



**BOARD OF TRUSTEES  
Special Session Minutes  
Monday, September 12, 2022  
HPLD Administration Building  
2650 W. 29<sup>th</sup> St., Greeley, CO 80631  
5:00 p.m.**

**1.0 OPENING OF MEETING AT 5:02 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 left at 6:25pm

Secretary/Treasurer/Region 4: Mary Roberts was excused

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: Eric Ewing, Natalie Wertz, Dr. Matthew Hortt, Kim Parker, Niamh Mercer, Elena Rosenfeld

Fort Lupton Public and School Library Director Thomas Samblanet

Guests: Tony Brewer, Steve Teets

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 Gerri Holton

**DISCUSSION:** None

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

1.3 Approval of Consent Agenda

a. August 15, 2022 Regular Session Meeting Minutes

**MOTION** to approve the August 15, 2022 Regular Session Meeting Minutes: Vice-Chair Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

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

b. August 15, 2022 Work Session Meeting Minutes

**MOTION** to approve the August 15, 2022 Work Session Meeting Minutes: Trustee Jana Caldwell

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

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

1.4 The Good We Do

Chair Ken Poncelow introduced this new section of the Board meeting by saying that the District does great things and he asked Dr. Hortt to start sharing some of the highlights each month.

Dr. Hortt introduced Tony Brewer, former HPLD Library Manager, Associate Public Services Director, and Interim Executive Director. Mr. Brewer donated to HPLD the book *Interim Leaders in Libraries*, which he helped author. He had been invited to write a chapter in the book, recounting his experiences as HPLD Interim Director, and the book has now been published. It has particular relevance for a couple reasons: because the editors and authors are local and the HPLD chapter.

Chair Poncelow asked if Mr. Brewer would write a note in the front of the book or at least autograph the copy. Tony will think about that and let Dr. Hortt know.

Dr. Hortt added that he is grateful for the many things that Tony put in place during his Interim Director tenure that helped Matt when he started.

Also, there was a recent article in BizWest that talked about changes that are taking place in downtown Greeley that are being led by LINC and how the LINC project will drive the next level of innovation. Also in the article, the Greeley Creative District highlighted LINC and Mary Roberts' Lincoln Park Emporium.

1.5 Public Comment

Steve Teets complimented the HPLD Directors Janine Reid, Tony Brewer, and Matt Hortt for having an open-door policy and allowing people to talk to them. He also said that he was at a City Council meeting and some people from downtown businesses had a problem with the homeless. He said, "But where are they going to go?", and asked what the library's policy is on helping the homeless who are not breaking the law.

Chair Poncelow told Mr. Teets that Dr. Hortt will get back to him.

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Canceling of September 19<sup>th</sup> Regular Session Meeting (Action) - Dr. Matthew Horts, HPLD Executive Director

Because of conflicting schedules, the September 19<sup>th</sup> Regular Session Board Meeting could possibly not establish a quorum, and staff recommends that the Board cancel the meeting.

**MOTION** to cancel the September 19<sup>th</sup> HPLD Board Meeting: Trustee Jana Caldwell

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

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

- 2.2 Fort Lupton Owners Rep Contract Discussion (Action) - Dr. Matthew Horts, HPLD Executive Director

As discussed in the last meeting, the Board approved up to \$250,000 for Owners Rep fees for the new Fort Lupton library. The project timeline has been extended by 10 months, and Wember submitted an Additional Services Request that would add \$79,900 to their total fees for the project. Thomas Samblanet, Fort Lupton Public and School Library Director, had requested additional support for the additional costs, which would amount to a net of \$66,000. The Board asked if the City of Fort Lupton had decided to waive any additional fees, and he responded that at this time they had not. The Board discussed the issue and came to the decision that they will not reimburse Fort Lupton for more than the \$250,000.

**MOTION** to expend the \$250,000 for the Wember Owners Rep for the Ft Lupton Library and stop there: Vice-Chair Mary Heberlee

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE: 5:0**

Trustee Gerri Holton recused herself from the vote.

- 2.3 Financial Services Audit RFP (Action) – Natalie Wertz, HPLD Finance Manager

HPLD received two proposals in response to the RFP that had been issued: one from Anderson & Whitney, the other from SingerLewak. Both organizations are qualified, but Anderson & Whitney's proposal was considerably less expensive. They are also local, whereas SingerLewak is not and would perform much of the audits virtually. After considering the proposals, the Finance Committee is recommending that the District stay with Anderson & Whitney for audit services for the next four years.

**MOTION** to accept the proposal for audit services from Anderson & Whitney: Trustee Joyce Smock

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE: 6:0**

- 2.4 LINC Talking Points (Action) – James Melena, HPLD Community Relations and Marketing Manager

Dr. Horts said that some adjustments were made and additional verbiage was added to the talking points after the last Board meeting, and the capital campaign booklet that was just done

outlines and sums up the project. Staff will add additional items to the talking points and get them to the Board.

Chair Poncelow suggested possibly sending the booklet to the superintendents of the school districts.

**MOTION** to approve and adopt the proposed Talking Points with the amendments discussed:

Vice-Chair Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE: 6:0**

Chair Ken Poncelow reported that the decision has been made that LINC will open in its entirety at the same time, not piece by piece.

2.5 LCI and Strategic Planning Process (Information) – Elena Rosenfeld, HPLD CE & Strategies Manager

Elena Rosenfeld, HPLD CE & Strategies Manager Elena explained the process the District uses for strategic planning. It's always a continual process: for instance, management started the 2023 budget planning in 2021. Staff submitted challenges the community is facing and ideas for how HPLD can help, the submissions were compiled and reviewed, then they were evaluated using an assessment matrix and the information went into the budgeting process.

To gather information from the public in the future, a Library Confidence Indicator (LCI), which is a one-minute assessment that asks three questions, and purposeful surveys will be used. Budgeting will reflect community priorities, and 2023's priorities will be LINC, the Grover facility, and Life Accelerator creative makerspaces.

Chair Poncelow mentioned that HPLD's website is not reflecting this new direction, and this is an opportunity for improvement. He also asked if the Friends of the Library could be trained to facilitate the survey and if HPLD might work with UNC Statistics to analyze results. Trustee Teresa Curtis asked about presenting questions in an online scale format and how qualitative analysis can be performed on qualitative data. Chair Poncelow asked Legal Counselor Bill Garcia if the District could include this survey in County tax bills, and he responded that it may be possible.

**For information only. No Board Action at this time.**

2.6 Colorado FAML I Program (Action) - Dr. Matthew Hорт, HPLD Executive Director

FAML I, a state-run Paid Family and Medical Leave Insurance program that will begin in 2024, came about because of the people who weren't working and didn't have insurance during the pandemic. Employers and employees will share the cost of the premiums equally: each contributing 0.45% of the employee's wage to the program, for a total premium of .09% of the individual's wage. Public sector employers have the option to participate or opt out. If HPLD were to opt out, employees would have the following options for coverage:

- An individual would have the choice to voluntarily opt into FAML I at the same premium rate as if the District were participating.
- Employees may be eligible for paid long- and short-term disability leave and FMLA's 12 weeks of job-protected leave that are included in HPLD's current benefit package.

Because of the other options and additional expense to employees, HPLD staff recommend that the Board opt out of the program for the initial year and reevaluate next year.

**MOTION** to opt out of the program for the first year and reevaluate next year: Trustee Gerri Holton

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE: 6:0**

2.7 Grover Project (Action) – Dr. Matthew Hortt, HPLD Executive Director

Progress has been made on the Grover project. The IGA was shared with the Town, and they questioned two areas of it and asked for small changes that the legal counsels will work through. HPLD will now hold public meetings with the town; the second phase of Wember's task order needs to be approved; and it is important to get a general contractor in place because the building must be winterized. Soil sample survey results are pending, and there are concerns about what the survey will find about the land and water, as well as what may be underground. All things considered, it could lead to higher costs and exceed the \$350,000.

Before next steps can be taken, Wember's phase II must be approved.

**MOTION** to approve Phase II of the Wember Task Order: Vice-Chair Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE: 6:0**

Vice-Chair Mary Heberlee left the meeting at 6:25p.m.

**3.0 DIRECTORS REPORT**

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

a. October 3, 2022

Next month's agenda will include initial 2023 Budget information and directions about the Executive Director's annual review.

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

There will be a Combined Branch and Member Boards dinner and tour of LINC on Tues, October 18<sup>th</sup>.

United Way of Weld County will hold their annual Community Leaders luncheon on Sept.28<sup>th</sup> at 11:00am. Dr. Hortt asked if any of the Trustees wanted to attend.

Dr. Hortt met with the Mead Master Planning Committee. The Architects have asked for an extension and it appears that HPLD won't do any work until 2024.

The Friends of Raymer have asked for another letter of support for a grant they are applying for. Dr. Hortt wrote the letter and they are making progress.

CALCON had several sessions that were facilitated by a variety of HPLD employees. Peter Derk and Christina Hernandez received awards and were honored.

HPLD will hold *YesFest*, a big festival that focuses on youth engineering and science, on September 17<sup>th</sup>. David Turner, HPLD's Creative Specialist, will have a laser cutter onsite and has been making challenge coins for the event. It will be great promotion for the Makerspaces in the District.

The HPLD Board Member Recruitment has had six applicants from the Greeley area and one from the Ft. Lupton area.

Work is being done on the IGA addendum and they will be ready to send to the Member Libraries in a couple of weeks.

Briggsdale Library will celebrate their 35<sup>th</sup> anniversary on September 28<sup>th</sup>. Staff will send the information to the Board.

Lastly, the marketing department has worked hard on the Capital Campaign booklet that the Board just received.

#### **4.0 BOARD COMMENTS**

4.1 Chair Ken Poncelow will send thank you cards to the staff who gave presentations at CALCON.

4.2 Other Board Members

Trustee Jana Caldwell: Tim Coons, of the Weld Community Foundation, did a podcast on Wes Bruce that she will listen to.

Trustee Gerri Holton thanked the organization for paying for her to go to CALCON. She went to three sessions that were facilitated by staff. They were very interesting and informative, and she intends to put together a PowerPoint and present it.

Trustee Joyce Smock remarked on the Briggsdale invite and shared that she and Mary Heberlee went on a makeup tour of LINC, which was very good and informative. Word is getting out about LINC, which is good.

Trustee Teresa Curtis appreciated the BizWest article that Matt shared and she asked what we are doing to give good communication to the nearby businesses because they will be a good voice for us.

Dr. Hortt replied that he sits on the Greeley Downtown Development Board and other groups, and he points out updates about LINC in those meetings. Staff also are out and about and frequent many of the businesses down there, and they are talking about it.

#### **5.0 ADJOURNMENT at 6:42.**

There being no further business before the Board of Trustees,

**MOTION** to adjourn the meeting: Trustee Gerri Holton

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, **5:0**

*Mary Roberts*

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HPLD Board Secretary/Treasurer  
Mary Roberts

*Kim Parker*

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Recording Secretary  
Kim Parker

