



BOARD OF TRUSTEES

Regular Session

Monday, January 13, 2020

Northern Plains Public Library

216 2nd St., Ault, CO 80610

5:00 p.m.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introductions (Information) – Dr. Matthew Hortt, HPLD Executive Director
 - A. New HPLD Board Members for 2020-2023 Term
 - B. New HPLD Associate Directors of Public Services
- 2.2 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - A. Chair
 - B. Vice-Chair
 - C. Secretary/ Treasurer
- 2.3 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - A. Foundation
 - B. Finance
 - C. Board Selection Committee Member for 2021- 2024 Term
- 2.4 ADA Clause for Contracts (Action) – Bill Garcia, Legal Counsel
- 2.5 Mission & Vision Update (Information) – James Melena, Community Relations & Marketing Manager

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agendas, January 27th– Dr. Matthew Hortt, HPLD Executive Director
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chairman’s Report

4.0 BOARD COMMENTS

5.0 ADJOURNMENT

Upcoming Events:

**January 27th at 4 p.m., HPLD Special Session (Board Training), HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631**

**January 27th at 5 p.m., HPLD Executive Session Farr Regional Library 1939 61st Ave., Greeley, CO
80634**

**February 10th at 5 p.m., HPLD Board of Directors Meeting, Farr Regional Library 1939 61st Ave.,
Greeley, CO 80634**

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 13,2020
Type of item: Action
Subject: Election of Board Officers
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Entertain Nominations and Elect Board Officers

Background

During the first HPLD Board Meeting of each year the Board is tasked with electing new Board Officers for that year. The officer positions to be filled are:

- Chair
- Vice-Chair
- Secretary/ Treasurer

Considerations

- The Secretary /Treasurer may be separated into two offices
- Nominations for each office should be taken and then voted on

Recommendation

Staff is recommending the Board of Trustees entertain nominations for each office and then vote to approve the election of each officer.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 13,2020
Type of item: Action
Subject: Selection of Board Committees
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Entertain Nominations and set committees

Background

During the first HPLD Board Meeting of each year the Board is tasked with appointing committee members. The committees to be filled are:

- Foundation
- Finance
- Board Selection Committee Member for 2021- 2024 Term

Considerations

- Committees are limited to 2 Board Members, with the exception of the Foundation
- Per our bylaws the Vice-Chair leads the Board Selection Committee, the committee appointment will only be for 1 committee member.

Recommendation

Staff is recommending the Board of Trustees entertain nominations and vote to set the board committees.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 13,2020
Type of item: Action
Subject: ADA Clause for Contracts
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Approve the addition of the ADA Clause to HPLD contacts.

Background

The High Plains Library District is striving for compliance with the Americans with Disabilities Act passed in 1990. In order to ensure that the companies and organizations we do business with are doing the same staff is proposing that the following clause be added to all contracts that HPLD enters:

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990:

All work on or within High Plains Library District property shall be conducted in compliance with all applicable Federal, State and Local Access laws, regulations and guidelines including but not limited to the Americans With Disabilities Act Accessibility Guidelines (ADAAG). Contractor agrees to indemnify and hold harmless the High Plains Library District, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with Contractor's acts, omissions or failure to act. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnities.

Considerations

- The statement has been reviewed and recommended by our legal counsel.

Recommendation

Staff is recommending the Board of Trustees approve the addition of the ADA Clause to HPLD contacts.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 13,2020
Type of item: Action
Subject: Mission & Vision Statement Review
Presented by: James Melena, Community Relations and Marketing Manager
Recommendation: Updated Mission & Vision

Background

At the November 4th, 2019 Regular Meeting of the High Plains Library District Board of Trustees, staff presented a proposed update to the Mission and Vision of the District. Previous discussion was held in August & September 2019.

- **The most recent iteration of the Mission:**
 - Helping build Community

- **The most recent iteration of the Vision:**
 - HPLD is the right answer to every question

Considerations

- Changes to the Mission and Vision will require changes to business cards, signage and several other marketing pieces.

Recommendation

Staff is recommending the Board of Trustees continue the discuss and provide additional feedback on the proposed changes.

Mission



*Helping build
Community.*

Vision



*HPLD has access to answers
to every question.*



BOARD OF TRUSTEES
DRAFT AGENDA: Work Session
Monday January 27, 2019
Farr Regional Library
1939 61st Ave., Greeley, CO 80634
4:00 p.m.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Oath of Office
- 2.2 Signing of Ethics Policy
- 2.3 Board Training

3.0 ADJOURNMENT

Upcoming meetings:

January 27th, 5 p.m. HPLD Board of Directors Meeting- Executive Session, Farr Regional Library, 1939 61st Ave., Greeley, CO 80634

February 10th, 5 p.m., HPLD Board of Directors Meeting Farr- Regular Session, Farr Regional Library, 1939 61st Ave., Greeley, CO 80634



BOARD OF TRUSTEES
Executive Session
Monday January 27, 2019
Farr Regional Library
1939 61st Ave., Greeley, CO 80634
5:00 p.m.

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Approval of Agenda
- 1.3 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Executive Session for the purpose of;

A. §24-6-402(4)(c), C.R.S., to confer with the attorney for the district for the purposes of receiving legal advice on specific legal questions regarding government contracts.

B. §24-6-402(4)(e), C.R.S., Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

3.0 ADJOURNMENT

Upcoming meetings:

February 10th, 5 p.m., HPLD Board of Directors Meeting Farr Regional Library
1939 61st Ave., Greeley, CO 80634

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<p>Administrative Office Executive Director: Dr. Matthew Hорт</p>	<ul style="list-style-type: none"> • Progress continues to be made on exhibits for the Innovation Center, such as robotics & synthetic anatomy cadavers • Quarterly Member Director Manager meeting scheduled for later this week to finalize IGAs
<p>Associate Director, Public Service: Rosa Granado (Outreach)</p>	<ul style="list-style-type: none"> • The new bookmobile is in circulation, and the old bookmobile has had some interest from buyers. • Rick Medrano and Rosa Granado co-wrote an article for ODLOS that was featured in December. The article discussed the need for a formal definition of library Outreach in our profession. • Outreach has helped many people attain citizenship this past year. We had four students pass in December and a total of 38 for the year of 2019, in conjunction with the Immigrant & Refugee Center
<p>Associate Director Service: Marjorie Elwood (Branches)</p>	<p>Martin Luther King Jr. Day – January 20th We have myriad activities planned, District-wide, to honor the life of Dr. Martin Luther King, Jr.:</p> <ul style="list-style-type: none"> • Carbon Valley <ul style="list-style-type: none"> ○ All day –Make hand-tied fleece blankets for hundreds of northern Colorado children living in foster care. The blankets will be donated to Project Warm-Up of Northern Colorado. ○ Tales for Tots and Family Storytime with MLK themes ○ 5:00 p.m. – Learn more about Dr. Martin Luther King, Jr.'s life and work by viewing and discussing the film, <i>Selma</i>, based on the 1965 Selma to Montgomery voting rights marches. • Centennial Park <ul style="list-style-type: none"> ○ 1:00 p.m. – Storytime about race ○ 2:00 p.m. – Make care-packages for our troops; create cards for residents of assisted living homes; cleanup of Centennial Park's grounds; and create special handmade breast prosthesis for women who have undergone mastectomies or other procedures to the breast. In addition to the projects, there will be a small volunteer fair to learn about opportunities for volunteering in your community all year round. • Erie <ul style="list-style-type: none"> ○ 2 p.m. –Create care packages for the troops, make loomed hats for cancer patients, attend an MLK Legacy program for children by Dr. Jocelyn Brown, and mini-volunteer fair. • Lincoln Park <ul style="list-style-type: none"> ○ All month – Promoting peace: Create paper doves and a “peaceable” quilt for display around the library. Quotes

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about peace and the pictures of the writers will also be on display.

- **Riverside**

- 2 p.m. – Celebrate Martin Luther King, Jr. and his legacy of peace with a special program that will include books, songs and a craft.

- **Carbon Valley**

- We are joining Erie and DSS in providing Tax Return Preparation for our community through AARP. This will begin February 10th and continue every second Monday, from 9-noon.
- This month, we have a number of programs focused on Strategic Plan - Aspiration14: Shift focus of programming to skills-based and development, including:
- Budgeting and Saving (creating a spending plan, setting goals, tracking expenses), January 23rd, at 6 pm
- Business Plan Development, January 28th, at 6 pm
- Fly-tying 101 (midge larva, pheasant tail nymph, and blue-wing olive): January 16th, at 6 pm
- Our very popular “Cutting the Cable Cord” class (alternatives to cable for watching TV) will return on February 3rd, at 6 pm, as part of Strategic Plan: Literacy6 – Increase the community’s level of digital literacy

Centennial Park

- In January, starting a new, weekly Spanish story-time on Wednesday mornings
- The Magic Treehouse Book Club, a new, weekly book club for early readers (Wednesdays at 4 p.m.), will also start in January.
- The Partnership between UNC's Office of Community Engagement and Centennial Park Library was a huge success in 2019 and will continue in 2020 with William Merchant, Ph. D., an assistant professor of applied statistics and research methods, continuing to offer programs in the "Beyond the Classroom" series, geared towards 3rd to 5th graders.
- Beyond Suffrage: 100 Years of Progress Traveling Exhibit will be at Centennial Park Library through the month of January. This exhibit is part of History Colorado's Women's Vote Centennial.
- In conjunction with the exhibit, there will be the Beyond Suffrage: 100 Years of Progress Brown Bag Luncheon on Saturday, January 11, 2020, from 12:30 PM - 1:30 PM. Rosalie Martinez will present on her experiences as a teacher and principal in Fort Lupton and the challenges she faced.

Erie

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	<ul style="list-style-type: none"> • In January, Erie will join Lincoln Park and Carbon Valley in offering the free Virtual Legal Self-help clinic • January 13th, 6 p.m. - Short Film Festival, showing: Animated Short: <i>Bao</i>; Live Action Short: <i>Skin</i>; Documentary Short: <i>Period. End of Sentence</i> • Thursday January 16th 5 p.m. Beginning meditation for adults • Fridays in February through April 15th, AARP will provide Tax help from 10:30 a.m. – 4:00 p.m. <p>Lincoln Park</p> <ul style="list-style-type: none"> • Two new series will begin in 2020: <ul style="list-style-type: none"> ○ “Watch the World in 3D” will be presented on the last Friday of the month at 11:30 am. The first travel adventure movie will be “Wild Africa” ○ Studio Creations #shareyourmusic will begin on February 5 and run weekly for eight weeks. Take Note Colorado is providing instructors who will begin with basic skills instruction for Sound Trap and song writing. The participants will share their compositions at the last session and convert their songs into a format to take home.
<p>CRM Manager: James Melena</p>	<ul style="list-style-type: none"> • 2020 Census promotion. Newsletter articles, social media posts, Video interviews at Immigrant and Refugee Center • Completed Signature Author video
<p>Collection Development Manager: Jordana Vincent</p>	<ul style="list-style-type: none"> • Completed weeding training. New process begins 1/1/20. • Had final meeting with state about uploading data to DPLA. • First upload to DPLA will be in January.
<p>Facilities Manager, Bob Arellano</p>	<ul style="list-style-type: none"> • Roof repairs completed throughout the District except for Farr which is almost completed. • Erie expansion project – ongoing. • New downtown location purchase – ongoing. • New Kersey location – ongoing. • Replacing facilities truck scheduled for early January. • RFP’s for hiring security guard services for Lincoln Park and Centennial Park libraries. • Bed bugs confirmed at CP, professionally sprayed work areas. • Creating schedules to take over maintenance, service and cleaning of all out reach vehicles. • Hiring a new facilities tech for Greeley areas. • Potentially changing cleaning services at Erie, Carbon Valley and Kersey libraries. • Working with Tony transitioning out of Facilities department and Marjorie and Rosa taking over facilities department. • Adding work spaces for new associate directors including new staff.

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<p>Finance Manager: Natalie Wertz</p>	<ul style="list-style-type: none"> • Submitted budget to Colorado Department of Local Affairs, the Weld County Commissioners, and the member library directors. Submitted budget for GFOA Distinguished Budget Presentation Award. • Submitted mill levy certifications to Weld County Assessor and Boulder County Assessor. • Worked with Human Resources on transition to Basic for FSA and HSA plan administration for 2020. • Participated in webinar from PFM (investment advisor for CSIP) on Annual Economic and Financial Markets.
<p>Foundation Director: Abby Yeagle</p>	<ul style="list-style-type: none"> • Strategic Plan: Literacy – increase awareness of the ways in which literacy builds a stronger community <ul style="list-style-type: none"> ○ 2019 Writer in Residence Laura Brashear held her program on journaling for teens at the Ft Lupton Public and School Library. 31 local teens attended. ○ The application for the 2020 residency opened January 6th • Operations: Events <ul style="list-style-type: none"> ○ The Foundation had our most successful Colorado Gives Day yet, raising a total of \$4,755.69.
<p>Human Resources Associate Director: Eric Ewing</p>	<p>Unity - Building Leaders: Under the SKILLS concept, the Leadership Learning Plan is anchored by the following competencies:</p> <ul style="list-style-type: none"> • Communication • Change Management • Team Building • Collaboration & Partnerships • Emotional Intelligence • Problem Solving • Evidence-based Decision Making • Conflict Resolution • <p>These competencies, as defined by the Library Leadership and Management Association (LLAMA), a division of the American Library Association (ALA), can be applied across roles, career stages and library types.</p> <p>Employees will utilize advice from their Supervisor to self-assess capabilities followed by constructing a learning path to strengthen knowledge, skills, and abilities in targeted areas. Employees will need to satisfy certain credit hour requirements and receive Supervisor recommendation to obtain and keep HPLD Leader status.</p>
<p>IT & Innovation Manager: Susan Staples</p>	<ul style="list-style-type: none"> • Operational & Strategic Work Updates: <ul style="list-style-type: none"> ○ Carbon Valley & Erie – trained and provide SmartBadge units (phase II testing)

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	<ul style="list-style-type: none">○ Facilities & CRM – trained on new work management system. Go live dates set in January.○ Security training for all HPLD staff in process to be shared in Q1 2020
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