



BOARD OF TRUSTEES
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 Hortt, 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 Hortt, 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 Hortt, 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 Hortt, 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

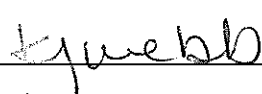
SECOND: Trustee Holton

VOTE: Unanimously approved; 7:0

Approved the 10th of February 2020



HPLD Board Secretary/ Treasurer
Mary Roberts



Recording Secretary
Kathy Webb