



**BOARD OF TRUSTEES**  
**MINUTES: Special Session**  
**Monday January 27, 2020**  
Farr Regional Library 1939 61<sup>st</sup> 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 Hорт, 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 gives 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 Hортt, 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. Hортt 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 Hортt, 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

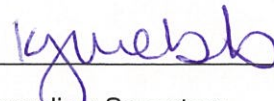
SEOND: Trustee Damsma

VOTE: Unanimously Approved; all

Approved the 10<sup>th</sup> of February 2020



HPLD Board Secretary/ Treasurer  
Mary Roberts



Recording Secretary  
Kathy Webb