatory walk-through was held for both properties, and Front Range Roofing was the only company to participate. Also, their bid was the only one the District received. The base bid total was \$1,119,750, which was \$139,750 over the \$980,000 budgeted for the project. Also, in addition to the base bid, there may be additional charges to repair or replace the decking under the roof membrane. Those charges will be billed on a unit price per square feet, and the cost will not be known until the membrane and backerboard are removed.

Finally, there is an early payment discount of 2% that can be realized if the invoices are paid within 10 days of receipt.

Natalie Wertz, HPLD Finance Manager, and Dr. Hortt have talked about ways to come up with the difference.

The Board communication and supporting documents can be found in the Board Packet.

MOTION to award the RFP to Front Range Roofing and direct staff to enter into a contract for the services: Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

3.0 BOARD COMMENTS

3.1 Chair Report – no comment was made

3.2 Vice-Chair Report - no comment was made

3.3 Secretary/Treasurer– no comment was made

3.4 Other Board Members

Trustee Jana Caldwell said, “Greetings from sunny, south Florida!”

4.0 Executive Session

A. Conference with an attorney regarding CCRD filing and procedures

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) (b) –

Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that this special session public meeting of the Board of Trustees of the High Plains Library District enter executive session for the sole purpose of conferring with an attorney regarding CCRD filing and procedures as authorized by C.R.S. § 24-6-402(4) (b) and will adjourn from Executive Session: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

The executive session of the Board of Trustees of the High Plains Library District convened at 2:17p.m. for the sole purpose of conferring with an attorney regarding CCRD filing and procedures as authorized by C.R.S. § 24-6-402(4) (b). Attending were

Board Trustees Ken Poncelow, Mary Heberlee, Mary Roberts, Jana Caldwell, Gerri Holton, and Joyce Smock; Legal Counsel William Garcia and Jody Duval; and staff Eric Ewing and Marjorie Elwood. During the executive session the Board conferred with attorneys regarding CCRD filing and procedures, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 3:15p.m. and the special session reconvened.

Special Session Roll Call

All were present unless noted:

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

Quorum was established.

5.0 ADJOURNMENT from the Special Session meeting at 3:15 p.m.:

There being no further business before the Board of Trustees,

MOTION to adjourn the meeting: Trustee Joyce Smock

SECOND: Vice Chair Mary Heberlee

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

Upcoming meetings:

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



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker

