



**BOARD OF TRUSTEES
Regular Session Monday
February 10, 2020
Farr Regional Library
1939 61st Ave., Greeley, CO
80634 5:00 p.m.**

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - A. December 9, 2019 Regular Session Minutes
 - B. December 9, 2019 Executive Session Minutes
 - C. January 13, 2020 Regular Session Minutes
 - D. January 27, 2020 Special Session Minutes
 - E. January 27, 2020 Executive Session Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Draft MOU United Way of Weld County (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Draft RFP for Architect for the Tribune Bldg. (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Oath of Office & Ethics Policy (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Discussion Regarding Devices/ Emails (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Foundation Committee Members (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.6 IGA Meeting Committee (Action) – Dr. Matthew Hortt, HPLD

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda, March 16th – 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 meetings:

March 16th, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Eaton Public Library
132 Maple Ave., Greeley, CO 80615



BOARD OF TRUSTEES
DRAFT MINUTES: Regular Session
Monday, December 9, 2019
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
6: 00 p.m.

1.0 OPENING OF MEETING 6:09 p.m.

1.1 Roll Call and Pledge of Allegiance

Guests; Bill Garcia, Donovan Gibbons, Brenda Carns. Terri Redden and Dan Spykstra

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ At Large Trustee: Bob Grand
Region 1: Trustee John Damsma
Region 2: Trustee Gerri Holton
Region 4: Trustee Mary Roberts
Region 6: Trustee Joyce Smock

Staff; Dr. Matthew Hortt, Abby Yeagle, Marjorie Elwood, Rosa Granado. Tony Brewer, Natalie Wertz, James Melena, Brittany Raines, Rick Medrano and Kathy Webb

Chairman Poncelow 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: Trustee Roberts moved to approve the agenda as presented

SECOND: Vice-Chair Heberlee

VOTE; Unanimously approved; 7:0

1.3 Approval of Consent Agenda

MOTION: Secretary/ Treasurer Grand moved to approve the Consent Agenda consisting of the following two items;

- A. November 4, Regular Session Meeting Minutes
- B. *Resolution 19-6*, Designated Posting Places

SECOND: Trustee Smock

VOTE; Unanimously approved; 7:0

1.4 Public Comment
No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Martin Luther King Jr. Day (Information Only)

[Dr. Jocelyn Brown](#) called in to address the Board and raise concern about District Board activities scheduled for Martin Luther King, Jr. Day in January 2020.

Discussion was held among the Board and direction was given that the District shall remain open, since a majority of the schools would be closed. The District would provide programming that celebrated the life of Martin Luther King, Jr.

2.2 Adopt the Board Calendar for 2020 (Action)

Dr. Matthew Hортt, HPLD Executive Director presented a proposed Board and District holiday calendar for 2020, taking into account various holidays.

MOTION: Secretary Treasurer Grand adopt the District 2020 Calendar as presented

SECOND: Vice Chair Heberlee
VOTE; Unanimously approved; 7:0

2.3 Full Facility Plan (Action)

Dan Spykstra from Wember Inc. presented his recommendations for a Full District Facility Plan and answered several questions from the Board

MOTION: Trustee Holton moved to adopt the Full Facility Plan as presented

SECOND: Trustee Smock
VOTE; Unanimously approved; 7:0

2.4 Eaton Public Library Owner's Rep Proposal (Action)

Dr. Matthew Hортt, HPLD Executive Director and Dan Spykstra addressed the Board. Brenda Carns, Eaton Library was also present to answer questions.

MOTION: Secretary/ Treasurer Grand moved to approve Eaton's Owner Rep Task Order as presented

SECOND: Trustee Damsma
VOTE; Unanimously approved; 7:0

2.5 Dacono URA (Action)

Dr. Matthew Hортt, HPLD Executive Director introduced Jennifer Krieger whom presented on the Dacono URA and answered questions

MOTION: Vice Chair Heberlee moved to approve the Dacono URA as presented

SECOND: Secretary/ Trustee Grand
VOTE: Approved 6:1. Trustee Holton opposed

2.6 RFP Self Checks (Action)

Dr. Matthew Hортt, HPLD Executive Director presented in this item

MOTION: Trustee Smock moved to approve issuing the RFP for District Self-Checks as presented
SECOND: Trustee Holton
VOTE; Unanimously approved; 7:0

2.7 *Resolution 19-7, Decommission of Bookmobile (Action)*

Natalie Wertz, HPLD Finance Manager presented on the decommission of the Bookmobile and answered questions from the Board, announcing that new Bookmobile had already arrived, and offered the Board to tour the vehicle with Outreach Staff after the meeting

MOTION: Trustee Roberts to approve Resolution 19-7, Decommission of the Bookmobile as presented

SECOND: Trustee Damsma
VOTE: Unanimously approved; 7:0

2.8 *Final Budget Overview (Action)*

Natalie Wertz, HPLD Finance Manager presented to the Board and briefly answered questions.

Chairman Poncelow then Opened Public Hearing on the Budget 7:08 p.m.
No Public Present
Chairman Poncelow close Public Hearing at 7:09 p.m.

1) *A. Resolution 19-8, Adopt Budget*

MOTION: Secretary/ Treasurer Grand *Adopt Resolution 19-8, calling for the 2019 HPLD Board to adopt the budget as presented*

SECOND: Vice Chair Heberlee
VOTE: Unanimously approved; 7:0

2) *B. Resolution 19-9, Appropriate Sums of Money*

MOTION: Trustee Holton moved to adopt Resolution 19-9, allowing for the appropriation of funds as outlined in the presented 2020 HPLD Budget

SECOND: Trustee Smock
VOTE: Unanimously approved; 7:0

3) *C. Resolution 19-10, Set Mill Levy, Weld County*

MOTION: Vice Chair Heberlee motioned to adopt Resolution 19-9, setting the Mill Levy for Weld County as presented in the 2020 HPLD Budget as recommended by Staff

SECOND: Secretary/ Treasurer Grand
VOTE: Unanimously approved; 7:0

4) *D. Resolution 19-11, Set Mill Levy, Boulder County*

MOTION: Trustee Roberts motioned to adopt Resolution 19-10, setting the Mill Levy for Boulder County as presented in the 2020 HPLD Budget, as recommended by Staff

SECOND: Trustee Holton

VOTE: Unanimously approved; 7:0

3.0 DIRECTORS REPORT

3.1 Review Agenda Calendar

Dr. Matthew Hortt, HPLD Executive Director presented DRAFT agenda for January 2020 (See attached, in packet)

3.2 District Updates

Dr. Matthew Hortt, HPLD Executive Director gave a brief overview of District highlights in December 2019 and for early January 2020 (See attached, in packet).

He concluded by wishing everyone wonderful holiday and thanking Staff for all their hard work in the past year. Many changes will be coming in 2020 and he looks forward to the challenge.

3.3 Chairman's Report – Ken Poncelow, Chairman of the Board

A. Executive Director Performance Appraisal Update

Chairman Poncelow reported Board was in the process of completing Dr. Hortt's Performance Appraisal for 2019

B. Chairman Poncelow concluded by thanking Secretary / Treasurer Grand for his service to the District and presented him with a commemorative plaque

C. Bob's Plaque

Light refreshment were served in celebration of Mr. Grands service to the District, sitting on both the Library Foundation and District Boards.

3.0 BOARD COMMENTS

Board Comments were brief, centering on Bob Grands several years of service to the Board

4.0 ADJOURNMENT 7: 27 p.m.

There being no further regular business before this Board,

MOTION: Trustee Roberts made the motion to adjourn

SECOND: Trustee Holton

VOTE: Unanimously approved; 7:0

Approved the 10th of February 2020

HPLD Board Secretary/ Treasurer
Mary Roberts

Recording Secretary
Kathy Webb



BOARD OF TRUSTEES
DRAFT MINUTES: Executive Session
Monday, December 9, 2019
High Plains Library, District Support Services
2650 W. 29th St., Greeley, CO 80631
5:00 p.m.

1.0 OPENING OF MEETING 5:02 pm

1.1. Roll Call and Pledge of Allegiance

Guests; Bill Garcia, Donovan Gibbons, and Jana Caldwell

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ At Large Trustee: Bob Grand
Region 1: Trustee John Damsma
Region 2: Trustee Gerri Holton
Region 4: Trustee Mary Roberts
Region 6: Trustee Joyce Smock

Staff; Dr. Matthew Hortt and Kathy Webb

1.1 Approval of Agenda

MOTION: Secretary/ Treasurer Grand moved to approve the agenda as presented

SECOND: Vice-Chair Heberlee

VOTE; Unanimously approved; 7:0

1.2 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION 5:07pm

2.1 Executive Session for the purpose of;

MOTION: Trustee Smock motioned to go into Executive Session

SECOND: Trustee Roberts

VOTE; Unanimously approved; 7:0

A. §24-6-402(4)(a), C.R.S., Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest

B. §24-6-402(4)(f), C.R.S., Discussions concerning a particular employee, Executive Director Performance Appraisal

The Board recessed from Executive Session at 6:03 p.m. to conclude Regular Business
The Board resumed Executive Session at 7:45pm

3.0 ADJOURNMENT 8:13 p.m.

There being no further business before this Board,

MOTION: Trustee Smock made the motion to adjourn

SECOND: Secretary/ Treasurer Grand

VOTE: Unanimously approved; 7:0

Approved the 10th of February 2020

HPLD Board Secretary/ Treasurer
Mary Roberts

Recording Secretary
Kathy Webb

DRAFT



BOARD OF TRUSTEES
DRAFT MINUTES: Regular Session
Monday, January 13, 2020
Northern Plains Public Library
216 2nd St., Ault, CO 80610

1.0 OPENING OF MEETING 5:03 pm

1.1 Roll Call and Pledge of Allegiance

Led by local youth Jessica Cobb, whom is a frequent visitor to Northern Plains Public Library.

Guests; Brenda Carns, Bill Garcia

Region 3: Ken Poncelow

Region 5: Mary Heberlee

At Large Trustee: Jana Caldwell

Region 1: Trustee John Damsma

Region 2: Trustee Gerri Holton (excused)

Region 4: Trustee Mary Roberts 5:07 pm

Region 6: Trustee Joyce Smock

Staff; Dr. Matt Hortt, Eric Ewing, Marjorie Elwood, Rosa Granado, Brittany Raines, Rick Medrano, Abby Yeagle, James Melena, Kathy Webb

Chairman 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: Vice Chair Heberlee moved to amend the agenda, to strike voting for the Foundation Committee at this time, to be determined at a later date

SECOND: Trustee Smock

VOTE: Unanimously approved; 7:0

1.3 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Introductions (Information)

Dr. Matthew Hortt, HPLD Executive Director made the following introductions,

A. New HPLD Board Members for 2020-2023 Term

1. Ken Poncelow (Region 3)

Trustee Poncelow was reappointed to our Board during his last term. Trustee Poncelow served as our Board Chair and has extensive experience serving on other nonprofit boards including Weld County United Way and the Boys and Girls Club.

Trustee Poncelow is the retired Police Chief for the Fort Lupton Police Department and has worked in law enforcement throughout his career.

2. Jana Caldwell (At-Large)

Trustee Caldwell has extensive experience with education, serving as Director of Communication for McREL and the Colorado Association of School Executives. She also worked as the Coordinator of Communication and a teacher for Weld District 6 Schools.

Trustee Caldwell is also not a stranger to Boards and non-profits. Working with High Plains Chautauqua, Community Radio of Northern Colorado, the Success Foundation and Greeley Chorale. She holds a Master's Degree in Psychology, Counseling and Guidance from UNC and is a self-proclaimed, cheerleader for libraries.

B. New HPLD Associate Directors of Public Services

Dr. Hortt indicated that he is still working on the division of duties, but for the time being, Marjorie will be working with our Library Branches and the patrons we see on a daily basis. Rosa will be working to reach those who do not visit a physical library and developing new patrons throughout the district.

1. Marjorie Elwood (Branch Services)

Marjorie brings multinational library experience, working at libraries in Canada, Wyoming and Colorado. Marjorie most recently worked as our Library Manager for the Carbon Valley Regional Library and was in that position for 5 years. Marjorie is an artist and has brought that creativity to all the projects she has worked on for the High Plains Library District.

2. Rosa Granado (Community Engagement)

Rosa brings experience as an educator, teaching in Zuni, NM and Milliken. In addition, she has worked her way up through the ranks at the District as a Page, Library Associate and Outreach Manager. Rosa has passion for working with our underserved population and has excelled in the positions she has held.

2.2 Election of Board Officers (Action)

Dr. Matthew Hortt, HPLD Executive Director led the District Board through elections for their Executive Offices for 2020

A. Chair

Mary Heberlee nominated Ken Poncelow as Chairman, seconded by Joyce Smock

MOTION: Mary Roberts made the motion to appoint Ken Poncelow as Chair of the High Plains Library Board for 2020

SECOND: Jana Caldwell
VOTE: Unanimously approved, 7:0

B. Vice-Chair

Mary Roberts nominated Mary Heberlee as Vice-Chair, seconded by Joyce Smock

MOTION: Mary Roberts nominated Mary Heberlee as Vice-Chair of the High Plains Library Board for 2020

SECOND: Joyce Smock

VOTE: Unanimously approved, 7:0

C. Secretary/ Treasurer

MOTION: Mary Heberlee nominated Mary Roberts as the Secretary/ Treasurer of the High Plains Library Board for 2020

SECOND: Joyce Smock

VOTE: Unanimously approved, 7:0

2.3 Selection of Board Committees (Action) – Dr. Matthew Hорт, HPLD Executive Director

~~A. Foundation~~ Tabled

B. Finance

MOTION: Vice Chair Heberlee nominated Mary Roberts as Board Secretary/ Treasurer, Trustee Smock added Trustee Holton's name to the committee

SECOND: Secretary/ Treasurer Roberts seconded the motion

VOTE: Unanimously approved, 7:0

C. Board Selection Committee Member for 2021- 2024 Term

MOTION: Mary Roberts nominated Trustee Caldwell to be the second voting member, in addition to the Vice-Chair for the Board Selection Committee

SECOND: Trustee Smock

VOTE: Unanimously approved, 7:0

2.4 ADA Clause for Contracts (Action)

Bill Garcia, Legal Counsel answered questions about the proposed ADA clause before the Board which would require all contractors with the District to follow all applicable federal and state laws including the ADA.

MOTION: Secretary/ Treasurer Roberts moved to adopt the clause to add to all contracts, MOUs and IGAs moving forward

SECOND: Vice Chair Heberlee

VOTE: Unanimously approved, 7:0

2.5 Mission & Vision Update (Information) – James Melena, Community Relations & Marketing Manager

Dr. Hорт introduced Mr. Melena who briefly worked with the Board to update the District's current Mission & Vision Statements.

Further Discussion would be held in two weeks at the District Work Session.

3.0 DIRECTORS REPORT

- 3.1** Review Draft Agendas, January 27th– Dr. Matthew Hortt, HPLD Executive Director
(See Attached, In Packet)

Dr. Hortt elaborated on the Board Training which would cover an oath of office, ethics policy Colorado Open Records Act, a district calendar and further discussion regarding the Foundation

- 3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director
(See Attached, In Packet)

Dr. Hortt reviewed District updates by Department and library location, highlighting events that tied to the celebration of Martin Luther King, Jr. Day

3.0 BOARD COMMENTS

Region 3: Ken Poncelow Chairman voiced his excitement for the new Associate Directors, new Board and the projected growth in the coming year

Region 5: Mary Heberlee looks forward to the coming year as well

Region 4: Trustee Mary Roberts is looking forward to many projects and seeing if Staff is able to coordinate a central office to handle major holidays, celebratory months, programs and District initiatives

Region 1: Trustee John Damsma stated how nice it was to visit Ault and looks forward to all the exciting changes, including the innovation Center

Region 2: Trustee Gerri Holton welcomed Staff and the new Board members, stating that together she is assured we will accomplish great things

Region 6: Trustee Joyce Smock stated that she is also looking forward to the coming year, applauding Staff's efforts so far.

At Large Trustee: Jana Caldwell thanked Staff and the Board for the warm welcome and looks forward to serving, traveling throughout and representing the entire District in 2020 and in the future.

4.0 ADJOURNMENT 5:57 p.m.

There being no further regular business before this Board,

MOTION: Trustee Caldwell motioned to adjourn

SECOND: Vice-Chair Heberlee

VOTE: Unanimously approved, 7:0

Approved the 10th of February 2020

HPLD Board Secretary/ Treasurer
Mary Roberts

Recording Secretary
Kathy Webb



BOARD OF TRUSTEES
DRAFT MINUTES: Special Session
Monday January 27, 2020
Farr Regional Library 1939 61st Ave.,
Greeley, CO 80634 4:00 p.m.

1.0 OPENING OF MEETING 4:10 p.m.

1.1 Roll Call and Pledge of Allegiance

Guests; Bill Garcia, legal counsel

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ Region 4: Mary Roberts
Region 1: Trustee John Damsma
Region 2: Trustee Gerri Holton
At Large: Jana Caldwell
Region 6: Trustee Joyce Smock all

Staff; Dr. Matt Hortt, Eric Ewing, Brittany Raines, Rick Medrano, Natalie Wertz, Tony Brewer, Kathy Webb and Rosa Granado

Chairman Poncelow read the following excerpt from the Trustees Ethics Policy:

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: Trustee Caldwell moved to delay voting on the consent agenda items; the Board Recording Secretary has been out with illness.

SECOND: Trustee Roberts

VOTE: Unanimously Approved; all

~~**1.3 Approval of Consent Agenda**~~

~~**A. December 9, 2019 Regular Session Minutes**~~

~~**B. December 9, 2019 Executive Session Minutes**~~

~~**C. January 13, 2020 Regular Session Minutes**~~

1.4 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Decommission of Vehicle (Action)

Natalie Wertz, HPLD Finance Manager presented on this matter, bringing forth Resolution 20-10 the Decommission of the 2007 GMC Facility vehicle

MOTION: Trustee Roberts moved for the HPLD Board to adopt Resolution 20-01 as presented

SECOND: Trustee Holton

VOTE: Unanimously Approved; all

2.2 Signature Author Event Video (Information)

James Melena, Community Relations & Marketing Manager presented a marketing video to the Board, highlighting the Signature Author Event from the fall of 2019.

Chairman Poncelow suggested the District be more inclusive of the member library service areas and consider providing extra tickets if necessary, so it is no longer a Greeley focused event. He would like partnerships with r with other Districts or other entities/ agencies along the Front Range.

Trustee Caldwell suggested further collaborations with Colorado Humanities

2.3 Mission & Vision Discussion (Information)

James Melena, Community Relations & Marketing Manager led the Board through previous iterations of a working Mission Statement for the District; after much discussion

MOTION: Trustee Roberts proposed adopting *Helping Build Community*, as the Districts Mission Statement with the ability to interject qualifiers or capitalize the "UNITY" in Community for expanded marketing potential when appropriate

SECOND: Trustee Damsma

VOTE: Unanimously Approved; all

MOTION: Trustee Damsma moved to adopting the District Vision, High Plains Library District has access to answers for every question

SECOND: Trustee Roberts

VOTE: 5:2 with Trustees Smock and Caldwell voting against

Trustee Roberts suggested that the District consider a press release, for the new Mission & Vision Statements to be put on banners for All Staff Day. Remaining Board further suggested changing vehicle wraps, nametags, etc. to reflect the change.

2.4 Oath of Office (Action)

Dr. Matthew Hortt, HPLD Executive Director approached the Board with the idea of taking an oath of office administered by legal counsel at the next Board meeting.

After some discussion, it was decided that the provided statements would be written on ceremonial certificates and again provided to the Board to sign. The Certificates would then be framed and offered back to them as a gesture of appreciation for their service on the Board. Therefore, this item was tabled until the February 10, 2020 meeting.

2.5 Signing of Ethics Policy (Action)

Dr. Matthew Hорт, HPLD Executive Director provided the Board with a current 2020 Ethics Policy. It has been the tradition of the Board to sign the District Ethics Policy annually for the purpose of transparency.

After some discussion between Staff and the Board, it was determined that the District Board's Ethic Policy and Oaths of Office would be uploaded onto the District website as it undergoes a refresh as to ensure public accountability

Trustee Caldwell wanted to make sure the policy included a conflict of interest clause.

Dr. Hорт then read the Ethics Policy into record, and had them sign the statements;

MOTION: Vice Chair Heberlee moved to adopt the 2020 HPLD Trustee Ethics Policy as presented

SECOND: Trustee Holton

DISCUSSION was held at the urging of Trustee Damsma in regard to change to correct some grammatical changes.

VOTE: Unanimously Approved; all

2.6 Board Responsibilities (Information)

Dr. Matthew Hорт, HPLD Executive Director presented to the Board on the topics of Colorado Open Records Act, Open Meeting Law and Colorado Library Law to give an overview of Trustees responsibilities. Mr. Garcia was on hand to answer further questions from the Board.

Direction was given to receive clarification on email retention and discussion about Board devices.

3.0 ADJOURNMENT 6:03 pm

There being no further regular business before the Board,

MOTION: Trustee Roberts moved to adjourn the meeting

SECOND: Trustee Damsma

VOTE: Unanimously Approved; all

Approved the 10th of February 2020

HPLD Board Secretary/ Treasurer
Mary Roberts

Recording Secretary
Kathy Webb



BOARD OF TRUSTEES
DRAFT MINUTES: Executive Session
Monday January 27, 2020
Farr Regional Library 1939 61st Ave.,
Greeley, CO 80634 5:00 p.m.

1.0 OPENING OF MEETING 6:12 p.m.

1.1 Roll Call

Guests; Bill Garcia, legal counsel

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ Region 4: Mary Roberts
Region 1: Trustee John Damsma
Region 2: Trustee Gerri Holton
At Large: Jana Caldwell
Region 6: Trustee Joyce Smock

Staff; Dr. Matthew Hortt and Kathy Webb

1.2 Approval of Agenda

MOTION: Trustee Roberts
SECOND: Trustee Damsma
VOTE: Unanimously approved; 7:0

1.3 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION 6:14 p.m.

2.1 Executive Session for the purpose of;

MOTION: Trustee Damsma moved to proceed into Executive Session at
SECOND: Trustee Roberts
VOTE: Unanimously approved; 7:0

- A.** §24-6-402(4)(a), C.R.S., Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest
- B.** . §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.
- C.** §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.

Executive Session Concluded at **7:57 pm**

3.0 ADJOURNMENT 7:59 p.m.

There being no further business before the Board,

MOTION: Vice Chair Heberlee moved to adjourn

SECOND: Secretary/ Treasurer Roberts

VOTE: Unanimously approved; 7:0

Approved the 10th of February 2020

HPLD Board Secretary/ Treasurer
Mary Roberts

Recording Secretary
Kathy Webb

DRAFT

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject: MOU United Way of Weld County
Presented by: Dr. Matthew Hорт, Executive Director
Recommendation: Approve and sign MOU

Background

The High Plains Library District and United Way of Weld County have partnered on many projects over the years for the betterment of the Community. The District current work with United Way is focused on collective impact. As the partnership has expanded, Staff of both organizations are recommending a formalization of the partnership through an MOU.

Considerations

- The join effort is focused on building a better Weld County
- The MOU has been reviewed and approved by the District Legal Counsel

Recommendation

Staff recommend the Board approve and sign the MOU.

COLLECTIVE IMPACT MEMORANDUM OF UNDERSTANDING

PLEASE SEND SIGNED MOU BY POSTAL MAIL OR EMAIL OR FAX TO:
Serita Randall – United Way of Weld County, PO Box 1944, Greeley, CO, 80632
Serita@UnitedWay-Weld.org – 970-353-4738 (fax)

This Memorandum of Understanding (MOU) establishes an agreement between The United Way of Weld County (“United Way”) and the High Plains Library District (“HPLD”) to improve education, health, and financial stability outcomes in Weld County, Colorado, in the focus areas of Early Childhood Development, Youth Success, Household Stability, and Older Adults & Healthy Aging utilizing the methodology of Collective Impact.

Defined by authors John Kania and Mark Kramer as, “the commitment of a group of important actors from different sectors to a common agenda for solving a specific social problem,” the Collective Impact method includes five characteristics: 1) Common Agenda, 2) Shared Measurement, 3) Mutually Reinforcing Activities, 4) Continuous Communication, and 5) Backbone Support. In many local areas in the United States and throughout the world, the practice of Collective Impact has led to improvements in the lives of tens, if not hundreds, of millions of our most at-risk and vulnerable community members. To this end, through signing this MOU the parties commit to the pursuit of a better Weld County for everyone through participating in and practicing Collective Impact, while acknowledging that often-times Collective Impact efforts require five, 10, or more years of involvement and activity to bring about the desired community-wide improvements.

The United Way and HPLD AGREE TO:

- Participate in and commit to a shared practice of the Collective Method (see above for description).
- Recognize the autonomy of each organization in determining the nature and scope of its own philosophy, mission, and goals and the supportive programmatic and promotional activities in which it engages, trusting that we all are working towards the shared ends to which we have agreed.
- Support other fellow MOU signing organizations in the pursuit of their own philosophy, mission, goals, and programmatic and promotional activities. To this end, all organizations are strongly encouraged to participate in annual United Way of Weld County (“United Way”) fundraising efforts through an employee campaign or other activity, recognizing that funds raised in partnership with United Way will accelerate Weld County-focused Collective Impact efforts as we resource one another through United Way. United Way staff will provide ideas and support to organizations that participate in annual United Way fundraising efforts.
- Work with fellow MOU signing organizations and other community agencies in meeting human care needs, preventing duplication of services, and promoting high standards of performance.
- Share aggregate, non-personal identifying data on external measurement systems put in place to support the Collective Impact process for the focus area(s) in which the organization is participating (see Attachment A).

- Integrate into their own organization’s program measurement systems and report on one or more Intermediate Measures for a specific program in one or more Domains of Activity that have been established by the Collective Impact focus area(s) in which the organization is participating (see Attachment A).
- Report applicable programming Outputs, Short- and Intermediate-term Outcomes, and other relevant data to the Thriving Weld Dashboard (www.thrivingweld.com) at least annually or as frequently as agreed upon by the Collective Impact focus area strategic planning group(s) with which the parties are involved.
- Report applicable programming Beneficiaries to the Thriving Weld Dashboard annually—including program participant geographic location, gender, age, ethnicity, poverty status, successes, challenges, collaborators, evidence/evaluation, and contact information as allowed under Federal and State law.
- Appoint a representative with decision-making authority or who is a direct report to an organizational decision maker to regularly attend and participate in regular meetings of the Collective Impact focus area strategic planning group(s) with which the organization is involved. Regular attendance is considered 85% of all meetings on an annual basis.
- As is reasonable, be guided by the discussions, decision making, activities, etc., of the Collective Impact focus area strategic planning group(s) with which the organization is involved.
- Participate in the creation and operation of shared systems for needs assessment, program delivery, data collection, performance measurement, etc. of target population(s).
- Participate in the pursuit of and application for monetary and other resources that will benefit multiple Collective Impact process organization participants as well as the backbone organization role.
- If applicable, make wise and maximum use of resources that have been committed to the HPLD by United Way of Weld County and/or other resourcers. United Way resourced agencies shall agree to the contents of “Attachment B: United Way Resourced Programming.” Attachment B does not apply to non-United Way resourced organizations.
- Adhere to all compliance measures of the USA Freedom Act (see Attachment C).

FURTHERMORE IT IS MUTUALLY UNDERSTOOD:

NONPROFIT STATUS AND ACTIVITIES – The Parties are, and while a signatory to this MOU shall remain, a 501(c)3 nonprofit organization or have other nonprofit status such as governmental entity, faith-based organization, or educational institution, and be engaged in offering human services activities.

DELINEATION OF RELIGIOUS AND POLITICAL PURPOSES – If an organization operates under religious or political auspices, it shall clearly distinguish both in its budget and program services a distinction between its religious services or political activities and those of a human services-related nature.

ACCREDITATION – If the signatory organization is a nonprofit organization, the organization is encouraged to achieve Better Business Bureau Wise Giving Alliance accreditation within six months of the signing of this MOU and/or maintain accreditation through the timely filing of an annual update with the Better Business Bureau. If the signatory organization is not a nonprofit organization, the organization is encouraged to achieve comparative accreditation for its type of organization, e.g. governmental, educational, etc.

GOVERNMENTAL REGULATIONS – The parties agree to operate under all state and federal regulations, as appropriate, including, as applicable, being registered with the Colorado Secretary of State as an agency in good standing, being registered under the Colorado Charitable Solicitation Act, meeting Sarbanes Oxley requirements, meeting USA Freedom Act requirements, etc. Organizations shall operate within the limits of their founding legal and other documents (Articles of Incorporation, By-Laws, Form 1023, etc.); disclosure requirements; lobbying restrictions; substantiation of charitable contributions; anti-discrimination policy; employment laws and employment reporting; annual financial reporting requirements; operation of bingo and raffles; etc. If the organization is a 501(c)3 an annual IRS Form 990 must be completed.

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). The parties agree 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 the other party’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 Indemnitees.

LIABILITY AND FIDELITY INSURANCE – The parties shall carry all appropriate insurance including liability insurance and fidelity bond coverage, with at least \$1 million minimum in coverage.

PERMISSION TO USE NAMES AND BRAND LOGOS – The Parties grant each other permission to use, exhibit, and publicize the names and logos of the other Party when what is being promoted are the Collective Impact-related efforts agreed to with this MOU.

OPENNESS TO CHANGE – While MOU signing organizations do not need to alter their regular operations to participate in a Collective Impact process, changes in the ways that we deliver programming will occur naturally over time in order to achieve our community-wide goals. Participant organizations are open to this change and will refrain from a “take it or leave it, this is what we do and this is the way that we do it” attitude in offering their programming.

COMMITMENT TO DIRECT COMMUNICATION – The parties commit to bring process, fairness, appropriateness, funding, and other concerns directly to participating organizations and the focus area strategy groups rather than making their case for change through community leaders, local media, elected officials, social media, and other third parties that are not regularly involved in the Collective Impact process.

NOTIFICATION OF LEGAL ACTION – If a party becomes involved in a legal action, the other party shall be notified that the legal situation exists and informed of any publicly available information that might impact the organization’s participation in the Collective Impact effort in a timely manner.

CHANGE OF LEADERSHIP – If a party has a change in president/CEO or executive director, the other party shall be notified in a timely manner.

NOT A FUNDING COMMITMENT – This MOU does not imply the offering or receipt of funding or resourcing.

DURATION AND WITHDRAWAL FROM MOU – This MOU is at-will and may be modified by mutual consent of the parties. It shall become effective upon signature and will remain in effect in perpetuity until modified or terminated. Either party may end their participation with this MOU with 45 days’ notice by informing the other party by paper or electronic means.

MOU SIGNING ORGANIZATIONS – HPLD recognizes partnership with specific organizations that have also signed the MOU with United Way for the Collective Impact project as outlined above. Organizations HPLD recognizes are listed in Attachment D which will be reviewed and updated by HPLD quarterly while this MOU is in place. The continually updated list of organizations that have signed a Collective Impact MOU and their selected focus areas is located at www.unitedway-weld.org/collectiveimpact will be referenced for updating the attachment.

AUTHORITY OF SIGNATORIES – The parties warrant that they possess the legal authority to enter into this MOU and have taken all actions required by their organization’s procedures, By-Laws, and/or applicable laws to exercise this authority and to lawfully authorize its undersigned signatory to execute this MOU and to bind the organization to its terms. The person executing this MOU on behalf of the party warrants that such persons have authorization to execute this MOU.

DATED this _____ day of _____ 20____

Organization Name

Mark Organization’s Collective Impact Focus Area Involvement (1 or more may be selected)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Early Childhood Development | <input checked="" type="checkbox"/> Youth Success |
| <input checked="" type="checkbox"/> Household Stability | <input checked="" type="checkbox"/> Older Adults & Healthy Aging |

Primary Ongoing Organizational Contact:

Elena Rosenfeld

Name

erosenfeld@highplains.us

Email

970-506-8567

Phone

Signed:

Board Chair or Authorized Agent—*sign and print name*

Executive Director/President/CEO—*sign and print name*

THE UNITED WAY OF WELD COUNTY

Primary Ongoing Organizational Contact:

Name

Email Phone

Signed:

Board Chair or Authorized Agent—*sign and print name*

Executive Director/President/CEO—*sign and print name*

ATTACHMENT A

COLLECTIVE IMPACT FOCUS AREA SHARED DECISIONS

Focus Area	Early Childhood Development	Youth Success	Household Stability	Older Adults & Healthy Aging
Overall Goal	Children read at grade level by the beginning of fourth grade	Connect youth to a living wage career by age 25	Households attain and maintain stable housing	Older adults age in place and transition easily to assisted living
Community-Wide Measurable Goals	<ul style="list-style-type: none"> % of families insured and accessing care % of children ready for Kindergarten % of children reading at grade level by 4th Grade % of families evidencing self-sufficiency 	<ul style="list-style-type: none"> % of youth scoring at grade level in middle-grade math % of youth graduating high school % of youth showing personal resilience % of youth achieving post-secondary enrollment or connection to workforce % of youth getting post-secondary degree 	<ul style="list-style-type: none"> # of evictions/year % of owner-occupied housing # of families living temporarily doubled-up % w/ bankable credit score % of adults with banking relationship % of families with \$1000 in savings 	<ul style="list-style-type: none"> % increase in community information % increase in community design & land use % increase in health & wellness % increase in community & belonging % increase in productive activities
Target Population	<p>A child (age 0-8) must be experiencing one or more of the below risk factors:</p> <ul style="list-style-type: none"> DHS-involved Court-involved First-time parents Household income @ 200% of federal poverty level or less Differently-abled Ethnic minority member Adverse Childhood Experiences (ACE) – Personal: physical abuse, verbal abuse, sexual abuse, physical neglect, and emotional neglect; Family-related: alcoholic parent, caregiver is victim of domestic violence, incarcerated family member, family member with mental illness, disappearance of caregiver through divorce, death or abandonment Primary language other than English 	<p>A youth (age 9-25) must be experiencing one or more of the below risk factors:</p> <ul style="list-style-type: none"> Behavioral health challenge or disorder Court-involved (including juvenile court) Disability Dropped out of high school Experience of homelessness in the last 12 months Experience of loss or trauma First Language is Not English (FLNE) Habitual truancy Ineligible for participation in extra-curricular activities per Article 17 of the Colorado High School Activities Association bylaws Involvement with drugs, alcohol, or tobacco LGBTQ+ Low-income household Not begun a postsecondary program or found gainful employment within 6 months of high school graduation Not found gainful employment within 6 months of postsecondary credential attainment Pregnant or parenting Single-parent household Victim of abuse or neglect 	<ul style="list-style-type: none"> Homeless – Households lacking a fixed/permanent, regular, and adequate nighttime residence. Instability – Households that are experiencing stress-inducing reliance on emergency services for food, clothing, shelter, and/or health care. Paycheck-to-Paycheck – Households where salary is predominantly devoted to expenses with little to no emergency savings or room for error. Stability – Households relying on government or other ongoing assistance to meet basic needs of food, clothing, shelter, and/or health care. 	<ul style="list-style-type: none"> Age 60+ Income that is ≤ 200% of federal poverty rate
Domains	<ul style="list-style-type: none"> Family Support & Education Early Learning & Development Health & Well-Being Community Awareness & Advocacy 	<ul style="list-style-type: none"> Positive Relationships with Adults Education, Workforce Readiness & Life Skills Physical, Emotional & Mental Well-Being Elevate Youth Voice & Community Engagement 	<ul style="list-style-type: none"> Homeless Instability Paycheck-to-Paycheck Stability 	<ul style="list-style-type: none"> Community Information Community Design & Land Use Health & Wellness Community & Belonging Productive Activities
Domains w/ Intermediate Measures	<p>Family Support & Education</p> <ul style="list-style-type: none"> % of families reporting or exhibiting knowledge and the capacity to support children's healthy development and learning % of families reporting having a safe and stable home environment % of children reporting having a trusted adult relationship <p>Early Learning & Development</p> <ul style="list-style-type: none"> % of family/caregivers/early childhood professionals who have knowledge of basic childhood development, can identify developmental delays early, and can refer to applicable resources % growth in training and sustaining early childhood workforce % increase in availability of early childhood and preschool services—slots and quality <p>Health & Well-Being</p> <ul style="list-style-type: none"> % of pregnant women access prenatal care in the first trimester and throughout pregnancy % of mothers breastfeeding for first 6 months of baby's life % of children receiving regular well-child visits based on developmental stage/age <p>Community Awareness & Advocacy</p> <ul style="list-style-type: none"> % of public that knows of the importance of the early childhood period of life % of public that is aware of the Road Map 4 Kids and 2-1-1 % of Weld County companies/organizations that support family-friendly practices % of community partners that are referring families and caregivers to the Road Map 4 Kids 	<p>Positive Relationships with Adults</p> <ul style="list-style-type: none"> % of vulnerable youth in relationship with one caring adult % of vulnerable youth improving on a scale of vulnerability % of vulnerable youth with access to programs provided within this (and other?) domains # of agencies working collaboratively to make connections between vulnerable youth and caring adults <p>Education, Workforce Readiness & Life Skills</p> <p>Age 9-16</p> <ul style="list-style-type: none"> % of students who earn passing grades in core subjects <p>Age 17-22</p> <ul style="list-style-type: none"> % of students who have financial literacy and bank account at graduation % of young adults who obtain life skills and develop essential work maturity skills to acquire and retain employment for 6 months <p>Age 23-25</p> <ul style="list-style-type: none"> % of young adults who make a living wage <p>Physical, Emotional & Mental Well-Being</p> <ul style="list-style-type: none"> % of youth with connectedness to other youth, an adult, or their community % of youth with improved empowerment (strength and confidence) % of youth with positive coping skills # of youth involved in extra-curricular activities (plus beyond sports) <p>Elevate Youth Voice & Community Engagement</p> <ul style="list-style-type: none"> % of youth volunteering 20+ hours per year % of agencies providing volunteer opportunities for youth (mentoring, program delivery, etc.) % of organizations including youth in decision making by serving on a governance or advisory board (city council, nonprofit board, etc.) 	<p>Homeless</p> <ul style="list-style-type: none"> % of households who have maintained housing for 6 months following an experience of homelessness % of households experiencing homelessness re-housed within 45 days % of households who have maintained or increased income (benefits, employment, etc.) to an amount that can sustain housing <p>Instability</p> <ul style="list-style-type: none"> % of households with access to reliable transportation % of households who have maintained housing for 6 months after receiving an emergency service % of households who have a plan for achieving stability <p>Paycheck-to-Paycheck</p> <ul style="list-style-type: none"> % of households spending less than 30% of income on housing-related expenses % of households with adults enrolled in education or job training % of households who no longer require public assistance % of households who have increased savings <p>Stability</p> <ul style="list-style-type: none"> % of households who have sufficient income/benefits to meet household-related expenses % of households who are reducing non-mortgage debt % of households with adults enrolled in education or job training 	<p>Community Information</p> <ul style="list-style-type: none"> # of Information and Assistance contacts through AAA % of people who know about Weld County Area Agency on Aging % of older adults who feel they have awareness of community resources <p>Community Design & Land Use</p> <ul style="list-style-type: none"> % of older adults reporting having no problems with accessing safe and affordable transportation % of older adults who report adequate availability of suitable and affordable housing % of Weld County municipalities that have taken older adult needs into consideration when establishing/revising building codes, design standards, community plans, etc. % of people open to shared housing <p>Health & Wellness</p> <ul style="list-style-type: none"> % of older adults who feel current living situation allows them to stay independent % of older adults who have an annual physical health wellness check % of older adults who have an annual dental health wellness check % of older adults reporting good or excellent overall mental/emotional well-being % of older adults who eat 5 or more fruits/vegetables per day % of older adults with access to affordable, quality food <p>Community & Belonging</p> <ul style="list-style-type: none"> % of older adults who feel they live in a safe and pleasurable neighborhood # of older adults who volunteer with or are involved in a civic/faith-based organization or frequent a local senior center where they feel valued and respected % of older adults spending time each week with an individual or group with whom they have a significant relationship <p>Productive Activities</p> <ul style="list-style-type: none"> % of older adults who vote in local elections % of older adults who feel their input influences the decision making of government and other local leaders % of caregivers who feel overwhelmed or exhausted when caring for another person % of older adults who have friends or family they rely on for assistance

ATTACHMENT C

ANTI-TERRORISM COMPLIANCE AGREEMENT

In compliance with the USA PATRIOT Act, USA FREEDOM Act, and other counterterrorism laws, United Way of Weld County requires that each participating agency certify the following:

"I certify on behalf of the High Plains Library District [organization name] that all funds and donations—including United Way—will be used in compliance with all applicable antiterrorist financing and asset control laws, statutes, executive orders, and compliance measures."

USA PATRIOT Act and USA FREEDOM Act Compliance Measures

- This organization is not on any Federal terrorism watch lists.
- This organization does not, will not, or has not knowingly provided financial, technical, in-kind, or other material support or resources to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.
- This organization does not, will not, or has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.
- This organization does not, will not, or has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds to carry out terrorism or to support foreign terrorist organizations.
- This organization does not re-grant funds..
- This organization takes reasonable affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.
- This organization takes reasonable steps to certify against fraudulent use of resources within the limits of Colorado Library Law C.R.S. [§ 24-90-119](#). -

Board Chair or Authorized Agent Date

Print Name

Executive Director/President/CEO Date

Print Name

ATTACHMENT D

COLLECTIVE IMPACT PARTNER ORGANIZATIONS

Organization	Early Childhood	Youth Success	Household Stability	Older Adults
60+ Ride				x
A Woman's Place		x	x	
Boy Scouts of America, Longs Peak Council		x		
Boys & Girls Clubs of Weld County		x		
Brigit's Bounty Community Resources		x		
Carbon Valley Help Center			x	
Catholic Charities			x	x
City of Greeley		x		x
Community Grief Center		x		x
Envision	x	x		
Girl Scouts of Colorado		x		
Greeley Dream Team		x		
Greeley Transitional House			x	
Greeley-Weld Habitat for Humanity			x	
Habitat for Humanity of the St. Vrain Valley				x
Hope @ Miracle House			x	
"I Have a Dream" Foundation of Boulder County		x		
Immigrant and Refugee Center of Northern Colorado			x	
Jobs of Hope		x		
Life Stories Child & Family Advocacy	x	x		
Lutheran Family Services Rocky Mountains	x			
Meals on Wheels of Greeley				x
North Range Behavioral Health	x			
Northern Colorado Youth for Christ			x	
Partners Mentoring Youth		x		
SAVA Center		x	x	
Shiloh House		x		
Soccer Without Borders		x		
United Way of Weld County	x	x	x	x
University of Northern Colorado			x	

Weld County Department of Human Services	x	x	x	x
Weld County Department of Public Health and Environment	x			x
Weld Food Bank			x	x
Women to Women			x	

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject: RFP for Architect for the Tribune Building
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Approve the release of the RFP

Background

The High Plains Library District entered a contact in October 2019 to purchase the Greeley Tribune Building. The closing date on the property is approaching in March of 2020. The Tribune has an option to lease the property back for 6 months following closing. This means that HPLD may not have full access to the property until September of 2020. Releasing the RFP at this time will allow the District to conduct a visioning and planning process with an architect and then seek a contractor to complete the work. Wember Inc has drafted an RFP for an architect.

Considerations

- The building is currently 40,789 sq. ft.
- Per Board Direction the RFP includes a design for up to 80,000 sq. ft.
- Ken Poncelow and Mary Roberts have been appointed to the Downtown RFP Committee

Recommendation

Staff is recommending the Board approve the release of the RFP.

**REQUEST FOR PROPOSAL
(RFP)
PROFESSIONAL DESIGN SERVICES**

Project:

Greeley Downtown Public Library

February 10, 2020

Owner/Contracting Authority:

Contact: Marjorie Elwood

High Plains Library District

2650 W. 29th Street

Greeley, CO 80631

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- 4.3 Sample Consultant Agreement

GENERAL INFORMATION

1.1. INTRODUCTION AND PROJECT DESCRIPTION

This Request for Proposal (“RFP”) is issued to provide the selection process for Architectural and Engineering Professional Services for the building renovation and possible expansion of the Greeley Downtown Public Library. Firms submitting a response to the RFP will be asked, at a minimum, to state their understanding of and experience applicable to the project and offer their methodology for meeting the design criteria. Shortlisted finalists will also be requested to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for the work as outlined in this RFP.

Greeley Downtown Public Library Mission and Services

Greeley Downtown Public Library is a full-service public library located in downtown Greeley, serving the nearby neighborhoods and the downtown business district. The library is currently located at 1012 11th Street and will be moving to the new location at 501 8th Ave, Greeley, CO. The Library is supported by property tax levied on the service area by Weld County for High Plains Library District.

Services

- Friendly, professional staff to help you with your information needs.
- Access to materials from other libraries.
- Computers for all ages.
- Meeting space, with capacity to hold 40 people.
- Library tours.
- Library instruction.
- Internet access.
- Special events and programs.
- Book Clubs.
- Story Times.
- Reading Groups.

The continuing and fundamental purpose of the Greeley Downtown Public Library is to provide all people with access to information for education, enlightenment, and entertainment.

1.2 LOCATION

501 8th Avenue, Greeley, CO.

1.3 SCOPE OF SERVICES

This is an approximately 40,000sf renovation and possibly up to a 40,000sf addition with associated sitework to the existing Tribune building located at 501 8th Avenue, Greeley, CO. The current construction budget is \$19,250,000 not including design, permitting, inspections and FF+E soft costs.

The Design Consultant selected will provide project programming, prepare design and preliminary construction schedules, assist in (2) public meetings, prepare design and construction documents, assess the availability of local construction materials, and assist in administering construction, based on the following outline of services, as required.

This following outline is provided to assist proposers with submissions and presentations during the selection process and will constitute a part of the design services contract as an attachment, as well as the proposer’s response to this RFP. The Library reserves the rights to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

The Library envisions retaining a General Contractor under a Construction Manager at Risk (CM@R) arrangement, with procurement occurring during the design phase, and will look to the Design Team for

assistance with the selection of the CM@R firm and collaboration and cooperation through the design phase.

A. Services:

Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Programming for an approximate 40,000sf Library and 40,000sf Innovation Center.
2. Architectural Design
3. Interior Design
4. Review of Geotechnical Investigations & Reports
5. Civil Engineering, including storm water management
6. Utility Design and Coordination
7. Landscape Design
8. Structural Engineering
9. Mechanical and Plumbing Engineering
10. Electrical Engineering/Lighting Design
11. Fire Alarm Design
12. Traffic Engineering/Studies (if required)
13. Acoustical Engineering
14. FF&E (including specifications, bidding, installation, and punch lists)
15. Signage/Way-finding
16. Tele/Data, Security, and Audio/Visual Systems
17. Cost Estimate Validation
18. Scheduling, design meeting minutes
19. Public Outreach and Meetings (as required)

B. Coordination:

Coordination meetings with the State, municipalities, Town agencies, utility companies, other Library consultants (including technology consultant) and user groups shall be a continuing work item for the selected Design Consultant from the 'Notice to Proceed' through program review, schematic design, design development, construction documents and through the construction and warranty phase. In particular, the Design Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Library standards, Town Ordinances and regulations, as well as any covenants applicable to the property. Also, to note is the project will be managed collaboratively through the Owner's Representative's online project management system, including but not limited to, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

C. Project Programming:

Upon Library acceptance of the Design & Approval Schedule, the Design Consultant shall proceed with the Project Programming phase. The Design Consultant shall work closely with the Library staff, and others as required by the Library, to define the scope based on the funded project construction budget.

D. Schematic Design:

Upon Library acceptance and approval of the Program, the Design Consultant shall proceed with the Schematic Design phase. The Schematic Design shall be in the form of drawings and ancillary documents and shall provide sufficient detail to show base building design, site design and modifications, division of spaces and preliminary estimates of construction costs.

Specifically, the Schematic Design will address:

- Interior design features, materials
- Base building design, entries, exterior modification detailing
- Site design and modifications
- Location and character of public open space, including rights of way
- Public pedestrian and vehicular circulation
- Identification and resolution of signage and lighting needs and issues

- Compliance with applicable property covenants
- Schematic construction cost estimate (CM@R assumed to not yet be a part of the project team at this stage of design)
- Graphic documentation as required by Library for fundraising and community relations
- 3D walkthroughs of the proposed space to clearly show the design intent

E. Design Development:

The Design Consultant, upon Library approval of the Schematic Design, shall prepare Design Development drawings and ancillary documents as required by Library, based on the approved Schematic Design. Drawings and documents shall outline structural, acoustical, interior design, mechanical and electrical systems; shall outline all required building systems, building plans and elevations. Additionally, outline specifications, finish schedules, and construction cost estimate validation shall be provided. Drawings and documents shall be presented by the Design Consultant to governing jurisdictions for approval. At the 90% completion point of the Design Development phase, the Design Consultant in conjunction with the Library shall provide the design documents to the CM@R firm for their detailed review and cost estimate, and shall confirm that the CM@R's cost estimate does not exceed the project budget, including adequate contingency.

F. Construction Documents:

The Design Consultant shall, upon Library approval of the Design Development Documents, shall prepare final construction drawings, specifications, and other documents, including Library furnished documents, required to bid and construct the project in its entirety. At the 90-100% point in developing the bid package, the Design Team shall furnish construction cost estimate validation of the CM@R's detailed cost estimates (including possible alternates). Architect shall include in specifications a log of items required to be submitted as part of the specifications.

G. Bidding:

The Design Consultant shall work with the Library, the Owner Representative and the CM@R to issue construction bid documents and addendums as required, respond to contractor bid questions, and review contractor submittals in conjunction with the Library.

H. Plan Review and Permits:

At various review and approval stages or phases of the design effort, the Design Consultant shall deliver copies of all documentation needed to complete the plan review and/or approval, as applicable. Following written approval of the construction documents by the Library, the Design Consultant shall submit stamped plans for permit and other governing approvals. Following the plan review process, the Design Consultant shall incorporate any required changes/comments into the Construction Documents and shall issue such updated documents to the CM@R and the entire project team.

I. Construction Administration:

The Design Consultant shall provide weekly construction observation reports during the course of the Construction Phase, shall review and comment on all submittals, assist/respond to contractor request for information (RFI's), review change order requests for accuracy and pricing (in conjunction with their consultants), attend weekly construction meetings, and perform other services as required by the Library to complete the Project. Design Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list), and shall utilize software which allows for organized documentation, sharing and verification of these items (Bluebeam, for example). Architect to be present at a 11-month warranty walk through, and Design Team to also include updating as-built drawings (in digital format) as a part of their required scope of work.

J. Review and Coordination Meetings:

Sub-consultants shall be represented at all review meetings, meetings with the Building Inspection Division, the Fire Department and other municipal agencies, as required or as applicable. Coordination meetings will be led by the design team, including working with utility companies, City agencies, and user groups. Internal teams include, but shall not limited to, working with vendors related to coordinating IT requirements, mechanical systems and FF&E.

K. Building Commissioning:

The Library may retain the services of a Building Commissioning Agent during the design and construction phase. If the Library elects to execute such an option, the Design Consultant shall cooperate with the Commissioning Agent in all matters relating to the design including a peer review of all items related to building commissioning. The Library does not intend that the new library facility be LEED certified, however they do desire that it be designed and built in a manner that follows best practices regarding sustainability and operational efficiency.

- L. Please refer to Exhibit: “Master Scope of Services Matrix” for more information and detail related to scope of services items. This matrix is an outline of the project scope as defined by the Owner’s Representative and is provided for reference and scope clarification only (fees are not due with this submission, but will be required during the interviews, if your team reaches that stage of the selection process).

1.4 CONTACTS

Copies of this RFP are available from the Library’s Owner Representative.

Owner’s Representative - WEMBER

Mr. Dan Spykstra
7525 South Jasmine Court
Centennial, Colorado 80112
Phone: (720) 382-3795
Email: dspykstra@wemberinc.com

(Owner) High Plains Library District

Attn: Marjorie Elwood
Greeley Downtown Public Library
2650 W 29th St.
Greeley, Colorado 80631
Phone: 888-861-7323
Email: MEIwood@highplains.us

Notice: Direct contact with the Library, the Board Members or other related parties, may cause this candidate’s removal from the RFP process. Please direct all correspondence to the Owner’s Representative – WEMBER.

1.5 SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
February 10, 2020		Advertise and Issue RFP
February 19, 2020	9:00 AM	Pre-Proposal Site Walk (non-mandatory)
February 21, 2020	2:00 PM	Proposers Notification of Interest (non-mandatory)
February 21, 2020	2:00 PM	Deadline for receipt of questions and inquiries
February 25, 2020		Responses to questions, inquiries and RFP amendments
March 2, 2020	2:00 PM	Deadline for submission of proposals
March 3, 2020		Notification of short-listed candidates (Anticipated)
March 11, 2020	TBD	Interviews of short-listed firms (Anticipated)
March 12, 2020		Preferred Design Team announced (Anticipated)
April 2020	TBD	Participate in CM@R Interview
March 20, 2020		Finalize contract negotiations (Anticipated)
April 1, 2020		Commence project (Anticipated)
Phase 1 – July 2020 Phase 2 – March 2021		Construction begins (Anticipated)
Phase 1 – December 2020 Phase 2 - October 2022		Construction complete (Anticipated)

1.6 PROPOSAL INSTRUCTIONS

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to 30 sheets, front and back (including proposal form) numbered in sequential order. Tabs or cover pages not included in count.
- B. Submit proposal by the date and time aforementioned to the Owner's Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- C. **Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents;** email to Marjorie Elwood listed in Section 1.4 above, with a copy (cc:) to Dan Spykstra. If email is not possible, submit one compact disc or jump drive or FTP access provided by the Proposing Firm containing the completed RFP response to the Owner's Representative by

the date noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.

- D. **Submit four (4) hard copies of all Proposal response documents in a sealed package clearly identifying that this is a response to this RFP, addressed to the Library.** Deliver to the Owner/Library address noted in Section 1.4 above.
- E. No Proposing Firm may submit more than one submission. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- F. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Library. At any stage, the Library reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Library may require.

1.7 PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items.

Part 1 Primary Contact Information

- a. Clearly indicate the single contact (principal-in-charge), mailing address, telephone and email address.
- b. Indicate features of the organization and the project team that makes the team uniquely suited to undertake this specific project.

Part 2 Project Team and Staff

- a. List the names, titles, and relevant experience of key professional staff that will work on the Project if awarded the contract for professional services (key team members proposed should remain a part of the team assigned unless written approval from the Library is given to allow a change).
- b. Indicate the expected contribution of each of these individuals as a percentage of the total effort and their experience on any of the specific projects listed in Part 4 of the Proposal Response.
- c. List the proposed sub-consultants that will be part of the team, including names, titles, relevant experience, and services to be provided.

Part 3 Organization and Management of the Project

- a. Describe how the project will be organized, both internal to the design team and how coordination with the construction contractor, Library, Owner's Consultants and governing authorities, will be undertaken.
- b. Indicate what work the Design Consultant will self-perform and what work will be performed by sub-consultants.
- c. Submit one page with 12 images that depict your firm's and project architect's/lead designer's capabilities.
- d. Submit one page with 6 images with caption of local or applicable architecture that provides inspiration to your team for the design of the new library.
- e. Describe your firm's experience with Lean Construction Practices including Pull Planning utilizing the Last Planner System and designing to a budget.
- f. CM@R is the preferred construction delivery method. Describe your approach to cost management and estimate validation in working with the CM@R.
- g. Describe your approach to construction administration and coordination with an Owner's Rep.
- h. Describe a solution to a complicated, unexpected situation on a recent project, and how it was resolved by your team.
- i. Describe your definition of high performance, sustainable design. In particular, how do you propose to integrate operations and maintenance considerations and stakeholder input into the design process.

- j. Describe how your design team recently worked together on a similar project and what value you provided your customer.
- k. List the top three things you hope library patrons would say and not say after spending time in the new library.

Part 4 Project Experience

- a. Provide no more than five (5) specific projects demonstrating relevant experience on projects similar in scope (Design and Construction Administration), the total construction value, project images, the name of the construction contractor, the project completion date, the construction value, the construction duration, the project owner's point of contact (include name, title, telephone numbers and e-mail addresses), and contact information for other project team members (such as the contractor). Highlight your proposed team's experience on these projects. Align your proposed team's experience with firm's most relevant projects being presented. Identify if you teamed with another firm and clearly define what the roles and responsibilities were.

Part 5 Fee Proposal

- a. Please refer to Exhibit: "Master Scope of Services Matrix" for more information and detail related to scope of services items. This matrix is an outline of the project scope and is provided for reference and scope clarification only (**fees are not due with this current qualification submission**, but will be required to be submitted at the time of the interviews, if your team reaches that stage of the selection process).

Part 6 RFP Response Conditions

- a. Any conditions, clarifications, or exclusions concerning Scope of Services as set forth in this RFP are to be identified and addressed within RFP Response.

1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to Laura McFarland and Dan Spykstra by the date aforementioned. The Library will issue a response to all questions by email. Questions should not be submitted to the Board or other parties, doing so will cause this candidate's removal from the RFP process.

1.9 PROPOSING FIRMS TO FULLY INFORM THEMSELVES

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Library's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the Library will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a bid. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The Library will not consider any claims arising from failure to take such actions.

1.10 EVALUATION CRITERIA

The Library Selection Committee will review all proposals and select a Proposing Firm whose proposal is deemed most suitable for the Library. Criteria used to evaluate proposals are listed below:

- A. Qualifications Proposal Phase of Selection (total points available = 100):
 - 1. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects. 25 points
 - 2. Qualifications and experience of the key individuals, (including sub-consultants) who will be assigned to this project, as indicated by prior involvement in similar projects. 35 points
 - 3. Proposed approach to completion of the scope of work and understanding of the project and project issues. 25 points
 - 4. References 15 points

- B. Interview & Fee Proposal Phase of Selection:
1. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to the Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses, and to introduce key members of the Design Team.
 2. A completed Master Scope of Services Matrix (including fees) shall be due at the time of each shortlisted firm's interview and shall be evaluated and rated in terms of responsiveness and value.

1.11 RIGHT OF REJECTION

The Library reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firm, if such action is in the best interest of the Library. The Library has the right, in its sole and absolute discretion, to select the proposal or proposals that the Library determines best meets its needs.

1.12 ACCEPTANCE OF PROPOSAL

The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal. Upon receipt of this written notification, the successful Proposing Firm shall, within ten (10) calendar days, or such other time agreed between the parties, execute a *Professional Services Agreement* in a form approved by the Library. If the Agreement is not executed and returned to the Library within ten (10) calendar days or such other time agreed between the parties, the Library may, at its sole discretion:

- A. Treat that failure as a breach constituting a rescission of the Library's written acceptance of Proposing Firm's proposal; and
- B. Accept any other proposal; or
- C. Again call for Requests for Proposals

1.13 MODIFICATION AND WITHDRAWAL OF PROPOSALS

- A. Proposals may be modified or withdrawn by an appropriate document duly executed (in a manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- B. Proposals may also be modified or withdrawn in person by the Proposing Firm or an authorized representative provided he can prove his identity and authority.
- C. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposing Firm's.
- D. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly signed, written notice with Library and promptly thereafter demonstrates to the reasonable satisfaction of Library that there was a material and substantial mistake in the preparation of its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm will be disqualified.

1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All Proposals shall remain open for thirty (45) days after the day of the Proposal opening, but Library may, in its sole discretion, release any Proposal prior to that date.

1.15 INSURANCE

Design Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Library prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.

- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
- D. Errors and Omissions (E&O) Insurance - Design Consultants shall maintain limits of \$2,000,000 for each claim, and \$2,000,000 aggregate limit for all claims.

1.16 COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firms sole responsibility. The Library assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.17 SIGNING OF AGREEMENT

When Library gives a Notice of Award to the Successful Proposing Firm, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten (10) days after Proposing Firm's receipt of the Notice of Award, Proposing Firm shall sign and have notarized the required number of counterparts of the Agreement and attached documents and return them to the Library along with the required Bonds, insurance certificates and power of attorney authorizations. PLEASE NOTE: a sample agreement has been included identifying terms and conditions of the project. The Library reserves the right to refine the detail shown in the agreement.

1.18 INDEMNIFICATION

The Design Consultant shall indemnify, defend and hold harmless the Library, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the Design Consultant or Design Consultant's sub-contractors and/or employees. The obligations of this indemnification shall survive termination of the Agreement.

2.0 PROPOSAL FORM PROFESSIONAL SERVICES

(Please include this form in proposal package)

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON NAME: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON EMAIL: _____

1. I Acknowledge that the "Sample Architect Agreement" attached to this RFP (Exhibit 4.2) has been reviewed and is agreed to as shown. _____(YES/NO). Do you request amendments to the "Agreement" _____(YES/NO) Please list them if yes.

2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP. _____(YES/NO)

3. The undersigned Proposing Firm declares and stipulates that this Proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the RFP. _____(YES/NO)

4. The submission of a Proposal constitutes an agreement and shall not be withdrawn for a period of forty-five days.

5. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado _____(YES/NO)

6. The Proposing Firm hereby acknowledges receipt of addenda numbers _____ through _____

Signature: _____ Date: _____

*** End of Proposal Form ***

3.0 SCHEDULE OF PERSONNEL BILLING RATES

(Proposing Firm may copy this page or modify it to conform to the services being offered)

RESPONDENT: _____

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
Principal	\$ _____
Associate Principal	\$ _____
Owner	\$ _____
Project Architect	\$ _____
Architect	\$ _____
Intern Architect	\$ _____
Senior Engineer	\$ _____
Engineer	\$ _____
Engineer In Training	\$ _____
Urban Designer	\$ _____
Senior CAD Operator	\$ _____
CAD Operator	\$ _____
Licensed Surveyor	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject: Discussion Regarding Devices/ Emails
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Provide feedback on Board Devices and Email Management

Background

The Board tablets were distributed just about a year ago and it is time to assess to see if the devices meet their intended need and were of value to the Trustees. Staff would like to gather information from the Board and determine if there is a more suitable device or method to ensure communication.

Considerations

- The devices were not highly used during the year on average per account:
11 emails were sent, 193 received and 49 were read.

Recommendation

Staff is asking for feedback from the Board regarding the devices and email management

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject: Foundation Committee Members
Presented by: Dr. Matthew Hорт, Executive Director
Recommendation: Appoint Trustees to the Foundation Board

Background

During the first HPLD Board Meeting of each year the Board is tasked with appointing committee members. Due to the absence of two of our Board at the January Meeting, we tabled the appointment of Trustees to the Foundation Board.

Considerations

- Committees are limited to 2 Board Members, with the exception of the Foundation

Recommendation

Staff is recommending the Board of Trustees entertain nominations and approve the Foundation Board Committee.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject: IGA Meeting Committee
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Appoint Trustees to the IGA Committee

Background

In an effort to approve and sign the IGAs with the Member Libraries and based on feedback from the Member Directors, Staff is arranging a meeting with the Town Administrators, Legal Counsel and two Board Members from each Member Library. The planned date is February 24th. Our previous IGA Committee was Chairman Poncelow and Trustee Damsma. During the January Meeting, this committee was not appointed.

Recommendation

Staff is recommending the Board appoint Trustees to the IGA Committee.



**BOARD OF TRUSTEES
DRAFT AGENDA: Regular Session
Monday March 16, 2020
Eaton Public Library
132 Maple Ave., Eaton, CO
80615
5:00 p.m.**

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - A. February 10, 2020 Regular Session Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ ACTION

- 2.1 Final Draft of the IGAs (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Programming/ Annual Calendar (Action) – Marjorie Elwood, HPLD Associate Director of Branch Services
- 2.3 Budget Augmentation/ New Positions (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Draft RFP for Self- Check Machines (Action) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda, April 20th – 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 meetings:

March 16th, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Eaton Public Library
132 Maple Ave., Greeley, CO 80615

April 6th, 5:00 p.m. HPLD Board of Directors Meeting- Work Session, HPLD Administration
Bldg., 2650 W. 29th. St., Greeley, CO 80631

April 20th, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Centennial Park
Library, 2227 23rd Ave., Greeley, CO 80634

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<p>Administrative Office Executive Director: Dr. Matthew Hortt</p>	<ul style="list-style-type: none"> • Matt will be attending the Public Library Association Conference in Nashville February 26-28 • Kathy will be attending RootsTech in Salt Lake City February 25th – March 1st • Traveling Exhibit will be in Kersey in February, Brown B.ag lunch will feature Rosa Granado from 1-2 pm on February 22nd • ADA Self Evaluations for each of our District Libraries & Outreach has begun
<p>Associate Director, Public Service: Rosa Granado (Outreach) Virtual Library</p>	<p>Outreach</p> <ul style="list-style-type: none"> • Services: Starting service in February at the Cold Weather Shelter • Adult Programming Rosa Parks event at Senior Active Living Center on 2/25 from 2:00-3:00 PM • Teen Programming Goal High School Book Club: 1st and 3rd Tuesdays, 11:00 AM-1:00 PM <p>Kersey</p> <ul style="list-style-type: none"> • Expanding our area into existing space • Public Programs Kersey Board Game Club: Weekly on Saturdays at 4:00 PM 2/26/2020 at 5:00: Scarf Knitting <p>Virtual Library</p> <ul style="list-style-type: none"> • PCC MOU review with Elena • Managing district’s tax information
<p>Associate Director, Public Services: Marjorie Elwood (Branches)</p>	<p>Carbon Valley We continue to focus on Strategic Plan – Aspiration 14: Shift focus of programming to skills-based and development.</p> <p>February:</p> <ul style="list-style-type: none"> • Starting Plants from Seeds Indoors – February 15th, 2:30 PM • Understanding Insurance – Supplemental Plans – February 20th, 6 PM • Money Matters: Avoiding ID Theft – February 27th, 6 PM <p>March:</p> <ul style="list-style-type: none"> • Weather Stories and Spotter Training – March 4th, 1 PM Come join us for a unique combination of weather stories followed by SKYWARN spotter training. • Eating on the Go – March 19th, 6 PM. With a little forethought and planning you can maintain your healthy diet while traveling or commuting. You'll learn to plan ahead, pack smart, prioritize, and how to be smart when eating out. • Money Matters: Long-Term Care Planning, March 26, 6 PM. <p>April:</p> <ul style="list-style-type: none"> • Small Business Development Center - Small Business Start-Up Orientation Seminars – April 7th, 6 PM. <p>Centennial Park February:</p>

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- Centennial Park Library is starting a new Teen book club called “Real Reads.” They will be meeting once a quarter to read and discuss books from the Contemporary Reality genre. CP is partnering with SAVA, A Woman’s Place, North Range Behavioral Health / Imagine Zero, and Thriving Weld. The topic for February is Teen Dating Violence Awareness and they will be reading and discussing, “The Girl Who Fell,” by S. M. Parker. A Woman’s Place will do a presentation followed by a book discussion on Feb. 8th at 11 AM
- SCRATCH Coding Club will be held as a three-week, instructor-led club that encourages education and play with the SCRATCH coding language. This club is for students in 4th through 12th grade.

March:

- On Saturday, March 2 at 6:30 PM, it's time to celebrate the birthday of Dr. Seuss in a special show featuring Master Magician Mark Strivings. It's a ton of fun for the entire family!
- CP is going to have a “Dino-rific Spring Break.” There will be a variety of free activities everyday for families, Monday, March 16 through March 20.
- Afternoon with an Artist: Frida Kahlo on Thursday, March 26, 2 PM. In celebration of Women’s History Month, join us for an afternoon specifically exploring the work of Frida Kahlo in anticipation of the exhibition Frida Kahlo, Diego Rivera and Mexican Modernism coming to the Denver Art Museum in October 2020.

Erie

February:

- *An invitation to our Board of Trustees* – to attend the Black History Live Tour, featuring Rosa Parks, as told by Chautauqua scholar and professional storyteller, Becki Stone, on February 26th, at 7 PM. This event is offered in conjunction with Colorado Humanities and the Erie Community Center and **will take place at the Erie Community Center - Lloyd Room, 4500 Powers Street, Erie.**

March:

- Erie is starting a new program for teens on February 4th at 4 p.m. Soundtrap – learning how to write and record their own songs using a variety of musical instruments and Soundtrap software
- On February 3rd at 4 PM. is the second of a series on health for 1st – 5th graders – this month children will learn about heart health
- February 26th, 6 PM. a new program for adults: Understanding Insurance – Supplemental Plans
- Monday March 2nd at 9 AM. Early Literacy Fair
- March 17th at 5:30 – 6:30 PM. “Top Hogs” a family program featuring real live pigs performing tricks.

April:

- April 16th at 6:30 PM. Local History Series lecture at the Erie Community Center. Erie is partnering again with the Town of Erie to present Twin Adventures: Toddlers on

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Pikes Peak. This presentation tells Sharon and her twin sister's stories of family life high on the slopes of Pikes Peak.

- April 20th at 4:30 PM. a new group for teens will be starting: "You Belong!" This social group is a safe, positive and friendly space for teens in the LGBTQIA+ community, including allies. It's a place where teens can hang out and be themselves. There will be games, crafts, movie nights, discussions, guest speakers, special after-hours events and more!

Farr

February:

- Paleontology/Geology presented by CSU Extension (ages 3rd-6th grade) - February 20th, 4:00-5:00 PM.
- Vitalant Blood Drive - February 21st, 11:00 AM.-3:00 PM.

March:

- Dr. Seuss' Birthday celebration featuring a Green Eggs & Ham breakfast for preschoolers - March 2nd, 10:00-11:00 AM.
- Legendary Ladies, including Alice Ramsey, the first woman to drive across the continental U.S. (4th grade-adult) - March 6th, 4:00-5:00 PM.
- Social Media Marketing for Non-profits - March 10th, 3:00-4:30 PM.
- Magnetism, presented by CSU Extension (ages 3rd-6th grade) - March 19th, 4:00-5:00 PM.

April:

- Lost Lodges of Rocky Mountain National Park presented by Greg Lively (adults) - April 3rd, 3:00-4:00 PM.
- Pollination and Bees presented by CSU Extension (ages 3rd-6th grade) - April 16th, 4:00 PM.

Lincoln Park

March:

- *An invitation to our Board of Trustees* – to attend the opening reception of the Weld County District 6 student art show on March 6th, 5:00-7:00 PM., to coincide with the Greeley's First Friday Artwalk. Artwork from Weld County District 6 students will adorn the walls of Lincoln Park Library during the month of March. The event is sponsored by the Downtown Business Authority and University of Northern Colorado.

April:

- In celebration of quilts and the stories behind them, Lincoln Park Library and Sew Downtown are sponsoring a Small Quilt Contest. Quilts (and their stories) will be on display at the Library from April 1-April 30.
- On April 30th, the much-anticipated K Pop Party will be held at 4:00 PM. The South Korean pop music has many followers at the Lincoln Park Library. Light sticks, masks and Korean snacks will be provided.

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	<p>Riverside February:</p> <ul style="list-style-type: none"> • Intro to Twine and SCRATCH, for teens – Learn the basics of video game design using online tools with an emphasis on character creation and storytelling. Thursday evenings in February, at 6:00 PM. <p>March:</p> <ul style="list-style-type: none"> • Celebrate Families Storytime - Join us for a story time that celebrates all families. The theme for March will be "We love our grandparents" and it will take place March 4th, at 4:00 PM. • On the Road to Reading: Early Literacy Fair - Read, Write, Sing, Talk and Play with your children! Visit any time during our free Early Literacy Fair for lots of fun, interactive learning activities based on the 5 practices of Every Child Ready to Read. March 5th, from 9:30-11:30 AM. • Project Lifesaver: CPR and Stroke Awareness - Participants will learn hands-only CPR and will be able to practice on dummies. March 19th, 11:00 AM.
<p>CRM Manager: James Melena</p>	<ul style="list-style-type: none"> • AARP Tax Aid sessions at DSS, Erie, and CVR for low income seniors • Newsletter changes – planning on moving in a new direction with monthly newsletter. Transition to less of all events calendar, more content (articles, new services, what’s going on in the district), user – centered with featured events of the month – along with links to our calendar. This will be a gradual change over the coming months.
<p>Collection Development Manager: Jordana Vincent</p>	<ul style="list-style-type: none"> • RFP demos with evaluation team • Weeding training for those who missed it or new employees • First month of new weeding process underway
<p>Facilities Manager, Bob Arellano</p>	<ul style="list-style-type: none"> • In process of converting irrigation/lawn sprinkler water at Farr, Centennial Park and Admin building to non-potable water for cost savings. • Stucco hail damage repairs scheduled for Admin building (insurance claim). • 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. • RFP’s for hiring security guard services for Lincoln Park and Centennial Park libraries. • Conducting Facilities Tech interviews. • Changed cleaning services at Erie, Carbon Valley and Kersey libraries. • Adding workspace for new staff.
<p>Finance Manager: Natalie Wertz</p>	<ul style="list-style-type: none"> • Year-end close, audit preparation, and annual reporting – retirement plan census report, worker’s compensation audit report, US Department of Commerce report, and financial section of Public Library Annual Report • Participating in SDA Legislative Update webinars on state legislative activity • Preparing for migration to on-line accounting software

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<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"> ○ Submitted application to the Amazon Literacy Partnership for \$9,000 for Writer in Residence. ○ The application for the 2020 Writer in Residence program is now open. Applications are due March 9th. • Strategic Plan: Literacy – Resources & materials representative of the diverse community <ul style="list-style-type: none"> ○ Submitted application to the Temple Buell Foundation for \$20,000 for multilingual nursery rhyme books for Outreach. ○ Applied for ALA’s Libraries Transform Communities grant for \$2,000 for Outreach’s International Neighborhood project. • Strategic Plan: Unity – Volunteers / Friends <ul style="list-style-type: none"> ○ Gathering feedback from current donors and volunteers on Friends membership deliverables. ○ Exploring volunteer and engagement opportunities for Friends (book sales, ambassador program, etc). ○ Registered for Volunteer Management Training Series through Spark the Change Colorado. • Strategic Plan: Aspiration – Innovation Center <ul style="list-style-type: none"> ○ Met with Weld Community Foundation board at annual retreat to discuss partnership on the Greeley Downtown Library / Innovation Center project.
<p>Human Resources Associate Director: Eric Ewing</p>	<p>Unity – Building Leaders Under the GROWS concept: ADP Compass, the 360-appraisal technology, concludes its first round of collecting feedback from employees and providing a Leadership Assessment with coaching to Supervisors.</p> <p>Under the SKILLS concept: Communication to Supervisors and employees regarding the details and processes of the Leadership Learning Plan and HPLD Leader Certification.</p>
<p>IT & Innovation Manager: Susan Staples</p>	<ul style="list-style-type: none"> • Operational & Strategic Work Updates: <ul style="list-style-type: none"> ○ Testing new building access solution ○ Provided new monocomputers to Ft Lupton and NPPL ○ Ft Lupton online with the new Pharos print management system ○ Trained Collections department on new work management system ○ Setup and testing replacement fax service • Compiled year/decade end statistics