



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, July 18, 2022
Riverside Library & Cultural Center
3700 Golden St., Evans, CO 80620
5:00 p.m.

1.0 OPENING OF MEETING AT 5:07PM

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 (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 Hортt, Kim Parker, Rita Kadavy, Rick Medrano, Natalie Wertz, Niamh Mercer, Ian Holmes

Guests: Tony Brewer, Margarita 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: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.3 Approval of Consent Agenda

a. June 20, 2022 Regular Session Meeting Minutes

MOTION to approve the June 20, 2022 Regular Session Meeting Minutes: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.4 Public Comment

Rita Kadavy, Riverside Library Manager, welcomed the Board and invited them to walk through the library after the meeting.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Introduction of Erie Community Library Manager (Information) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt introduced Ian Holmes, the new Erie Library Manager. Ian is looking forward to helping create a seamless experience for patrons through supporting efforts to create exceptional public services.

The Board welcomed him.

For information only. No Board action required.

2.2 Holidays Survey Results (Information) - Dr. Matthew Hortt, HPLD Executive Director

In May, the Board directed HR staff to survey HPLD employees to find out their holiday preferences. This information won't affect holidays this year, but may next year. There was a 49% response rate. By and large, the responses were similar to what the District already does, although MLK Day was slightly preferred as a holiday over Presidents Day. Currently, MLK Day is a floating holiday.

For information only. No Board action required.

2.3 Grover Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt had more discussion with Grover about next steps for putting a library in their town. They have identified a location to temporarily hold the building while preparatory work is being done on the permanent site, and the temporary space is ready for the building.

An InterGovernmental Agreement (IGA) was created by staff. If it is approved by the Board, staff will submit the IGA to the Town to get their feedback on it. A couple of items that are still pending are, (1) they are still waiting to hear what kind of permitting will be required, which will help determine the timeline for the project; and (2) they have yet to form a design team, which will be comprised of people from the town of Grover, HPLD Board, and HPLD staff.

MOTION to release the draft of the IGA to Grover: Secretary/Treasurer Mary Roberts

SECOND: Trustee Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

2.4 Update of District Hiring Process (Information) - Dr. Matthew Hortt, HPLD Executive Director

In April, Eric Ewing, HPLD Associate Director of Human Resources, presented the District's hiring practices to the Board. He received feedback that the Board was concerned about the timeline, so the procedures were evaluated and changes were made to streamline the process. The updated Hiring Process is included in the [Board Packet](#).

For information only. No Board action required.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. August 15, 2022

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

There has been discussion about obtaining a roof maintenance contract for HPLD's buildings, and the Board heard a presentation by a roofing company last month. Dr. Hortt had planned on having another presentation in this meeting, but realized that the costs will not exceed \$50,000 and therefore an RFP is not needed. The District will get three bids and make a decision from them.

Recruiting for the two open Board positions is under way. The date of the interviews has been changed from October 14th to the 13th because none of the County Commissioners were available to participate in the interviews on the 14th.

The HPLD Board and Foundation Board will come together to do a hard hat tour of LINC. All participants will be required to wear hard hats, provided by the construction company, long pants, and closed-toe shoes. Information on where to park will be forthcoming.

There have been a couple of changes in Member Libraries' Directors: Eaton's Brenda Carns retired and Amber Greene is now Director, and Northern Plains Public Library's Laura McFarland resigned and AnaLicia Anastasi is serving as Interim Director. When Ault's Director is named, staff will invite both Amber and the NPPL Director to attend a Board meeting.

4.0 BOARD COMMENTS

- 4.1 Chair Ken Poncelow reported that he went to the Naturalization Ceremony. It was Phenomenal, and HPLD did an awesome job! Carolyn and all the staff were friendly and helpful, and Matt's speech was moving and very good. We are proud of High Plains and all they are doing.
- 4.2 Vice-Chair Mary Heberlee was pleased that we are making great progress in fulfilling our mission.
- 4.3 Secretary/Treasurer Mary Roberts mused on how quickly things move and how it seems like it was just yesterday when we were going to look at the Greeley Tribune building for the downtown library. She said it's a privilege to be a part of the process.
- 4.4 Other Board Members
Trustee Jana Caldwell shared that she is looking forward to the LINC tour and also looking forward to seeing the enthusiasm of people in Greeley.

Trustee Teresa Curtis welcomed Ian Holmes to the District.

Trustee Gerri Holton was impressed by how the Members and Branch system are working together. Ken Poncelow then said that he went to the ground breaking ceremony of the new Fort Lupton Library and that it was a very nice event.

Trustee Joyce Smock had no additional comment, other than she is pleased with the things going on at HPLD.

Niamh Mercer, HPLD Friends & Foundation Director, met with the Community Foundation to discuss the Capital Campaign for LINC. The marketing materials will be ready to go in August, and she will share them with the Board in the August meeting. She's excited to have the two Boards get together for the LINC tour and dinner.

- 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 – Future Capital Projects
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 determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Future Capital Projects: Secretary/Treasurer Mary Roberts
SECOND: Trustee Jana Caldwell
DISCUSSION: None
VOTE: Unanimously approved, 7:0

The Executive Session of the Board of Trustees of the High Plains Library District convened at 6:09p.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 Future Capital Projects as authorized by C.R.S. § 24-6-402(4) (e). Attending were Board Trustees Ken Poncelow, Mary Roberts, Jana Caldwell, Teresa Curtis, Gerri Holton, and Joyce Smock; Legal Counsel William Garcia; Dr. Matthew Hortt and Natalie Wertz. 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 Future Capital Projects 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 6:54p.m. and the regular session reconvened.

Regular Session Roll Call

All were present unless noted:
Chair Ken Poncelow
Vice Chair Mary Heberlee
Secretary/Treasurer Mary Roberts
Trustee Teresa Curtis
Trustee Gerri Holton
Trustee Joyce Smock
Trustee Jana Caldwell
Quorum was established.

- 6.0 ADJOURNMENT at 6:57pm**
There being no further business before the Board of Trustees,
MOTION to adjourn the meeting: Trustee Vice-Chair Mary Heberlee
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: Unanimously approved, 7:0

Upcoming meetings:

August 15, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
High Plains Library District Administration Building, 2650 W. 29th St., Greeley, CO 80631

Mary Roberts

HPLD Board Secretary/Treasurer
Mary Roberts

Kim Parker

Recording Secretary
Kim Parker

