



HPLD FOUNDATION BOARD OF DIRECTORS

REGULAR SESSION

May 18th, 2020

3:00 PM

District Support Services

2650 W 29th St Greeley, CO 80634

This is a VIRTUAL MEETING via GoToMeeting. You may join the meeting using the following link:

<https://global.gotomeeting.com/join/557963285>

1.0 OPENING OF MEETING

Meeting Called to Order at 3:03 PM

1.1 Roll Call and Pledge of Allegiance

Present via Virtual Meeting: John Damsma, Gerri Holton, Joyce Smock, Mary Roberts, Andrea Kaumann, Mark Moody, Caleb Jackson

Staff: Abby Yeagle Foundation Director, Matthew Hortt Executive Director, Natalie Weiss Finance Manager, Niamh Mercer Development Associate, Christian Welch AmeriCorps VISTA

Public: Bill Garcia Legal Counsel, Joshua Collier 2020 Writer in Residence

1.2 Approval of Agenda (Action)

Motion: Director Roberts moved to approve the agenda as presented.

Second: Director Jackson

Vote: Unanimously approved, 7;0

1.3 Approval of Minutes (Action)

A. February 10, 2020 Regular Session

Motion: Vice Chair Holton moved to approve the February 10, 2020 minutes as presented.

Second: Director Roberts

Vote: Unanimously approved, 7;0

1.4 Public Comment

No Public comment.

2.0 ITEMS FOR ACTION / INFORMATION

2.1 Introduction of the 2020 Writer in Residence (Information)

Foundation Director Yeagle introduced the 2020 Writer in Residence, Joshua Collier, to the Board. The volunteer selection committee reviewed applications virtually and conducted interviews via GoToMeeting. Collier will use the nine-month residency to create a book that encourages growth in STEM through engaging characters, historical relevance, and STEM projects that can be done at home. Collier will host a Meet the Resident Facebook Live on May 28 at 5:30 PM and answer questions from our community.

2.2 Bylaws Amendments (Action)

Foundation Director Yeagle reviewed the proposed Bylaw Amendments found in the 05/18/2020 HPLD Foundation Board Packet.

Trustee Damsma reiterated that the proposed amendments would help to alleviate the potential for joint Trustee/Board member burn out and allow for increased community participation and diversity.

Legal Counsel Garcia noted that he reviewed the proposed amendments and that they were written to accommodate Trustee/Board attrition.

Secretary/Treasurer Smock Joyce asked if the Foundation and its Board answers to the District Trustees. Legal Counsel Garcia noted the current Bylaws give the District Trustees the controlling vote on the Foundation Board. Garcia noted that if the proposed amendments were accepted, the Foundation Board Chair and Vice Chair must be Trustees. Garcia also reminded the Board that the Foundation is a separate non-profit created to support the libraries of the HPLD.

Motion: Director Roberts moved to accept the proposed Bylaw Amendments as presented.

Second: Vice Chair Holton

Discussion: Secretary/Treasurer Smock voiced her concern that a future Foundation Board could misalign from the District Trustees. Chair Damsma noted that these concerns are addressed in the proposed amendments, which call for the Foundation Board Chair and Vice Chair to also be a current member of the District Trustees.

Vote: Unanimously approved, 7;0

2.3 MOU with HPLD (Action)

Foundation Director Yeagle reviewed the proposed MOU with HPLD revisions found in the 05/18/2020 HPLD Foundation Board Packet. Legal Counsel Garcia noted that he reviewed the proposed revisions and believes it matches the interests of both parties. Executive Director Hortt stated that this is a positive step forward and will help to further define the Foundation's relationship with the District as the Foundation moves forward with Friends of the Library and volunteers.

Motion: Vice Chair Holton moved to accept the MOU with HPLD revisions as presented.

Second: Secretary/Treasurer Smock

Vote: Unanimously approved, 7;0

2.4 Nomination of New Members (Action)

Director Yeagle informed the Board that the Nomination Committee, Chair Damsma and Secretary/Treasurer Smock, interviewed Board applicants virtually via GoToMeeting. The committee nominated Miranda Arens-Bennett and Julie Forland to the HPLD Foundation Board of Directors.

Motion: Director Roberts moved to accept Miranda Arens-Bennett and Julie Forland to the HPLD Foundation Board of Directors.

Second: Director Jackson

Vote: Unanimously approved, 7;0

2.5 Funding Distribution Process (Action)

Foundation Director Yeagle reviewed the proposed Funding Distribution Process. Projects funded by the Foundation must be aligned with the Foundation's funding priorities, as outlined in the Foundation's 2019 – 2024 Strategic Plan. Annual distributions of funds will adhere to the following process:

- Foundation staff will work with librarians and HPLD staff across the District (at both Branches and Member Libraries) to identify projects in need of funding that align with the Foundation's priorities.

- Foundation staff will solicit applications for funding from the Foundation through the Foundation Partnership Form and will support staff in submitting.
- Requests will be gathered annually in the third quarter and will be presented to the Foundation's Finance Committee for review at their Q3 meeting. The Foundation Finance Committee will prepare a recommendation for the Foundation Board regarding the amount to be distributed and the projects selected to receive funding.
- The Foundation Finance Committee will propose the amount of funds to be distributed (based on annual revenue) and the projects to be funded to the Foundation Board at the fourth quarter meeting. The Foundation Board will vote to approve fund distributions.
- Projects funded by the Foundation will be asked to provide a report back to the board on the use of funds at the third quarter meeting of the following year.

Foundation Director Yeagle noted that funding is open to both member and branch libraries and that the Finance committee would set a funding ceiling annually.

Motion: Director Kaumann moved to accept the Funding Distribution Process as presented.

Second: Director Jackson

Vote: Unanimously approved, 7;0

3.0 FINANCE REPORT – Natalie Wertz, Finance Manager

3.1 Review of Foundation 990 and Audit (Action)

Finance Manager Wertz reviewed the Foundation's financial statements, found in the 05/18/2020 HPLD Foundation Board Packet Board. Wertz noted that the market downturn has hurt the Foundation's investment portfolio. Chair Damsma asked if the investments in the Foundation mutual funds would continue to increase as they did in 2019. Wertz noted that the Board could see a similar pattern. Wertz reviewed the corrections to Part Six, Section B, Question 13 of the Foundation's 990, noting that the Foundation now has a Whistleblowers Policy. Wertz also reviewed the Foundation's Audit prepared by Anderson and Whitney.

Motion: Vice Chair Holton moved to approve the Foundation's form 990 as presented.

Second: Secretary/Treasurer Smock

Vote: Unanimously approved, 7;0

Motion: Director Roberts moved to accept the Audit as presented.

Second: Secretary/Treasurer Smock

Vote: Unanimously approved, 7;0

4.0 FOUNDATION REPORT – Abby Yeagle, Foundation Director

Foundation Director Yeagle informed the Board that the Foundation recently received \$21,000 from Help Colorado Now for Community WIFI Access Points, \$10,000 from the Buell Foundation for the Multilingual Nursery Rhyme Booklet project, \$3,000 Bessie Minor Swift for Library on the Road programming at the Glenn A. Jones Memorial Library, \$500 from the Dollar General Literacy Foundation for Summer Reading Adventure English and Spanish book prizes, \$500 in promotional products for Summer Reading Adventure from 4imprint *One by One*, and 100 coupons from Human Bean for Summer Reading Adventure.

4.1 Writer in Residence Update

Development Associate Mercer reviewed the Writer in Residence Board communication

and survey found in the 05/18/2020 HPLD Foundation Board packet. Mercer recommended that the Board determine if the Writer in Residence program should be adjusted in 2021. The Board directed staff to survey the community at large, and to present several options for the Board to review at the third quarter meeting.

4.2 Friends Update

Foundation Director Yeagle reviewed a draft of Friends and membership levels. Yeagle noted COVID-19 has caused volunteer programming and bookstore planning to subside for the time being. Yeagle will meet with the Friends Task Force before the next meeting to move forward with planning.

4.3 Rebrand and Website

AmeriCorps VISTA Welch reviewed Foundation logo mock-ups provided by CRM. The Board directed staff to pursue option three. Legal Counsel Garcia advised that staff research similar organization's logos throughout the state and ensure that the new logo is not shared with another organization. Welch also reviewed a draft of the new Foundation website. The Board noted that it was easy to navigate, and commended staff for sharing all necessary documents to ensure that the Foundation is transparent.

5.0 BOARD COMMENTS

Director Roberts thanked staff for facilitating an organized virtual meeting. Roberts left the meeting at 4:34 PM.

Secretary/Treasurer Smock noted that staff have worked diligently from home and thanked them for their hard work.

Vice Chair Holton appreciated that staff carefully organized the meeting and packet. Holton also congratulated staff on their recent grant success.

Director Jackson also thanked staff and congratulated them on their grant success.

Director Kaumann asked if there would be any changes to the Links for Literacy Tournament. Foundation Director Yeagle informed the Board that the tournament is still scheduled to continue. The Links for Literacy committee are working with Eaton Country Club staff to ensure proper social distancing on the course. Kaumann noted that she would like to help in planning the virtual auction component.

Director Moody was unable to comment due to technical difficulties with the online platform.

Chair Damsma also commended staff for their grant and meeting success. Damsma noted his excitement to onboard new members and increase community involvement on the Foundation Board.

6.0 ADJOURNMENT

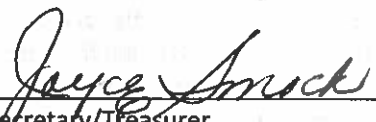
Motion: Vice Chair Holton moved to adjourn the meeting.

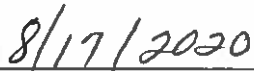
Second: Secretary/Treasurer Smock

Discussion: Director Yeagle informed the Board that the third quarter meeting is on 08/17/2020.

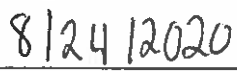
Vote: Unanimously approved, 6;0

Meeting adjourned at 4:40 PM


Secretary/Treasurer


Date


Recording Secretary


Date