



## **BOARD OF TRUSTEES**

### **Regular Session MINUTES**

**Monday, January 17, 2022**

**HPLD Administration Building**

**2650 W. 29<sup>th</sup> St., Greeley, CO 80631**

**5:00 p.m.**

#### **1.0 OPENING OF MEETING at 5:07 pm**

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

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Marjorie Elwood, Brittany Raines, Carolyn Valencia, Amy Ortiz, James Melina, Kim Parker

Guests: Tiah Frankish, Dodie Ownes, Stacey So, Jay Bellenberger, Brooky Parks

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 Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

1.3 Approval of Consent Agenda

- a. December 13, 2021 Executive Session Meeting Minutes  
**MOTION** to approve the 12/13/21 Executive Session Meeting Minutes: Trustee Jana Caldwell  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0
- b. December 13, 2021 Regular Session Meeting Minutes  
**MOTION** to approve the 12/13/21 Regular Session Meeting Minutes: Secretary/Treasurer Mary Roberts  
**SECOND:** Vice-Chair Mary Heberlee  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0
- c. December 13, 2021 Special Session Meeting Minutes  
**MOTION** to approve the 12/13/21 Special Session Meeting Minutes: Trustee Gerri Holton  
**SECOND:** Trustee Joyce Smock  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0

1.4 Public Comment

Dodie Ownes made the following statement:

The HPLD Handbook found online, dated 12/13/21, refers to a programming manual for direction on program reconsideration on page 114, but there is no programming manual to be found. Considering this statement, also on page 114, “The District welcomes expression of patron opinions about its programs, as this information can help identify gaps in offerings” – how can community members contribute if the programming manual is not available, nor is a program reconsideration form?

There are also multiple references in the December 13, 2021 HPLD Handbook to a Materials Reconsideration Form in the appendix to the Policy Manual. The appendix to the Policy Manual is not available publicly. When HPLD was contacted and a reconsideration form was requested, at least three staff members at different branches could not find one. These reconsideration forms have to be made easily accessible to the community. Thank you.

Chair Poncelow thanked Dodie Ownes.

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director  
As has been done for the past few years, Dr. Hortt worked with the Governance Committee and received recommendations for a slate of officers that is the same as last year. The Committee recommends that the Board approve the following slate of officers.

**Proposed Slate of Officers:**

- a. Chair Ken Poncelow
- b. Vice-Chair Mary Heberlee
- c. Secretary/Treasurer Mary Roberts

**MOTION** to approve the slate of officers as designated: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

- 2.2 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director  
Standing Committees:

As was the case with the slate of officers, Dr. Hortt worked with the Governance committee, who put together recommendations for committee appointments. The recommendations are for the standing committee members to be carried over into this year. The current and recommended committees follow.

- a. Governance Committee: Vice-Chair Mary Heberlee and Trustee Jana Caldwell
- b. Foundation Committee: Trustee Gerri Holton and Trustee Joyce Smock
- c. Finance Committee: Secretary/Treasurer Mary Roberts and Trustee Teresa Curtis

Additionally, because RFPs are ad hoc committees, an RFP committee may be needed this year if the Board wishes to do so, because the Board will vote on an RFP proposal later in the meeting.

The recommendation is to approve the Board Committee recommendations and continue to have the committee members serve in their current roles.

**MOTION** to approve the committee assignments as recommended:

Secretary/Treasurer Mary Roberts

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

Chair Poncelow thanked the Board Trustees for serving in their positions and for serving on the sub-committees. It really does help.

- 2.3 RFP for Erie Community and Carbon Valley Regional Libraries' roofing projects (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that as the Board knows, the roofs at both Carbon Valley Regional Library and Erie Community Library have problems and the 15-year-old roofs need to be replaced. The anticipated cost will come to approximately \$600,00 for the two facilities,

and management added an additional \$200,000 for possible decking costs because the extent of decking damage won't be known until the membrane is removed. After looking at options, it is recommended that staff will put out an RFP, and therefore an RFP committee will be requested. The recommendation is to approve the RFP and the release of it, and if interested have two Trustees serve on an RFP committee for the project.

Secretary/Treasurer Mary Roberts added that this expense was expected and budgeted for in this year's budget.

Trustee Jana Caldwell asked how the libraries will get through the winter with the roofs. Dr. Hortt responded that the main concern is the rotunda on CVR, which could possibly leak and unfortunately is directly above the circulation desk. The roofs are not in danger of collapsing.

Chair Ken Poncelow said there may not be a need for an RFP Committee because it is pretty straight forward; staff can handle it, but it is up to the Board. He also added that the District has their attorney and architectural rep for major issues, and roofs are a major issue. He suggested that staff do an RFP with a roofing company to inspect all facilities' roofs once a year. Trustee Jana Caldwell asked if inspections are part of our roofing plan. Dr. Hortt replied that yes, the Facilities Manager works with the District's sub-contractors, but it may be better to have it formalized because they are busy and it has taken up to a year for them to come out.

Chair Poncelow asked the Board if it was alright to not have an RFP committee for this. They agreed.

**MOTION** to approve and release the RFP: Trustee Gerri Holton

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

2.4 Boss Display Contract – for LINC exhibits (Action) – Dr. Matthew Hortt, HPLD Executive Director

This is a contract for exhibits that will go on the 2<sup>nd</sup> floor at LINC, in conjunction with Wes Sam Bruce's display. It's more of the children's museum parts of the building. Because it's outside of what GH Phipps normally does, staff recommends having a separate contractor manage this project. It's a hefty cost, but it has been budgeted for and is not an additional cost.

Trustee Jana Caldwell asked if there are competitors who the District may want to consider. Dr. Hortt said that it is so specialized that at this point, it is considered a single-source contract.

**MOTION** to approve the contract and direct the Executive Director to sign it:

Vice-Chair Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

### 3.0 DIRECTORS REPORT

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

a. February 14, 2022

The draft agenda is included in the Board Packet.

Dr. Horts went over the draft agenda and asked the Board if there was anything they'd like to add. There were no additional topics suggested.

#### 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

As promised, because of the discussions and public comment about being open on MLK Day, staff pulled together data on library usage on MLK Day, which is included in the Board Packet.

Amy Ortiz, HPLD Districtwide Events and Experience Supervisor, presented on the success of the day's 'Delight and Surprise' event that staff took to several locations in the community. They went to six parks in two shifts. Shift one went to Lincoln Park; Yoshiko Park, also known as Rodarte Center; Delta Park; and Glenmere Park. They engaged with the community and had great conversation about Martin Luther King, and gave out hot chocolate, sunglasses, and bubbles. They engaged with nine adults in Lincoln Park who were mainly homeless. Some of the comments they received from the community were that they were thankful for the sunglasses and hot chocolate (and refills). Amy and Layne asked what they can do better next time and were told, "Can you bring gloves and jackets?", "Chocolate goes well with everything!", and "Thank you for being here." The extent of kindness that was shown to the HPLD staff was remarkable. At Yoshiko Park, they saw 18 children. Amy had the privilege of reading them a Martin Luther King story, and then had great conversation. Again, the children were so thankful. At Glenmere park, they received praise for the Lincoln Park Library staff and their patience and helpfulness with an I.D. Fraud case.

Carolyn Valencia, MOVE Librarian who was on the MLK Day committee, said that with shifting the MLK Day March to a virtual event, they had to come up with something quick. She and fellow staff went to Bittersweet park and Sanborn park, and connected with nine participants from three different families. The families praised the Centennial Park and Riverside Libraries' stem programs and said they wanted history programming.

Amy closed by saying that it was a really great day!

The Trustees thanked Amy and Carolyn, and Chair Poncelow said, "Don't we have a great staff?!" He added that "we do have a lot of people using the libraries on that day" and gave praises for Martin Luther King's 'I have a dream' speech.

Dr. Horts gave an update on the Signature Author Series with author Jason Reynolds. The decision about whether to hold the event in person or virtually is an operational decision, rather than a board decision, and staff will make the call internally. A decision will be made in a couple of weeks.

A new Senate bill, SB 22-004 *Concerning Measures to Support Evidence-Based Literacy*, was introduced on January 12<sup>th</sup>. It has a large section in it on requirements that would be put on public libraries. To summarize, the board would have to adopt a policy

to support parents and children in improving literacy through science and reading. All Librarians would have to take training and pass an assessment in a certain curriculum. It would be up to the Board and Director to track and post the results, and would put additional training and responsibility on staff. There have been a lot of concerns raised by the Library Directors in the state and the Colorado Association of Libraries, and the Board is being asked to take a stance. It would not have to be done today.

Trustee Gerri Holton asked who developed the training, who delivers it, and what's the reason for the legislation: literacy statistics or what? Dr. Hortt didn't have all the details and asked if the Board would like more information. They confirmed that they would like to know more.

### 3.3 Chair Report – Chair of the Board

Chair Poncelow asked James Melena, HPLD Community Relations and Marketing Manager, to report on the materials he had given the Board.

Mr. Melena shared a LINC rack card that staff will distribute and get into ads. He also had made copies of a Colorado Construction & Design magazine that profiles LINC and the construction in it, and said it is great recognition.

Trustee Jana Caldwell asked for more rack cards. Trustee Joyce Smock asked if they are in the libraries. Mr. Melena reported that the rack cards are in the branch and member libraries. Dr. Hortt said that the rack cards have been distributed around the country through a tourism conference that Greeley's Colorado Model Railroad Museum attended. Also, he was asked to sit on a Downtown Development Authority/City of Greeley master plan committee, and as they were interviewing consultants, the applicants told that this project will play a big role in the future of the downtown development.

## 4.0 BOARD COMMENTS

4.1 Vice-Chair Heberlee was pleased with the programming and presentation today. It's good to see Tony here.

4.2 Secretary/Treasurer Roberts added to Matt's comments about LINC. Downtown Greeley is proud of the building, and the endeavor is important to the entire district and community. It's good everyone is promoting the entire region and area.

4.3 Committees

4.4 Other Board Members

Trustee Jana Caldwell shared the book *Portraits of Racial Justice*. The artist identified individuals who have contributed to racial justice and he painted their pictures and included biographies on what they had done to contribute. It was very well done.

Also, before the holiday, there was a staff survey and there were useful and helpful comments. Trustee Caldwell read every comment more than once. She appreciated the time staff took to complete it. Finally, she went to Dr. Peffer's book signing.

Trustee Teresa Curtis was sorry that she wasn't there in person. When Matt talked about MLK attendance numbers, there are also a lot of opportunities that we offer people that we haven't taken into consideration. Her 17-year-old daughter and friend went to the

library and sat by the fireplace and sat in the Teen room and read and colored. They appreciated being able to do that.

Trustee Gerri Holton gave a big thanks and shout out to staff and thanks for putting together the statistics for MLK Day. It was an impactful combination to do both outreach and having programming in the libraries. Please keep the Board informed of the Signature Author event.

Trustee Joyce Smock read an article about MLK's granddaughter, who said 'don't just take the day off, but get out in the community and do things'. That's what staff and the District have done. Good job to Amy and Carolyn. She also asked James Melena to please take some LINC rack cards to the Weld County administrative offices, planning commission, health department, and so on. Chair Poncelow suggested to also send some to the Greeley City Council, etc.

**5.0 ADJOURNMENT at 6:06 pm**

There being no further business before the Board of Trustees,

**MOTION** to adjourn the meeting: Secretary/Treasurer Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

Upcoming meetings:

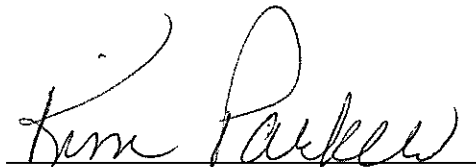
February 14, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session

HPLD Administration Building, 2650 W. 29<sup>th</sup> Street, Greeley, CO 80631



HPLD Board Secretary/Treasurer

Mary Roberts



Recording Secretary

Kim Parker

