



BOARD OF TRUSTEES

Regular Session Minutes

Monday, May 16, 2022

Farr Regional Library

1969 61st Ave., Greeley, CO 80634

5:00 p.m.

1.0 OPENING OF MEETING AT 5:02PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair/Region 3: Ken Poncelow - excused

Vice-Chair/Region 5: Mary Heberlee

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis (attended virtually)

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock – arrived at 5:13pm

At Large Trustee: Jana Caldwell (attended virtually)

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Eric Ewing, James Melena, Marjorie Elwood, Niamh Mercer, Rick Medrano, Kim Parker

Guests: Tony Brewer, Rob Walker, Dan Spykstra

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

Because Chair Poncelow could not attend the meeting, the Executive Session will be postponed until next month, therefore eliminating item #5.

MOTION to approve the agenda as amended: Trustee Gerri Holton

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

- 1.3 Approval of Consent Agenda
a. April 18, 2022 Regular Session Meeting Minutes
Trustee Mary Roberts asked that the minutes be amended to show that she and Trustee Teresa Curtis attended online and were thereby unable to sign the card to the Lincoln Park Library staff.
MOTION to approve the consent agenda as amended: Trustee Mary Roberts
SECOND: There was no second
DISCUSSION: None
VOTE: Approval will be sought again in June
- 1.4 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introduction of MOVE Manager (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Matthew Hortt welcomed Rick Medrano to the position of MOVE Manager and talked about his experience and education. Rick responded by saying that he's excited about this opportunity and told the Board about the Community Advocates Celebration coming up on June 4th. Dr. Hortt added that HPLD's Outreach department is a model that other libraries look up to and learn from. For example, several MOVE employees have been invited to give an eight-hour pre-conference workshop at the Joint Conference of Librarians of Color.

Trustee Joyce Smock joined the meeting during the discussion.
- 2.2 Writer In Residence introduction (Information) – Dr. Matthew Hortt, HPLD Executive Director
Niamh Mercer, HPLD Friends and Foundation Director, introduced Rob Walker, this year's Writer In Residence. He is writing a playscript called *Eutopia!*, which is the first playscript produced in the Writer In Residence program. It is a comedy satire that is fun, abstract, and entertaining. He plans to culminate the year's project by doing a reading of the play and performing an act. He's also working with Amy Ortiz, HPLD Events and Experiences Supervisor, to schedule programs for the public where he will teach how to do script and satire writing. Another goal is to visit every library in the District this year.
- 2.3 Grover update (Action) – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt and Trustee Joyce Smock met with the Town of Grover to discuss the option of moving a Greeley/Evans School District 6 modular building to Grover for a library. The town leaders expressed an interest and said they would want an agreement that states that the building will be transferred to the town and remain there if the library district should decide to close the location. The town would donate the land, and the HPLD District would be responsible for getting a foundation laid, moving the building, and doing some upgrades to it.
The most pressing need at this point is to coordinate moving the modulares from School District 6 by mid-June, because of school district deadlines. Wember Inc presented a task order for the oversight of the moving of the modulares and the project, which is included in the Board packet. Upon review, moving the two modular buildings to the

HPLD Administration site will fall under the on-call owners rep services and will be taken out of the task order. Therefore, the decision on whether to accept the building donations can be made separately from the approval of the task order.

MOTION to approve the plan to acquire the modular units: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 6:0

Moving on to the issue of moving a building to Grover, Trustees asked for clarification and more detail on the Phase III figures in the task order and what additional costs may be expected. Dan Spykstra answered that some of these cannot be determined at this time because there are too many unknowns. Because of the unknowns, Trustees were not ready to approve the task order in its entirety until more information is provided. Instead, it was proposed that the move of the building be taken out of Phase 1 and a vote be taken on the amended version of phase 1 exclusively. Phases 2 and 3 will be revisited at a later date.

Also, Chair Poncelow had requested that a project team be put together that includes two Board members, HPLD staff, and Grover community members. Trustees Mary Heberlee and Joyce Smock volunteered to be on the committee.

MOTION to approve phase 1 of the amended work order with our member rep: Trustee Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 6:0

- 2.4 Mead project update (Information) – Dr. Matthew Hортt, HPLD Executive Director
Dr. Hортt met with the Mead town administrator because there could possibly be new opportunity for a library there. The town has an RFP out for a master plan design of a new location for the town fire and police departments and a library. They are proposing possibly donating three acres of land for the library.

For information only. No Board action required.

Dan Spykstra left the meeting at 5:54p.m.

- 2.5 United Way Housing Navigation Center PCC MOU (Action) - Dr. Matthew Hортt, HPLD Executive Director

The United Way of Weld County will move their Housing Navigation Center (HNC) and Cold Weather Shelter from the Monfort Family Clinic to a building just north of highway 34 between 8th and 11th Avenues. They've asked HPLD to put in a Public Computer Center (PCC) that will be available for use during their open hours.

An MOU was patterned after the existing MOU with the Briggsdale Library, which was approved by HPLD's Legal Counsel. Staff recommends approving the MOU and directing Dr. Hортt to sign it after United Way approves and signs it.

MOTION to move forward with the MOU with Weld County United Way: Trustee Joyce Smock

SECOND: Trustee Mary Roberts

DISCUSSION:

VOTE: Unanimously approved, 6:0

- 2.6 Juneteenth Holiday (Action) - Dr. Matthew Hortt, HPLD Executive Director
On May 2nd, Gov Polis signed into law that Juneteenth (June 19th) is now a state holiday. With the new holiday, the State of Colorado now recognizes eleven holidays. HPLD also recognizes eleven holidays, including two floating holidays. At this time, HPLD stays open on Martin Luther King Day and Colorado Day, but gives floating holidays for them. Administration recommends changing the Colorado Day floating holiday to Juneteenth, thereby recognizing Martin Luther King Day and Juneteenth. By leaving the libraries open, the District is able to provide relevant programming to honor the days.
Also, the current policy states that one floating holiday must be taken between January 1st and June 30th, and the other between July 1st and December 31st. It is recommended that the restrictions be removed and the floating holidays be allowed throughout the year.

MOTION to replace Colorado Day with Juneteenth as a floating holiday, remove the restriction on using the floating holidays in different halves of the year, and include programming on June 19th: Trustee Joyce Smock

DISCUSSION: Discussion ensued, resulting in the Board directing HPLD Human Resources to get feedback from staff before making a decision. Trustees expressed that they care for and are grateful for the staff, and want the employees to have the opportunity to express their preferences.

SECOND: Motion was not seconded.

VOTE: No vote was taken.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. June 20, 2022
The draft agenda is included in the Board packet.

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt will be at the Colorado Library Directors retreat on May 19 and 20 in Vail.

The District is working with the Colorado Department of Labor and Employment on a survey and distributing it to staff to participate in.

HPLD and the Community Relations and Marketing Department received two national awards from the National Association of Government Communicators (NAGC): the Excellence in Graphic Arts award and the Excellence for Outstanding Booklet or Brochure award.

James Melena added that the NAGC consists of nationally recognized organizations, such as large towns and national forest services, etc. HPLD is the only library system that won an award, so quite an achievement.

Brenda Carns, Eaton Public Library Director, will be honored at a retirement party on June 10th from 4:00 to 7:00p.m. at the Eaton Public Library. At same time, Erie Community Park, across the street from the Erie Library, will have a grand opening of their new grounds.

Finally, for the Board's information, there has been a rise in 1st amendment audits across the state, and videos of the audits are available online. Staff will send links to the Trustees so they can watch the videos.

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Mary Heberlee Report: We made progress today with Grover and PCC and with Rick, the new MOVE Director. It will be interesting to see what feedback comes in on the holidays.
- 4.2 Secretary/Treasurer Mary Roberts: I carried my message longer than I should have, yet it's important the way the Board is perceived by the employees, general public, and other organizations. I want us to be cognizant of what we represent and what our assignment is.
- 4.3 Other Board Members
- Trustee Gerri Holton: Congratulations to James and his team. I'm glad that you, Matt, are on top of the change in the holidays and I appreciate your thoughtfulness. It's been a thoughtful meeting.
- Trustee Joyce Smock: When we don't have a lot to do, we do have a lot. We had good discussion and it's been a good meeting, and Matt, you've got direction.
- Trustee Teresa Curtis: I was pleased to get my envelope from the Friends group. Mary, I appreciate your input always, and it's been a privilege to work with you on the Finance committee because you always have good insight. Sometimes we need to just settle down and listen, so you didn't speak too much tonight.
- Trustee Jana Caldwell: Mary, I second what Teresa said. You blend wisdom and calming thoughtfulness to our discussions, and I appreciate that. I'm also looking forward to moving forward with Grover. It has been a long haul and we now have a pretty good solution to be able to provide service out there.

5.0 ADJOURNMENT at 6:45pm

There being no further business before the Board of Trustees,

Motion to adjourn the meeting: Trustee Joyce Smock

Second: Trustee Gerri Holton

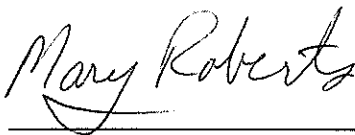
Discussion: None

VOTE: Unanimously approved, 6:0

Upcoming meetings:

June 20, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session

HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker

