



**BOARD OF TRUSTEES
Regular Session Minutes
Monday June 15, 2020
HPLD Administration Bldg and Virtual Meeting through GoTo Meeting.com
5:00 p.m.**

1.0 OPENING OF MEETING 5:02 p.m.

1.1 Roll Call and Pledge of Allegiance

Guests: Brittany Raines, public comment on agenda item 2.2
William Garcia, Legal Counsel, Coan Payton & Payne, LLC
Julie Foland, High Plains Library Foundation Board
Miranda Arens-Bennett, High Plains Library Foundation Board
21 other persons online

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: Trustee Jana Caldwell

Staff: Tony Brewer, James Melena, Natalie Wertz, Abby Yeagle, Elena Rosenfeld, Matthew Hortt

Chairman Poncelow read the following statement into the 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: Secretary/Treasurer Roberts
SECOND: Trustee Smock
DISCUSSION: None
VOTE: Unanimously Approved; 7:0

1.3 Approval of Consent Agenda

- A. March 30, 2020 Special Session Minutes
- B. May 18, 2019 Regular Session Minutes

MOTION: Vice-Chair Heberlee
SECOND: Trustee Caldwell
DISCUSSION: It was confirmed that the correction to the May 18th Minutes had been addressed prior to the meeting.
VOTE: Unanimously Approved: 7:0

1.4 Public Comment

No public comments for items not on the agenda



2.0 ITEMS FOR DISCUSSION/ ACTION

2.1 Introduction of New Foundation Board Members

Foundation Director, Abby Yeagle, introduced new Foundation Board members Julie Foland and Miranda Arens-Bennett to the Library District Board of Trustees.

Miranda Arens-Bennett is a senior marketing manager who was born and raised in LaSalle. Miranda shared her enthusiasm for joining the Foundation and working with everyone on current and future library initiatives. She and her husband are library users and she appreciates the chance to be involved.

Julie Forland is an independent educational consultant who lives in Erie. Julie is a Colorado native and has 3 adult children. This is her first Board position, but she has been a library fan forever. The Library can support and grow a community and she looks forward to being part of that effort.

The Board welcomed the new members to the Foundation and expressed their enthusiasm for what the Foundation is doing and will be doing in the future.

2.2 Public Board Statement Regarding Racism

Chair Poncelow opened the topic by highlighting the decision to make a statement is a new direction for the District's Board of Trustees and might be a new direction for the Library District. He noted that this is a time of great civil unrest and there are strong opinions about what has been happening, what needs to be done, and where our nation is heading.

He outlined the formal process for hearing from the public to allow time for the Board to discuss the issue. He reminded the Board that:

- This is a public meeting, Board Members are accountable for all that is said;
- There are individuals who will take any comments made and fit them into their political view;
- This is a highly charged situation, political in nature, and people have strong opinions about what is happening;
- The decision whether to act is not an ethical issue. There are different perspectives on the impact of taking action;
- It is important to remember that the Board Members are all professional, friends, and have the best interests of the District at heart;
- If not handled properly, the decision may lead to risking retribution against the District, the well-being of patrons and staff, and damage to the buildings.

After the discussion phase, three votes will be called:

1. Should the Board of Trustees make a statement about the current unrest gripping our nation?
 - a. If yes, direct the Executive Director to draft a statement, have it reviewed by the District's attorney, have it approved by the entire Board of Trustees, and publish it.
 - b. If no, then move to agenda item 2.3 without voting on the remaining two questions.
2. Should the Board of Trustees have the Executive Director prepare and publish a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal



justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States?

3. Should the Board of Trustees have the Executive Director prepare a statement in support of law enforcement locally and nationwide?
 - a. If yes, we will direct our Executive Director to draft a statement, have it reviewed by our attorney, have it approved by the entire Board of Trustees and have it published.

The Chairman then opened the floor for public comment.

Executive Director Hortt shared that 20 comments were received through email. These comments have already been shared with the Board. Of the received comments, twelve were from library staff, seven were from the public, and, it seems that at least two of the public comments were from persons outside of the District. One comment had neither name nor contact information. Legal Counsel approved summarizing the comments with the names removed for this meeting. The complete comments are available for public review. Of the comments received, there were themes throughout:

- That silence equals violence;
- A request that a statement about racism, violence, and systematic inequity is released;
- Making the library a welcome place for all in their community;
- A call for solidarity with our black community;
- Many of the comments explicitly and implicitly stated that Black Lives Matter is not a political statement;
- There is reference to the Board's resolution regarding Proposition 112 in 2018;
- A question about what is holding the Library back from making a statement;
- A cry for all public entities to stand against racism;
- A statement that, to build community, we need to support the entire community;
- There were multiple comments that cited statements made by other libraries districts such as Pikes Peak, Denver Public, Estes Park, and Jefferson County Public Library;
- There were also statements pointing at the Board's signed ethics statement.

Executive Director Hortt then introduced Brittany Raines who attended the Board Meeting in person to make a statement.

Raines introduced herself as a resident of Evans CO, a native Weld County resident, a library supporter, and library user. She has had the privilege of using the library to gain insight into social injustices throughout our time and across geographical areas. She shared titles of materials read which included, *The New Jim Crow*, *Nickle and Dimed*, *Rachel and her Children*, and other titles. Through these readings and others, she has learned that social injustice is alive and well in this society. She has realized that she is privileged as a white American and with that privilege comes responsibility. Part of that responsibility is to speak-up when injustices are exposed and denounce them as wrong. This needs to be done on a personal and a community level. For this reason, she believes the High Plains Library District should make a statement against the social injustices that have happened in the last few weeks.

She requested that the library be a catalyst for fighting social injustices.

Outside of work hours, she developed a petition which she shared with some members of the High Plains Library District staff and was clear that any action should be on non-work time and



non-workplace equipment. Due to the restrictions of this process, the petition was not shared with all HPLD employees. A total of 52 signatures were gathered with 43 of them being staff.

Raines shared the petition's wording:

"Dear High Plains Library District Board of Trustees, please release a public statement on behalf of the High Plains Library District denouncing social injustices. Public libraries are institutions that should believe social injustices are wrong and should take steps in acknowledging these injustices when they occur in our society, in a public way. The public library is the epic center for access to information which permits the public to engage in their civic responsibilities to challenge these social injustices. The public library has a responsibility to denounce injustices as they occur and encourage civic engagement through access to information in order for citizens to be informed before exercising their additional civic responsibilities to invoke social change.

A public statement will demonstrate to our community that we stand against social injustices in all their different forms, and through civic engagement and access to information citizens can be informed which can result in positive social change. By not denouncing social injustices, we are accepting the continuation of social injustices to occur. Standing up for injustices is a community responsibility and this starts with community institutions making public statements in support of social justice, including the public library.

Please remember the words of Albert Einstein when considering making this public statement, "The world will not be destroyed by those who do evil, but by those who watch them without doing anything"."

Raines concluded her statement by asking the Board to find value in those who voiced support as both staff and as members of the community, by expressing the hope the Board would join other community organizations in making a statement, and thanking the Board for their time and service to the community.

Executive Director Hortt confirmed that there were no requests from online attendees to make a comment.

MOTION: To direct Executive Director Hortt to prepare a statement about the current unrest and the Board's support for the requests in the petition made by Trustee Holton.

- **Amendment to the motion:** Vice-Chair Heberlee noted that the discussion started with a focus on social injustice and has changed to civil unrest which is a different issue. She recommended that statement should be against "social injustice." Trustee Holton considered the unrest as the same issue and was comfortable with the revision.

REVISED MOTION: To direct Executive Director Hortt to prepare a statement about social injustice and the Board's support for the requests in the petition made by Trustee Holton

SECOND: Secretary/Treasurer Roberts

DISCUSSION:

Chair Poncelow – **against**

- Taking a stance on social issues that are not related to the workings of the library is not the function of the Library Board of Trustees. By taking a stance on this political social issue, the Board will be expected to take stances on other social issues.
- If the Board is taking a stance to appease the 20% of the Library District staff who signed the petition, is this setting precedent that action will be taken if staff bring petitions in the future?
- A statement is guaranteed to alienate a portion of our patrons and our constituents.



- The Board has already have documented a stance on discrimination when signing the Board ethics policy and as outlined in Library District policies.
- The Library District does not have an organizational discrimination issue in the HPLD and do not have law enforcement tied to this organization.
- Board Members and Staff Members can, as individuals write letters, join protests, and take action as long as they are not representing the High Plains Library District.
- The only value in making a statement is for virtue signaling.
When asked to explain “virtue signaling, it was explained that it’s a statement made to show virtue but there is no real meaning to it.

Vice-Chair Heberlee – **for**

- Concern was expressed that every response seems to require appeasement. There is a need for a statement against social injustice. There is enough social injustice to go around. While it is not necessarily rancorous at this time, a statement against it is a good thing.

Trustee Caldwell – **for**

- Trustee Caldwell shared that, since learning about the issue, she’s been identifying her stance. Her efforts were completed before receiving the comments from the public and library staff.
- She has re-examined the Library policies, the Trustees ethics statement
- She is aware that she has an obligation to separate her personal beliefs from her role as a Trustee. In her role as the At-Large member, she needs to represent the interests of the whole District, not just those of Greeley.
- She has done some research on how other local, regional, and state organizations have interpreted the situation. Some libraries and institutions have remained silent on the topic, others have spoken directly, and others indirectly. School District 6 made a pretty strong statement of support made by the Superintendent and School Board.
- While it was stated that we are not in the business of social change, the American Library Association is supportive of social change.
- While there are times it is better to listen and learn; this is an issue that is so important that we need to speak out. In this instance, it is appropriate at the very least to affirm our stance against discrimination. The specific language can be debated. We need to remind ourselves, our patrons, and community about library policies and pledges. This is also an opportunity to challenge ourselves to be alert of personal and institutional biases – which we are often unconscious of and need to call out.

Trustee Smock – **against**

- We all come from different backgrounds and experiences, with that in mind, it seems like we already have a lot of things in place for the library. We do not need to make a statement because others have made statements.
- While there are some social injustices, she is not sure that we, as an organization, want to be in the middle of the mix.

Secretary/ Treasurer Roberts – **for**

- It is telling, reading the number of emails, that the perspectives are similar to the statement proposed by Trustee Holton. There might be some groups and employees who would have a different perspective.
- There are supremacists of every nationality. There are also those who view their way of living life is the only way and imposing that is their objective.
- However, the statement seems consistent with the work the District has been working on for the past year and a half. While there might be controversy, it seems to be an appropriate risk. A statement to the issue would be well received and consistent with our values, our mission, and our strategic plan.



Trustee Damsma – **against**

- The United States of America has always tried to correct wrongs when they exist, and it takes a long time to do it. Other than apartheid in South Africa, the United States is the only country that went to war among itself over social injustice – the Civil War where about 800,000 Americans died over the issue of slavery.
- In times following that war, there have been injustices that have been addressed by the 13th and 14th amendments, other amendments, and general social change.
- Biases that each of us have are real. Those biases are based on our experiences, education, work histories, it varies and to think that any decision made is without bias is ludicrous.
- In response to a public comment stating that a Board Member, according to the Ethics Policy, should disregard biases and come to the Board for the good of the Organization: It was clarified that before the vote, the Board Members need to bring forward the various understandings and ideas of what the District should be for the purpose of melding them together and then make a decision. Once that decision is made and after the vote, then the Board comes together as one.
- The comments and petition are appreciated as that is what America is all about.
- In response to the comment about the Board's decision to make a statement about proposition 112 should make it reasonable to for a Board statement now when the reason is more crucial for justice: In the case of proposition 112, issue was very focused and the potential impact on the community was clear. While not all staff may have agreed with that decision, it was a directed statement.
- While we are against what is hurtful to the community, it is difficult to clearly define social injustice. It exists, but it is not systemic. To date, nothing has been brought to the Board in terms of discrimination. As a general statement, "social injustice" is open to broad interpretation which leads to back-and-forth discussions about what it really means. As such, a general statement can be hurtful to the community and, to be specific, to the High Plains Library District.
- The High Plains Library District has in the signed ethics policy, the handbooks, and policy manuals and there is nothing that allows for racism, discrimination.
- As Chair Poncelow noted, we do not want to go the route of virtue signaling. We want to be active, to know what we are saying, and then to do something about it.
- The High Plains Library District has been proactive. It is better that we continue taking action and continue to improve rather than make a statement about doing better.
- The basis for this is supposed to be some privilege that someone has because they were born into it. Anyone who works for something can get it. There is self-responsibility and a statement isn't going to do it.
- We need to develop programs so we can work together. The District already has statements which are in our documents and nobody has questioned them. I don't know if we have any claims of discrimination or racism. And, if we get claims, we would do something because we are good people.
- Chair Poncelow said that if the Board votes "yes" on this, then there is more for the Board to vote upon. The additional statements are needed to better explain a statement that is open to misinterpretation. To decide to not make a statement should not mean that an organization is racist or discriminatory. It means that we have the documentation and guidelines. We don't have to say something because we do something.

Trustee Holton – **for**

- Expressed thanks to those who emailed and shared thoughtful and heartfelt statements. The point of all of this is that people want to be heard and know that we are



seeing what happened, that we feel for you and we are here to help. And, that is our lane

- A single statement against violence against people, the police, and property can work. We don't need a separate statement. It is hard to see anyone having an issue about a statement that is against violence.
- This is not a political issue although some people make everything a political issue. Masks have become a political issue while, from a public health employee perspective, it's a health issue. That risk is always there and I'm willing to take the risk. There is nothing you can do about people who want to put everything in a very black or white context. A role for the Library is to combat the "us or them" mentality and be the safe place to share the complexity of issues.
- This is not a staff issue. Comments have been made from other organizations before the staff's petition. This is a conversation that should be held. The Library is the safe place where opinion and experience matters.
- As a Hispanic female, I have seen that bias and racism does exist through growing up in this community and in the work place. People experience this and they bring their experiences to this issue.
- If the Library is going to be relevant, this is a conversation that is happening internationally. For us to not be in the conversation makes it look like the Library doesn't know what is happening. Currently, there is nothing directing people to where to find information.
- The Library is a perfect resource for people who want to know how to think about this situation. It is an on-time response to a current issue. There was discussion of holding a forum to discuss issues that are relevant to the community. We can have influence for creating understanding.
- Branding-wise, the library is a social justice institution. Everyone has access to information which informs free-speech that enables people to participate in society. That's who we are.
- It is part of our strategic plan to build community. This issue is tearing communities apart and so this could be our part to bring people together.
- By not making a statement, we make the assumption that people understand our brand and our documents. While it might be there, people need to see it in action – by those on the Board and the staff.
- The mission and vision statements are at the bottom of the Library website's page. It would be better if those statements are front and center to clarify who we are as an organization.
- After reviewing some of the resources that Micaela shared in an email, there is interest in the Board participating in a workshop to discuss this further.
- Trustee Holton referenced the amount of diversity in her family, that it is not just in race and ethnicity but also in thoughts, ideas and beliefs. The library has to be a safe place to talk about it just as our homes should be safe for these discussions.
- Where is the controversy in saying we are against violence towards the people, to direct people to resources, and talk about what we are, as an organization doing for people in our community about this issue?

Chair Poncelow invited the Board to share further comments.

Trustee Damsma – "Social Justice" is not a statement in in the District's documentation. He also questioned whether there is accurate data in current and past discussions about social justice. While "social justice" sounds great; it is saying "We don't want violence" which, of course, we don't want. We shouldn't make a statement that is 'one big ball.' As far as he knows, there is no



library location where people feel unsafe due to library staff discriminating against them. There is no need to create a statement, but this conversation should be a reminder to the Board to be vigilant. Board welcomes any suggestions on how to improve situations and if there are any injustices going on, the Board should be informed about them. That's who we are. We don't need a statement that can get convoluted.

Trustee Caldwell – Thanked everyone for their comments. Her purpose of creating the statement was to affirm or reaffirm what is in the policies and documents. While the Board know it's there, the public at large may be unaware or uncertain.

Trustee Caldwell then noted her willingness to change the focus from a statement on injustice to a statement that is based on current policies. Vice-Chair Heberlee suggested a statement that synthesizes mission, vision, and ethics policy and elevating it on the website rather than leaving them as a footnote.

Trustee Smock noted that the action could be to adjust the wording in the mission statement. She noted that, as there were only 43 staff signatures, there is not clarity about what all staff think about this issue. There have been no complaints about discrimination. Nor, has anything been heard from the public beyond the five people who signed the petition. There should be care in using words as words can hurt.

Secretary/ Treasurer Roberts clarified the motion is about making a statement independent of the extensive words within other statements. It seems reasonable to have something to reiterate the Library's stance.

Trustee Statement Damsma suggested that the issue could be solved by taking the ethics paragraph.

Secretary/ Treasurer Roberts responded that she would prefer to not reopen the mission and vision as the District has already worked hard on them. Reiterating is not inconsistent, it just restates and reinforces what we say we are going to do. It doesn't require us doing something differently.

Chair Poncelow reiterated his position that the library is not about social change. The library is about helping a community not changing a community. Libraries are about facilitating and giving information. The library can have a role in facilitating conversations as long as it is done carefully. The library is not supposed to take a stance on an issue. Taking a stance means making someone angry. If the Board believes libraries are about making social change, then he will need to rethink his place on the Board.

He is a strong believer a written statement does nothing. That the officer who murdered George Floyd intentionally killed that gentleman. It was clearly homicide and had nothing to do with law enforcement; it was clearly about an individual killing another individual. But writing a statement does nothing for the issue.

If the Board is going to make a statement, then the Board needs to recognize the over thousand officers who have been injured in the last couple weeks. There are officers who have suffered brain injuries who have families and loved ones. Over seventeen officers have been killed. There have been billions of dollars in destruction.

Chair Poncelow concluded by calling for the vote.

VOTE BY ROLL CALL



Chairman/ Region 3: Ken Poncelow – no vote unless there is a tie

Vice-Chair/ Region 5: Mary Heberlee - Yes

Secretary/ Treasurer/ Region 4: Mary Roberts - Yes

Region 1: Trustee John Damsma - No

Region 2: Trustee Gerri Holton - Yes

Region 6: Trustee Joyce Smock - No

At Large: Trustee Jana Caldwell – Yes

MOTION PASSES; 4:2

MOTION: To have the Executive Director publish a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States in the past several weeks moved by Trustee Damsma

REVISED MOTION: To have the Executive Director create a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States in the past several weeks. The fact sheet is to be reviewed by legal counsel and brought to the Board for review before publishing.

SECOND: Vice-Chair Heberlee

DISCUSSION:

Vice-Chair Heberlee suggested adding additional topics in the document. She recommended that the Board discuss the document themselves. Secretary/ Treasurer Roberts asked whether the discussion would happen tonight or at a future special session. Vice-Chair Heberlee responded that it would not take place at this meeting.

Trustee Caldwell noted that the facts should include all sides of the issue.

Trustee Smock expressed concern that this would be a lot of extra work for the Executive Director. Chair Poncelow noted that it will be assigned to staff. Trustee Smock also noted the challenge of gathering accurate information.

Secretary/ Treasurer Roberts agreed with Trustee Caldwell that the data needs to be inclusive but suggested that it is about perspectives rather than sides. The dilemma is that this is like the story of the six blind men trying to describe an elephant. There needs to be something that includes annotations and the Board discusses the findings.

Trustee Damsma expressed concern about the difficulty in finding accurate data which supports his concern that what is being expressed is not based on sound data. Executive Director Hорт shared that the National Crime Information Center (NCIC) has the data.

Trustee Holton reiterated that this is the Library's role. There are so many news sources screaming opinions, so Library is in the unique position to provide reliable local and national information. It is the job of the library is to share the multiple perspectives. There are not different ways to interpret what happened to George Floyd. She requested Dr. Hорт to create something that is comprehensive and provide direction to where people can find more information for themselves from a reliable source.

Chair Poncelow shared that the FBI has the data and the information is not going to be found from the media. The library should be the place to see the information to determine whether



the United States has a serious problem. He reiterated that by making a statement there is a risk of protestors.

Secretary/Treasurer Roberts asked about what was being written in the GoToMeeting CHAT box. Executive Director Hott responded that Jo McNeal, Library Manager in Erie was entering a comment.

Trustee Damsma clarified with Chair Poncelow that he would be comfortable incorporating statements about violence, civil injustice, law enforcement, and share data, in a single statement. Chair Poncelow said that was correct.

Chair Poncelow called for the vote.

VOTE BY ROLL CALL

Chairman/ Region 3: Ken Poncelow – no vote unless there is a tie

Vice-Chair/ Region 5: Mary Heberlee - Yes

Secretary/ Treasurer/ Region 4: Mary Roberts - Yes

Region 1: Trustee John Damsma - Yes

Region 2: Trustee Gerri Holton - Yes

Region 6: Trustee Joyce Smock - Yes

At Large: Trustee Jana Caldwell – Yes

MOTION PASSES; 6:0

Chairman Poncelow asked for a motion that the Board shall have the Executive Director prepare a statement supporting Law Enforcement locally and nationwide

NO MOTION WAS MADE.

Trustee Holton asked if the vote on this item could be deferred. Chair Poncelow requested that a decision be made tonight as it is important to recognize what has been happening to police officers.

Trustee Holton questioned whether the statement for law enforcement can be combined with the general statement against violence as a statement against violence does not condone any violence.

Trustee Roberts concurred, recommending that a single statement should be in opposition to violence in any form. The statement should be presented as soon as possible although not immediately as it will lack impact if the Board waits too long. It's horrid what has happened to our law enforcement community; it's horrid that we have people feeling that our protectors are not protecting us. The statement should include the concept that Chair Poncelow has stated. We do not support the violence, the destruction, the terrible stuff that has happened to human beings. There are multiple players and we deplore the action that is hurtful. She would like to have a brief statement for review from Executive Director Hott by Thursday, June 18, 2020.

Dr. Hott asked for clarification of whether there should be separate statements.

Chair Poncelow spoke in support of Secretary/ Treasurer Robert's statement that the Board "deplores" what is happening. The statement should include:

- 1: That we do not support discrimination;
- 2: That we do support law enforcement locally and nationally;



3: What the High Plains Library District is currently doing at this point (and maybe into the future) to help make things better.

4: That the District supports first amendment rights and will be publishing a white sheet with more information.

Trustee Damsma asked to hear what Executive Director Hortt has put together; but is willing to wait to hear the formal statement.

Executive Director Hortt will write a statement to send to the Board. The Board can call a special session if needed. Chair Poncelow gave permission for anyone to request a special session. He will send something on Tuesday. Both Legal Counsel Garcia and CRM Manager Melena to be involved.

Trustee Holton requested that the District host a workshop or community forum to discuss the issues to help us find peace and work together.

Chair Poncelow noted that in previous decades, the library was a place for political, impactful, and social discussions as a civil discourse and wondered if the Library could provide that role again. He concluded by thanking the Board for the discussion.

Following the discussion, the Board directed staff direction to include their support for Law Enforcement in the statement and to have it ready for review and approval by Thursday, 6/18/2020.

Secretary/Treasurer Roberts asked for a brief recess at 6:51 PM.

MEETING RESUMED AT 7:04 PM.

2.3 Reopening Plan and Variance

Executive Director Dr. Hortt reported that while the District started to provide curbside pick-up on May 6, there were plans to roll out more services in early June. On June 3rd there was a Public Health Order 2028 was released and on page 18, it limits public libraries to curbside, walk-up, and window services. When asked about options, staff at the State Library said only option is seeking a variance through the County Health Department.

Dr. Hortt contacted the Weld County Department of Public Health and Environment about the possibility of getting a variance. Receiving no response, he reached to the County Commissioners who said variance was not needed, just have a procedure in place. The County's legal counsel stated that the Public Health order has no legal backing for various reasons. For this reason, the County Commissioners are not considering variances.

If the State does have an issue with the Library opening, it would be most likely start with a "cease & desist" letter which would start a conversation.

When asked about restrictions from the Center of Disease Control (CDC), Dr. Hortt noted that the guidelines do not say much beyond how long viruses stay on materials, use personal protection equipment (PPE), staff should wear masks and sanitize, quarantine areas if a person is found to be COVID-19 positive, and be prepared to do tracing if COVID-19 is identified.

The Library will reopen June 29th following the guidelines outlined by the CDC and State of Colorado.



When asked about what libraries have opened, Dr. Hortt noted that El Paso County applied for a variance and is planning to reopen on July 1st. Overall, library services have not broadly opened throughout Colorado.

The current reopening plan includes:

- While staff will be wearing masks, the public will be encouraged to wear a mask. The Board discussed whether to require masks. Concern about enforcing the requirement led to support for not making it a requirement for entry to the library. However, a mask will be required for interactions away from the desk where a Plexiglas shield is in place.
- The District staff are discussing having special hours for vulnerable people. The Board is supportive of this option.
- Temperatures will not be taken.

MOTION: To direct staff to reopen the libraries as soon as possible Secretary/Treasurer Roberts

SECOND: Trustee Smock

DISCUSSION: None

VOTE: Unanimously approved; 7:0

2.3 IGA with Member Library Approval (Action)

Executive Director Hortt reviewed the work accomplished by legal counsel, Member Libraries, and their governing entities. The meeting on February 24th included all parties except the legal counsel for Northern Plains Public Library. The majority of counsels have agreed with a version. The Town of Ault has a differing IGA.

Executive Director Dr. Matthew Hortt outlined the requested changes from the majority of the counsels and the changes requested from the Town of Ault's legal counsel.

Items to be resolved:

- Concern was expressed about the Town of Ault's requested changes as they seemed to undo what they thought was resolved through shared visioning. Vice-Chair Heberlee, Chair Poncelow, and Legal Counsel Garcia will meet with the Northern Plains Public Library Board and Director to talk through the issues and concerns.
- Trustee Holton expressed concern about the Library Boards in the Member areas not signing the agreement. By changing from "governing authority" to "town" libraries are losing input and accountability. It's okay for the District to request a service plan to account for the public's monies. Legal Counsel Garcia noted that the process started under the direction of Chair Poncelow and started with the Library Directors and Boards and the Member Directors are copied in the conversations.
- Chair Poncelow highlighted that a goal of this effort is to insure that the public can go to any location and get same high-quality service.
- Chair Poncelow asked if we need an IGA for everyone? Legal Counsel Garcia clarified that this IGA is for services. There is an IGA for being in the District. Anyone can drop the IGA agreement. When asked if the District could sign the IGA with Northern Plains Public Library and the end it if it is determined to be problematic, Legal Counsel Garcia responded that a complete severing of the IGA would mean that the that the Northern Plains Public Library would return to being a municipal library. However, such a change impacts the original formation of the District so it would be a complex situation.
- The Drafted IGA's – Legal Counsel Garcia is not aware of where attorneys have shared IGAs. The attorneys have said that the Library Boards are not the governing entities.
 - Dr. Hortt will be meeting with the Library Directors on Tuesday June 16th and will ask about the IGAs.



- The Board agreed that the District should have a conversation with the Northern Plains Public Library and proceed with the other libraries.

The Board directed Legal Counsel to prepare the five IGAs for Board review.

2.5 Policy Manual Amendments (Action)

Patron Experience Specialist Tony Brewer presented a set of revised policy statements for Board approval. He noted:

- That the Board might want to consider a policy about making statements on public issues; and,
- That there are at least two tactics in the Strategic Plan's aspirations section that may be relevant to the issue discussed. The first is the intention to offer moderated crucial conversations and civil discourse and the second is the possible development of a "Human Books" mentoring program which might be a route to help understand the different views on issues.

A. Lost and Found

- a. The statement about shredding items left in the library will be clarified that it is about photocopies. Staff will try to contact the individual who has left personal identifiable documents such as a social security card or driver's license.

B. Mission, Vision

- a. Brewer asked if the Board was interested in revising the District's mission and vision statements based on the discussion in item 2.2. The Board confirmed that they are not planning to make any changes.

C. Foundation

- a. The revision suggested is to address issues that Board had brought forward about the previous Foundation Policy statement.
- b. The Board was asked to approve amending the solicitation policy to allow for Board to approve donation programs (ie. Food for Fines to support Weld Food Bank)
- c. The Foundation is now a 509(a)(1) organization which is a subset of the 501(c)(3) classification. This change makes the Foundation a "supporting organization" rather than a "nonprofit" which allows participation in the Colorado Gives Day.
- d. Volunteers will be moved to the Friends Organization
- e. It was clarified that the "authorized position" is not to be replaced by a volunteer. The Board recommended replacing the statement with a less directive one. Patron Experience Specialist Brewer will work with HR staff to adjust the language and confirm whether there are legal requirements about the type of roles that can be filled by a volunteer. The Board will be updated on the status through the Director's Report
- f. The Mission Statement phrasing should be adjusted to be a true mission statement. The new statement will not include an adoption date.
- g. The word "all" can be removed when referencing fundraising (1st word in 3rd paragraph under fundraising) and "use of funds" in next line.

MOTION: To approve the policy manual amendments as presented by Vice-Chair Heberlee

SECOND: Trustee Caldwell

DISCUSSION: None

VOTE: Unanimously Approved; 7:0

2.6 Future Revenue Projections & Cost Savings Planning Update

Executive Director Hortt and Finance Manager Wertz outlined the cost saving recommendations made by the Finance Committee for Board consideration and feedback. The following recommendations were made:

- Projects to suspend: Mead Library and Public Computer Centers



- Library in Mead conversation: Chair Poncelow and Executive Director Hortt met with Mead's Mayor, Town Manager, and City Administrator and share the District's current financial situation. The Mayor would like to start a working committee to develop an agreement so that the project will be shovel-ready when funds are available. The Mayor promised a library as part of her campaign, so she is highly motivated to get the project completed.
The Town showed their plans for a combined City Center/Library and their anticipation that the cost of the library portion would be \$5 million. The Town wants the District to pay for both the library portion and be responsible for the costs of building the shared lobby space. Concern was expressed by the Board about the District building the facility without being able to control the details.
- Projects that should continue: Grover, Kersey, and Lincoln Park libraries
 - Lincoln Park Library work should be completed in phases with the first phase being focused on library services. The Greeley Tribune is interested in leasing space in the building for the next three years.
 - Once the Lincoln Park Library is moved to its new location, the District will need to decide on the future of the Goodwill building.
 - Work on the Kersey Library will be phased with the first priority being on expanding services and transition without renovation costs. This should save about \$1.3 million. The building purchase is \$400,000 and the cost for remodel and refurbishment is estimated at about \$900,000.
- Reduce Library Collection Costs
 - Remove low use database content – this will save the District close to \$90,000.
 - Remove low use periodicals using a data-driven decision process.
- Reduce costs through contract renegotiation
 - Health insurance and other contracts will be renegotiated with the expectation that decisions will be made based on the numbers. Employee health & wellness program availability would be based on the results of negotiation.

District staff are continuing to propose cost-saving options and are identifying actions that can be done immediately as well as in the future.

Secretary/ Treasurer Roberts shared that she found Finance Committee Meeting was helpful and would like another one before the next Board of Trustees Meeting. Finance Manager Wertz responded that she would send an invite for a July 1, 2020 meeting. The Committee will start meeting monthly.

The Board appreciated the staff's participation in identifying cost saving measures.

3.0 DIRECTORS REPORT

3.1 Review Draft Agendas

Executive Director Hortt outlined the proposed July 20th Regular Session agenda. He anticipates being able to introduce the new Centennial Park, Collection Development, and Lincoln Park managers. The meeting will also include a review of the current Requests for Proposal (RFPs), a request for final approval of the Intergovernmental Agreement (IGA) with the Member libraries, an updated outline of future revenue projections/cost savings; an overview of the Build a Better Org (Baldrige award) effort, and data for library group.

Board Discussion:

- The Board suggested that there should be a celebration for the new managers.
- There was a question about the salaries for the positions. Executive Director Hortt will need to gather the information.
- The Board would like to restart moving meetings to the different library locations and suggested starting at a location where there is a new Library Manager.

3.2 District Updates



Executive Director Hорт shared the following updates:

- The Construction Manager at Risk applicants have been weeded down to three companies which will be interviewed.
- The Library District will be hosting a Think Tank with partner organizations and governmental entities to find ways to help those who have lost their jobs.
- Curbside service started on May 11th and the Virtual Library is now working regular hours.
- The Community Relations and Marketing Department is working with Erie Community Library staff to launch a new web page to highlight the expansion project's progress.
- The District has submitted the intent to apply for the Baldrige Award.

4.0 BOARD REPORTS/ COMMENTS

A. Chairman Poncelow appreciated how staff are participating in the budget conversation and recognizing that the anticipated funding shortfall impacts everyone. He also noted his appreciation for Associate Director Marjorie Elwood and Library Manager Melissa Beavers for their work in the Construction Manager at Risk RFP process.

B. Vice-Chair Heberlee hoped that all of the Board Members shared her pride in the work accomplished during the meeting.

C. Secretary/ Treasurer Roberts appreciated that there is a concise process for reporting financial information to the Board. She invited the Board Members to contact her or Trustee Holton if they have any concerns or questions.

D. Committees – there were no committee reports

E. Other Board Members

- Trustee Caldwell appreciated everyone's work while addressing tough issues. She highlighted that democracy and governments are about working through disagreements.
- Trustee Smock noted that while the virtual meeting option is positive, it was a pleasure to meet as a group.
- Trustee Damsma welcomed the two new Foundation Board Members. He is looking forward their positive attitudes as active members of the Foundation and to how the Foundation and Board will continue to work together.
- Trustee Holton thanked the staff for bringing up the hard conversation and thanked the board for approaching the conversation with a plan to act. She noted that it is all important and that she is proud to be a part of the organization.

5.0 ADJOURNMENT

There being no further business before the Board,

MOTION: Trustee Holton

SECOND: Trustee Damsma

VOTE: Unanimously approved; 7:0

MEETING ADJOURNED: 8:54 PM.

A handwritten signature in purple ink that reads "Mary Roberts".

HPLD Board Secretary/ Treasurer
Mary Roberts

A handwritten signature in black ink that reads "Elena Rosenfeld".

Recording Secretary
Elena Rosenfeld