



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

**1.0 OPENING OF MEETING 5:12 pm**

**1.1** Roll Call and Pledge of Allegiance  
Guests; Brenda Carns, William Garcia

Following Board Members present;  
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  
Region 6: Trustee Joyce Smock  
At Large: Jana Caldwell

Staff; Niamh Mercer, Abby Yeagle, James Melena, Tony Brewer, Elena Rosenfeld, Brittany Raines, Marjorie Elwood, Rosa Granado, Natalie Wertz, Matthew Hortt and 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  
SECOND: Trustee Damsma  
DISCUSSION: None  
VOTE: Unanimously approved; 7:0

**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

Trustee Caldwell had a correction to item D, in regard to the Vision Statement. The statement should read, "... has access to give answers to every question."



MOTION: Secretary/Treasurer Roberts moved to approve the Consent Agenda with the correction to item D

SECOND: Trustee Holton

DISCUSSION: None

VOTE: Unanimously approved; 7:0

**1.4 Public Comment**

No public comment

**2.0 ITEMS FOR INFORMATION/ACTION**

**2.1 Draft MOU United Way of Weld County (Action)**

Dr. Matthew Hortt, HPLD Executive Director presented on the item, explaining that we are one if over sixty organizations working with United Way.

MOTION: Trustee Caldwell motioned to approve the signing of the MOU as presented

SECOND: Trustee Holton

DISCUSSION: Discussion was held and conversation centered on how the to support United Way in the Community, but not duplicate their efforts.

VOTE: Unanimously approved; 7:0

**2.2 Draft RFP for Architect for the Tribune Bldg. (Action)**

Dr. Matthew Hortt, HPLD Executive Director, presented in this item stating that the project covers sixty to eighty thousand square feet and could cost nineteen million dollars to complete.

Discussion was held regarding Wember's role in the RFP process and possible discrepancies in the contract, reflecting both forty-five and thirty days. It was agreed the proper allotment was forty- five days.

Trustee Caldwell expressed concern that draft contracts presented should reflect detail. Trustee Holton asked for an explanation on the abbreviation of FFE. And Chairman Poncelow answered that it reflected about Furniture, Fixtures and Equipment, respectively.

MOTION: Trustee Damsma moved to release RFP with corrections made as noted and place, Secretary/ Treasurer Roberts, and Chairman Poncelow on the RFP committee to determine architects for the Tribune Building remodel

SECOND: Vice-Chair Heberlee

DISCUSSION: No Further discussion

VOTE: Unanimously approved; 7:0

**2.3 Oath of Office & Ethics Policy (Action)**



Dr. Matthew Hortt, HPLD Executive Director presented this topic as well. Last Board Meeting the HPLD Board indicated that they would like their signed ethics statements and oaths of office placed on the High Plains Library District (HPLD) website, for the Oath of Office to be administered by their attorney, Bill Garcia, and for a copy of their Oaths to be framed and presented to them at a subsequent opportunity.

Two copies of the Oath of Office were distributed to each Board member, one for framing and one for the official record and to be placed on the website. Bill Garcia then administered the Oath of Office. Ethics Policies were also distributed and signed for the record and to be placed on HPLD's website.

#### **2.4 Discussion Regarding Devices/ Emails (Action)**

Dr. Matthew Hortt, Executive Director of HPLD lead the discussion.

Discussion was held regarding emails, tablets provided to the Board and calendar management. Topics regarding legal issues were presented and the item tabled for further review. It was agreed that the item would be reviewed again after Dr. Hortt spoke to the IT items about possible solutions and legal counsel had the opportunity to review the topic in detail.

#### **2.5 Foundation Committee Members (Action)**

Again Dr. Matthew Hortt, HPLD Executive Director and Bill Garcia, legal counsel presented on this matter.

Discussion was held regarding the HPLD Foundation Board composition and the vacancy left by Trustee Grand's departure. Currently the Foundation Bylaws call for 5 Board members, and between 2 and four 4 community members to compose the Board. It was decided that Chairman Poncelow and Trustee Damsma (Foundation Board President) would look at options and present to the Board again at a later date.

#### **2.6 IGA Meeting Committee (Action)**

Dr. Matthew Hortt confirmed the IGA meeting with municipal attorneys, town administrators and Board members representing the municipal libraries within our District would be held February 24<sup>th</sup> at 5:30 pm at Carbon Valley Regional Library and asked if Trustee Damsma and Chairman Poncelow would still be available to represent the District.

Trustee Holton stated she would be in attendance representing the Fort Lupton Library, and therefore the meeting would need to be noticed. Fort Lupton School District would not be in attendance.

### **3.0 DIRECTORS REPORT**

#### **3.1 Review Draft Agenda, March 16<sup>th</sup>**

Dr. Matthew Hортt reviewed a draft of the proposed March 16<sup>th</sup> agenda with the Board, as enclosed in the Board Packet.

Discussion arose regarding, from the February meeting. Dr. Brown did not present at Erie. The Board concluded that they were glad they were open on Martin Luther King Jr. Day to bring awareness to the civil right movement and progress since most schools in the area were closed.

#### **3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director**

Dr. Hортt presented highlights from the February Board Report. The full report was enclosed in the Board Packet.

#### **3.3 Chairman's Report**

Chairman Poncelow stated that he and Dr. Hортt would be meeting with city officials later in the month to discuss Greeley's homelessness and possible safety concerns at the new Tribune Building. He also outlined his hopes for the upcoming IGA discussion on February 24<sup>th</sup>.

### **4.0 BOARD COMMENTS**

Vice-Chair Heberlee exciting that discussion was being held in New Raymer about a possible PCC in the future.

Secretary/ Treasurer Roberts mentioned did we get the library email from Cindy Osborne through her District email (via Formstack) and wondered why not mention was made in the Board Report that she had accepted a position at the Nebraska Library Council. Roberts wished Ms. Osborne well and thanked her for her distinct service to HPLD.

Trustee Holton announced that the Fort Lupton Library Board had received training from the State Library Board from Crystal Schmipf. Suggested that HPLD consider such training from the State and/or Jamie LaRue, a previous HPLD employee.

Trustee Smock asked for clarification on the New Raymer project. Dr. Hортt that he would be scheduling a meeting with representatives from New Raymer in early March 2020.

Trustee Damsma had no report.

Trustee Caldwell remarked that she was disappointed MLK Day festivities at Erie were cancelled but praised Library Manager Joanna McNeal for her efforts and hospitality as she was provided a detail tour of the facility prior to the renovation.



**5.0 ADJOURNMENT 7:07 p.m.**

There being no further business before the Board,

MOTION: Trustee Damsma moved to adjourn

SECOND: Trustee Caldwell

VOTE: Unanimously approved; 7:0

A handwritten signature in cursive script that reads "Mary Roberts".

---

Board Secretary/ Treasurer  
Mary Roberts

A handwritten signature in cursive script that reads "Kathy Webb".

---

Board Recording Secretary  
Kathy Webb