



**BOARD OF TRUSTEES**  
**Regular Session Minutes**  
**Monday, June 20, 2022**  
**HPLD Administration Building**  
**2650 W. 29<sup>th</sup> St., Greeley, CO 80631**  
**5:00 p.m.**

**1.0 OPENING OF MEETING AT 5:04**

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee left at 6:36

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis (attended virtually)

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Kim Parker

Guests: Tony Brewer, Maggie Shawcross,

Chair Ken 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: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

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

1.3 Approval of Consent Agenda

- a. April 18, 2022 Regular Session Meeting Minutes
- b. May 16, 2022 Regular Session Meeting Minutes

**MOTION** to approve the April 18, 2022 Regular Session Meeting Minutes:  
Secretary/Treasurer Mary Roberts  
**SECOND:** Vice-Chair Mary Heberlee  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0

**MOTION** to approve the May16, 2022 Regular Session Meeting Minutes:  
Vice-Chair Mary Heberlee  
**SECOND:** Secretary/Treasurer Mary Roberts  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0

1.4 Public Comment  
No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

2.1 Annual Comprehensive Financial Report (Action) – Natalie Wertz, HPLD Finance Manager

The Annual Comprehensive Financial Report can be found here:

<http://www.mylibrary.us/wp-content/uploads/2022/06/2.1A-High-Plains-Library-District-12.31.21.pdf>.

Alan Holmberg, CPA from Anderson & Whitney, presented a summary of the Annual Comprehensive Financial Report (ACFR) audit. Some of the highlights follow: HPLD earned a Certificate for Achievement of Excellence for the nineteenth consecutive year. It is a program the District chooses to participate in and it gives an extra step of accountability. The District is in a very strong position, with the general fund balance coming in at about \$77,000,000. Mr. Holmberg said the budget is favorable and he complimented the work of the HPLD staff and appreciates the cooperation from them.

Chair Poncelow asked how the District establishes their investment policy. Ms. Wertz answered that HPLD uses the Investment Policy that was approved by the Board last year, which allows the use of investments pools and highly rated U.S. Treasury bonds, U.S. Agency bonds, and corporate bonds. Furthermore, the Finance Committee makes the recommendations on where funds are invested.

Chair Poncelow closed the discussion by saying that the District runs a sound operation and has planned well for the future. Examples of this are the new library building downtown, building new libraries, and helping Member Libraries.

**MOTION** to accept the ACFR as presented: Secretary/Treasurer Mary Roberts  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 7:0

- 2.2 Financial Services Audit RFP (Action) - Natalie Wertz, HPLD Finance Manager  
Natalie Wertz stated that the last Financial Services Audit RFP was issued In 2017 and had the option to be renewed for four years. Therefore, the contract was completed at the end of 2021 and the District is now going through the process again. The RFP, which was reviewed by the Finance Committee, requires responses by mid-August. The Finance Committee will review the submissions and report their recommendation at the September HPLD Board Meeting.

**MOTION** to approve issuing the RFP for audit services: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Mary Roberts

**DISCUSSION:** None

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

- 2.3 On-Call Roofing Presentation from Roof Connect (Information) - Dr. Matthew Hортt, HPLD Executive Director

Dr. Hортt explained that due to roofing issues, there has been interest in creating an on-call roofing contract. There are a couple ways the District can go: issue an RFP or identify companies that can complete the required services. The Board will be asked to decide next month which direction they want staff to take.

In the meantime, Eric Pickert, of RoofConnect, presented to the Board on their deliverables. The organization provides asset management services and is a national roofing services company that's been in business for 20 years with 200 roofing contractors, which include local servicers across the front range.

**For information only.** No Board action required.

- 2.4 LINC Capital Campaign (Information) – Niamh Mercer, HPLD Friends & Foundation Director

Ms. Mercer reported that the Enterprise Tax Zone was approved in late May, and the Foundation and Marketing Departments are launching a \$1,000,000 capital campaign for the project. The Enterprise Tax Credit allows a cash donation of at least \$100 to get a 25% state income tax credit and a 12.5% tax credit for in-kind donations. The virtual campaign was just launched, and the physical mailer campaign will begin in August. The theme is *Creating a future for library lovers*. The link to the campaign website is <https://www.hpldfriendsandfoundation.org/linc>.

After discussion about the LINC project and campaign, it was decided that staff will arrange for the Board to have a hard hat tour of the building, followed by dinner to discuss talking points. Also, every Board meeting will now include updates on both the LINC project and capital campaign.

**For information only.** No Board action required.

Vice-Chair Mary Heberlee left the meeting during the discussion.

- 2.5 Board Recruitment (Action) - Dr. Matthew Hортt, HPLD Executive Director

Two Board terms will end on December 31<sup>st</sup>: Mary Roberts' and Gerri Holton's positions. In both cases, it is their first term and so each Trustee is eligible to apply for the position again. The same recruitment plan will be used as has been for the last several years: Vice-Chair Mary Heberlee and Trustee Jana Caldwell will be on the recruiting committee; staff will disseminate the communications and promotions in the

next few days; and after the September 16<sup>th</sup> deadline for submitting applications, it will be decided which candidates are eligible to be invited to interview. Interviews will be held on October 14<sup>th</sup>.

**MOTION** to approve the release of recruitment materials: Secretary/Treasurer Mary Roberts

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

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

- 2.6 Grover Project Update (Action) - Dr. Matthew Hортt, HPLD Executive Director  
Progress continues to be made on plans for a library in Grover. The Town of Grover is in favor of having the modular moved up there, and the town has identified property that can hold the unit while preparations are being made on the land that the building will sit on. Dr. Hортt and HPLD's Legal Counsel will create an Intergovernmental Agreement that will include the verbiage that the land and structure would go to the Town if HPLD were to pull out, per the Town's request. Dr. Hортt will set up a meeting with Grover to continue discussions.

**MOTION** to direct staff to draft an IGA with the Town of Grover which will define the donation of land to the District and the development of a library on the land:

Trustee Gerri Holton

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

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

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director  
a. July 18, 2022

- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director  
The District had to close a library for a couple of days because of COVID exposure. Staff was informed that if that would continue to happen, HPLD would enforce mandatory masks for employees.

The HPLD Administration Building hosted AARP for their free tax help again this year. The organization served 716 people this year.

The HPLD MOVE Department will hold their annual Naturalization Ceremony on Friday, July 1<sup>st</sup> and 9:00a.m. at Centennial Village. The Board was invited to attend.

Brenda Carns retired from the Eaton Public Library and Amber Green will be the Library Director starting on July 5<sup>th</sup>.

The Fort Lupton Library ground-breaking was held earlier in the day, and was a good event.

#### 4.0 BOARD COMMENTS

- 4.1 Chair Poncelow reported that the Fort Lupton Library ground breaking was phenomenal.
- 4.2 Secretary/Treasurer Mary Roberts was at the Community Advocates Celebration event that was presented by HPLD's MOVE department. It was very well done, and it was nice to see the both the partners and the Outreach vehicles showcased. It was a comfortable turnout and a good event. She suggested possibly advertising a little more and having more specifics on its purpose.
- 4.3 Other Board Members  
Trustee Joyce Smock went to Virginia and visited Monticello. Thomas Jefferson was the founder of the quote, "I cannot live without books", and Joyce brought back a magnet with the quote for each Trustee and some staff.

Trustee Gerri Holton will attend CALCON. Also, Laura Brashear, the 2019 Writer in Residence, is doing a writing class in the Fort Lupton Public and School Library.

Dr. Hortt replied that staff will send information on the Colorado Association of Libraries' Annual Conference, CALCON22, to the Trustees.

Trustee Jana Caldwell said that she and Vice-Chair Mary Heberlee went to Brenda Carns' retirement celebration last week, which was a nice event. They met the upcoming Director, Amber Green.

Trustee Teresa Curtis's audio was not working and so she was not able to share.

- 5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)(e):** Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators - Fort Lupton Public and School Library Owners Rep Add Service Contract.

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4)(e) – Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that we enter into executive session for the sole purpose of conferring with an attorney to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators in regard to Fort Lupton Public and School Library Owners Rep Add Service Contract as authorized by C.R.S. § 24-6-402(4) (e), and will adjourn from Executive Session: Trustee Jana Caldwell

**SECOND:** Secretary/Treasurer Mary Roberts

**DISCUSSION:** None

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

Trustee Gerri Holton recused herself.

The Executive Session of the Board of Trustees of the High Plains Library District convened at 7:15p.m. for the sole purpose of conferring with an attorney to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators in regard to Fort Lupton Public and School Library Owners Rep Add Service Contract as authorized by C.R.S. § 24-6-402(4) (e). Attending were Board Trustees Ken Poncelow, Mary Roberts, Jana Caldwell, and Joyce Smock; Legal Counsel William Garcia; and Dr. Matthew

Hortt. During the executive session, the Board conferred with attorneys to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators in regard to Fort Lupton Public and School Library Owners Rep Add Service Contract as authorized by C.R.S. § 24-6-402(4) (e). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 7:56p.m. and the regular session reconvened.

**Regular Session Roll Call**

All were present unless noted:

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

Quorum was established.

**6.0 ADJOURNMENT at 7:56pm**

There being no further business before the Board of Trustees,

**Motion** to adjourn the meeting: Secretary/Treasurer Mary Roberts

**Second:** Trustee Jana Caldwell

**Discussion:** None

**VOTE:** Unanimously approved, 4:0

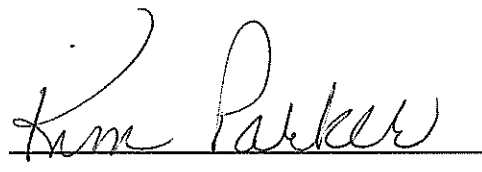
Upcoming meetings:

July 18, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session  
Riverside Library and Cultural Center, 3700 Golden St., Evans, CO 80620



HPLD Board Secretary/Treasurer

Mary Roberts



Recording Secretary

Kim Parker