



**BOARD OF TRUSTEES
Regular Session Minutes
Monday September 21, 2020
5:00 p.m.**

Platteville Public Library and OpenVoice Audio Conferencing

1.0 OPENING OF MEETING at 5:00 p.m.

1.1 Roll Call and Pledge of Allegiance

Guests: William Garcia, attorney for the High Plains Library District
Dan Spykstra, Senior Project Manager, Wember Inc.
Dianne Norgren, Director, Platteville Public Library
Tony Brewer, Patron Experience Supervisor
Brenda Carns, Director, Eaton Public Library
Mallory Pillard, Manager, Centennial Park Library

Following Board Members Present:

Chairman/ Region 3: Ken Poncelow, left the meeting at 6:30 p.m.

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: Marjorie Elwood, James Melena, Elena Rosenfeld, Kim Parker, Matthew Hortt

1.2 Approval of Agenda

Chairman Poncelow requested that item 2.4 be pulled from the agenda and be moved to the November 19, 2020 Work Session. The item will then be moved to the December 7, 2020 Regular Session for a formal decision.

MOTION to approve the agenda as amended: Trustee Holton

SECOND: Secretary/Treasurer Roberts

DISCUSSION:

- When asked about the reasons for the request, Chairman Poncelow explained that he would like more robust discussion about background checks and the Board's stance on making public statements to achieve shared agreement before the Board makes a formal decision. Trustee Damsma noted that he will not be able to attend the October work session in person. Options such as sharing his comments in writing to be added to the record or attending virtually were discussed as viable options.
- Trustee Holton asked whether there is need to review ALA's statements. Chairman Poncelow responded that the review was not needed.
- It was confirmed that the budget will also be discussed in a future meeting.

VOTE: Unanimously approved; 7:0

1.3 Approval of Consent Agenda

A. August 17, 2020 Regular Session Minutes

Trustee Caldwell submitted revisions to the minutes.

MOTION to approve the consent agenda as amended: Vice-Chair Heberlee

SECOND: Trustee Smock

DISCUSSION: Trustee Damsma asked about the revisions submitted. Executive Director Hortt explained that they were corrections and there were no substantive changes.



VOTE: Unanimously approved; 7:0

1.4 Public Comment

There were no comments from the public

2.0 ITEMS FOR DISCUSSION/ ACTION

2.1 Introduction of New Manager and Executive Assistant (Information)

Associate Director Marjorie Elwood introduced Mallory Pillard, the new Centennial Park Library Manger. Pillard comes to HPLD with eight years library experience. She started her library career at the Pikes Peak Library District before becoming the Director of the Trinidad (CO) Carnegie Public Library. As a director of a municipal library, she worked with the community to help the homeless population. Pillard completed the Colorado Association of Library's Leadership Institute (CALLI) and is in the process of acquiring her Master of Library Sciences degree through Emporia State University. She is passionate about equity, diversity, inclusion, and patron rights to privacy. She also loves dancing and hiking. She is both grateful and excited about working for High Plains Library District.

When asked about her work with the homeless, Pillard explained that she has worked with the City which is using the Pathways Home Supportive Housing Toolkit which focuses on finding permanent housing solutions. She noted that those experiencing chronic homelessness also suffer from chronic health issues such as diabetes and heart conditions and this process is a route to help stabilize their lives. This work is seen in Weld County through the Guadalupe Center.

Executive Director Hortt then introduced Kim Parker as the District's new Executive Assistant. Parker is already an HPLD employee and has been working at the District's Training Specialist in the Human Resources department. With her experience in introducing new staff to the District, leading tours to Branch and Member locations, and coordinating All Staff Day, she is will prepared for the position.

Parker will continue to work 20-hours in her role as a trainer in addition to the 20-hour role of Executive Assistant.

Trustee Roberts asked if Parker received a raise with the new title. Executive Director Hortt confirmed that negotiations were held. Chairman Poncelow noted that Parker's personality will reflect well on the District in this new role.

2.2 Downtown Library Update (Information)

Anticipated date for completion

Executive Director Dr. Matthew Hortt shared that while the anticipated completion of the new Downtown Library project is December 2022, it might extend into the first quarter of 2023.

Survey results

A little over 50% of the responses were from Greeley and the rest were from throughout the District, including the southern part of the county. Most responses were in English and some were in Spanish and a few in other languages. The most responses were received from senior citizens and families with children. Of the responses from families with children, the larger group were those with children ages four to ten years of age.

While the committee is still processing the data, some preferences from the public have been identified:

- Top traditional library spaces: Fireplace/lounge space; children's space; café style reading room; and quiet reading space. The Fireplace/lounge space was the most popular choice. If the number of responses is a true indicator of the popularity, a fireplace where the fire is viewable from all sides needs to be considered.
- Top less traditional library spaces: A café-style reading room; a multi-purpose space that has flexible seating and tables for events; and collaborative workspaces. The café space is more about where people can have conversations rather than having something to drink. It was noted that the Chattanooga Public Library does provide coffee in their café space as the circulation staff are also trained baristas.



- Top non-traditional functions: Spaces to provide 3D printing services and virtual reality (VR) experiences. The possibility to use VR to have travel experiences while within COVID-19 limitations was discussed.
- Small meeting rooms that could hold 4 to 6 people that have video conferencing support. Zoom Meetings were specifically identified by respondents.
- Creation spaces: The top interest for this space was support for arts and crafts. The space would include access to running water. The second most supported space was a Science, Technology, Engineering, & Mathematics (STEM) lab. Other spaces of interest included a Children's Museum, an Interactive Learning Space, and a Job and Vocational Training Space. There was also strong interest in a culinary arts space.
- The top write-in additional space was to add a Friend's Bookstore.

Barker Rinker Seacat Architecture staff are now working with the feedback. The team was impressed by themes brought forward by respondents which included:

- Water is a priority for the area.
- The area is the best kept secret in Colorado.
- Cows were mentioned often enough to appear in the Word Cloud.
- The Greeley Stampede was a highlight.
- Top used adjectives included: "explore," "experience," "expansive landscape," "big sky," "transformation," and "being invented. Confluence was also mentioned.

The team has taken pictures of items in the Tribune Building that we would like to keep if possible.

Discussion:

- Trustee Holton asked if outdoor spaces was discussed. Hortt confirmed it was covered in a different section of the survey.
- The design team would like the Board to discuss how to make the building more visible from 8th Ave.
- Executive Director Hortt thanked both the staff and board for their efforts in sharing the survey in the community. The success can be seen through the number of responses which exceeded expectation.
- Trustee Holton asked about a public comment about late fees and suggested that the District consider removing all fees. Executive Director Hortt noted that it might be possible to remove all fees, however, the fiscal impact might require Board approval.
- Chairman Poncelow directed Executive Director Hortt to report milestones to the Board. The Chairman also suggested that the Board can ask to bring the architects into meetings as needed.
- Secretary/ Treasurer Roberts asked when survey results will be released and if they would be used in marketing efforts. She noted that, in general, the District needs to be more proactive in highlight activities throughout the area – including the work in Kersey and Grover as well as downtown Greeley. Executive Director Hortt shared that he will be meeting with the Community Relations & Marketing team to discuss how information will be shared and marketing opportunities. At this time, the survey data is still being assessed however it is anticipated that the October newsletter will highlight findings. Chairman Poncelow suggested that the District release an article for the Greeley Tribune.
- Fundraising ideas were shared when Executive Director Hortt reported his planned meeting with the Foundation staff to discuss follow-up from the 700 people who said they would be willing to donate to the building project. Secretary/ Treasurer Roberts suggested a children's focused fundraiser such as "pennies for the library" or something similar for the District. Executive Director Hortt will discuss ways to encourage altruism across the District.
- It was clarified that the cost of the survey was included in the architect's fee. The cost to the District was the staff time and effort in promoting the survey. Trustee Damsma suggested that there may be other opportunities for surveying the public. Overall, the participation rate was greatly appreciated and it bodes well for future surveys.
- Secretary/ Treasurer Roberts noted her appreciation for the software that the architects used to compile the feedback.

2.3 Intergovernmental Agreement Approval with Member Libraries (Action)



Executive Director Dr. Matthew Hortt updated the Board on the Intergovernmental Agreement (IGA) approval process and asked the Board to approve and sign the IGA with the Town of Johnstown. Concerns about possible double-taxation of areas annexed by the Town were resolved and the wording of the IGA was updated to document the process for current and future agreements.

Status of IGAs approved by establishing bodies:

- Town of Eaton – IGA approved by the Town on July 16th and by the District on July 20th.
- Town of Platteville – IGA approved by the Town on July 21st and by the District on August 17th.
- Town of Hudson – IGA approved by the Town on August 5th and by the District on August 17th.
- Town of Johnstown – IGA approved by the Town on August 17th; ready for District approval.

Status of IGAs not yet approved by establishing bodies:

- The District has received preliminary approval from Northern Plains Public Library. Library Director Laura McFarland is reviewing the document.
- The City of Fort Lupton is awaiting the agreed-upon wording of Ault's IGA before taking action.

MOTION to approve and have the Chair to sign the Johnstown IGAs: Secretary/Treasurer Roberts

SECOND: Trustee Damsma

DISCUSSION: None

VOTE: Unanimously approved; 7:0

2.4 Policy Manual Amendments (Action)

This item has been removed from the agenda and will be discussed at the October Work Session.

2.5 Public Computer Centers (PCC) (Information)

Executive Director Dr. Matthew Hortt introduced the topic by sharing the history of the Public Computer Center program. Most locations were funded through the Broadband Technology Opportunities Program (BTOP). To date, PCCs that were located in Keenesburg, LaSalle, Lochbuie, and Pierce have been decommissioned due to low use and the request of the host community. There are more PCCs being considered for decommissioning due to low use.

- Possible PCC decommissions: Connections for Independent Living, the City of Evans' Community Complex, the Town of Milliken' Business Resource Center, and the Town of Nunn's Town Hall. Any PCC within a Member Service Area will only be decommissioned with the approval of the Member Library Director.

These locations have been open since 2011. There has been a consistent downward trend in use.

There are also areas being considered for hosting new PCCS in a style similar to what is placed in Briggsdale Community Library.

- Possible new PCC sites: Raymer and Mead

Decisions about the future of PCCs will be based on assessing the level of use versus the maintenance cost. The PCC is a more expensive service as eRate does not provide a rebate for the Internet Service provided through non-library facilities. For this reason, each PCC location is costing a full \$400 per month for Internet services. The MOVE Department is working with ITI to create an option analysis. Considerations used will include the cost per use while considering mitigating factors and options for other ways to provide access to internet and computer services to community members. The option analysis and recommendations will be shared with the Board within a year of this presentation. Trustee Damsma highlighted the need to insure that rural areas receive the service and coverage they need despite the service being more expensive. Executive Director Hortt concurred, noting that Governor Polis was surprised to learn how many areas still lack broadband Internet services. Executive Director Hortt concluded by noting that more research will be conducted before any recommendations to close locations might be made.



Discussion

Reasons for drop in use: The Board asked for information about why use levels may have decreased at some locations. Possibilities include:

- As the PCCs are not in library locations, assistance with the computers and printing rely on the staff in the host location. Staff time, interest, and expertise might not match community needs.
- The host agency's hours might not match community needs.
- More homes may now have computers and/or Internet access than they did in 2011.

Possible changes in service models: The possibility of focusing on providing wireless Internet and wireless printing was considered.

Clarifying eRate It was clarified that eRate funds are administered through the Universal Service Administrative Company under the direction of the Federal Communications Commission (FCC). The eRate funds are derived through a charge on a phone bill. Secretary/ Treasurer Roberts asked that the District research petitioning the FCC for eRate funds for non-library locations.

2.6 Annual Report (Information)

Executive Director Dr. Matthew Hortt included the annual report in the board packet. He highlighted that the report, which, barring any concerns from the Board, will be released to the public on Tuesday, September 21st. The report is focused on sharing highlights rather than details. It will be posted in the branch locations, included in the October newsletter, shared through social media, and a media advisory will be shared.

- Trustee Caldwell appreciated both the colorful layout and the brevity.
- Trustee Damsma suggested that the District ask if the Annual Report could be included in the **Consumer Report for Carbon Valley, Erie and Mead** through either a free printing or as a full-page advertisement. Chairman Poncelow supported the idea as the paper is well circulated in the area. in the Carbon vAlley and Erie areas.

Community Relations & Marketing Manager James Melena highlighted the simplification of the funding sources. After some discussion, it was determined that there will be a note on how to contact the District for more information on both the print and online versions.

Melena also noted that this is the first time the Annual Report included a "what our community said" section which provides a nice qualitative measure. He is very pleased with the highlights section and would like to expand that in the future.

2.7 Rocky Mountain PBS (Information)

Executive Director Dr. Matthew Hortt shared that in April or early May, the Governor made a comment about the importance of early literacy education and then announced Rocky Mountain PBS's Colorado Classroom programs. Starting September 7th, a new series of classes are being offered and public libraries are able to support the programs by making worksheets available to those who cannot access them online. Right after Eaton posted the availability of the worksheets, they had a person come in asking about the packet. While Branches determined to offer the worksheets as a group decision, each Member Library Director decided on their own after Community Engagement & Strategies Manager Elena Rosenfeld forwarded the information to them. Eaton Library Director Brenda Carns noted that the process to join was very easy.

2.8 Kersey Wember Task Order and RFP Release (Action)

Executive Director Dr. Matthew Hortt noted that the District purchased the former Kersey Town Hall on August 17th. The District can now move the library from Kersey's former Senior Center in order to expand services. The Town Hall is 3,200 sq ft and the District would like to start the renovation process. Staff recommend that the District use a design-build process which means that a construction company will be hired first, and a representative from that company will sit on the hiring panel for an architectural firm.



A task order for Wember Inc. to oversee the project has been drafted with the cost of \$121,000. The District has also prepared an RFP for a construction company.

The construction project may be a full or partial remodel. It was noted that there are some sections of the building that will not be able to hold library shelving due to the flooring over the basement area might not be strong enough.

The estimated cost for the full project is \$1.2 million. This includes the \$400,000 purchase price in addition to construction costs. Executive Director Hорт and District Attorney William Garcia are in the process of negotiating with the Town of Kersey about the Town's request for the right of first offer in the District decides to move from the former Town Hall location.

MOTION to approve the task order and direct the Executive Director to sign it and release the RFP: Vice-Chair Heberlee

SECOND: Trustee Smock

DISCUSSION: None

VOTE: Unanimously approved; 7:0

2.9 Eaton Public Library Owner's Rep Task Order Phase II (Action)

Executive Director Dr. Matthew Hорт outlined the history of the Eaton Public Library's request for owner's representation services which was approved in September 2019. On Dec 9, 2019, Eaton Public Library started on phase 1 of a space planning project with Wember Inc.

Eaton Public Library is now asking for approval to continue working with Wember Inc. on Phase 2 of the project. The task order's anticipated cost is \$50,000 and the anticipated cost of phase 3= \$30,000. When complete, the total cost will be \$100,600.

Eaton Public Library Director, Brenda Carns shared that they are very excited about the opportunity to change the layout and to collaborate with the District to bring programs to the community. The entire project cost is estimated at \$894,000. Some of the construction work will be in response to a survey asking for services wants and needs. One of the top requests that is being addressed is a quiet space for seniors which will be through building a sound barrier between the fireplace area and the main collection area. A new Creation Space will be developed and, once everything is in place, a person will be hired to design programs and services in that area.

Executive Director Hорт added that, as the District looks towards an innovation center and exhibits that can go to other libraries, this effort would allow for those types of experiences in addition to arts & crafts space for adults. Chairman Poncelow asked if other Member Libraries are also interested.

Secretary/Treasurer Roberts asked why the District is paying for the Member's Owners Representative. Chairman Poncelow asked how that fit within the partnership. Poncelow responded that this is a way to support synergies. And, he noted that the Members should also share their creations with the District branch locations. Eaton's librarian is working on creating a portable escape room to let people borrow as a specialty checkout.

Chairman Poncelow also noted that through having a single owner's representative, there can be an ongoing effort to standardize all fixtures across the libraries which will allow for cost savings without trying to make all libraries look the same. Executive Director Hорт added that there have been projects where Directors had to struggle to manage them. Having an owner's representative is a big help to them.

MOTION to approve the task order and direct the Executive Director to sign it: Trustee Holton

SECOND: Vice-Chair Heberlee

DISCUSSION: None

VOTE: Unanimously approved; 7:0

3.0 DIRECTOR'S REPORT

3.1 Review of Draft Agendas:

- **October 5, 2020** – The meeting will be held at the Library District's Administration Building. Topics to be covered include: the preliminary 2021 Budget, update on the downtown library and innovation center, update on the Ault and Fort Lupton IGAs, and a review of the Executive Director's annual appraisal process. Trustee Damsma asked that the meeting include an update on the status of the Trustee candidates for regions one and five.

3.2 District Updates – Executive Director Dr. Matthew Hortt updated the Board on the following items:

- **Trustee Application Process** – To date, a total of 13 applications have been received for the region 1 Trustee position. Two applications have been received for the Region 5 Trustee position. One of those being from current Trustee, Vice Chair Heberlee.
Trustee Damsma shared that when he talked with people about the Trustee position, he clarified that this is not a paid position.

After the September 25th application deadline, the received applications will be reviewed to confirm they meet minimum requirements. Once the total of viable applications is known, a process to review the candidates and hold to a successful interview process will be developed.

When concerns were raised about whether all of the candidates could be interviewed in a single day, the following options were put forward for consideration:

- Start the interview process with a phone interview before bringing people for the in-person interview. The phone interview team could include the Membership Committee members, the Executive Director, and a representative from the Governing Body for the region.
 - Try to extend the amount of time available for holding interviews although this may be challenging due to the limited time available to elected officials.
 - Limit in-person interview times to 20 or 30 minutes.
Trustee Damsma expressed concern about the fairness of the process if the full committee can't interview everyone. Trustee Holton suggested a questionnaire or an oral survey. Executive Director Hortt clarified that the application included questions for the applicant to answer. Trustee Damsma asked for a Zoom meeting option.
Trustee Caldwell asked that all possibilities be considered. Executive Director Hortt will work with the District's Legal Counsel to identify options for the Membership committee to consider.
Trustee Damsma offered to share insights about Region 1 with the Membership Committee members.
- Circulation levels are currently at about 70% of circulation of non-COVID-19 times. Since reopening facilities, there has been a drop in online resource use as people return to borrowing physical materials.
 - The District has submitted our level one application to the Rocky Mountain Baldrige group. The District expects to see a large list of areas for improvement. In many ways, this is a "rip the bandage off" moment.
 - Executive Director Hortt is continuing to follow-up on potential building projects:
 - The Town of Mead has approved the Farms subdivision project.
 - He will be meeting with the Friends of Raymer and their architect on Friday, September 25th about their work on the Mercantile building and what would be needed to support a Public Computer Center space. Trustee Damsma requested that the conversation include confirming that they will be providing people to help the public use the computers.
 - He will meet with the Town of Grover representatives on Thursday, Oct 8th to discuss next steps needed for the library project.
 - Former Trustee Bob Grand submitted an advertising proposal package for the District to consider. Part of the package included a review of websites – which included the Library District's site – from a high school student that Mr. Grand had hired. The feedback was not flattering.



- The November Board Meeting will be held at the Hudson Public Library. The timing is appropriate as it will allow the Board to appreciate the work of Director Terri Redden before she retires at the end of the year.

4.0 BOARD REPORTS/ COMMENTS

- A. Chairman Poncelow excused himself from the meeting at 6:30 p.m. and did not share a report.
- B. Vice Chair Heberlee – after formally recognizing Chairman Poncelow’s departure, Vice Chair Heberlee shared that she is proud of what the District is doing with the Downtown Library as it will be a flagship for the County in place of the original Weld County Library.
- C. Secretary/ Treasurer Roberts appreciated Finance Manager Natalie Wertz’s work in developing the 2021 and 2022 budget, ensuring that the budgets include both details and nuances. While the Finance Committee was not able to meet last week, they will meet the week of September 22nd to prepare for the October 5th Regular Session.
Secretary/ Treasurer Roberts encouraged the Board to review the budget carefully as it is an important part of setting policy. She also suggested that all Board Members review the budget using a larger computer screen to better see the details.
- D. Committees: there were no committee reports
- E. Other Board Members
 - a. Trustee Damsma shared that he has talked with some of the candidates interested in applying to serve as the new Region 1 representative and has found them to be very impressive and with varying experiences that will be of value as the new library is developed.
Trustee Damsma then asked about the status of selecting a company to assist with messaging about the downtown library and the District’s future efforts. Executive Director Hортt and Community Relations and Marketing Manager Melena explained that the District will establish as-needed working relationships with both Bonnie Dean Associates and Aileen Barry as they both have different connections and knowledge. Bonnie Dean and Aileen Barry have worked together on projects in the past so the District anticipates this will be a successful partnership.
 - b. Trustee Smock noted that the Golf Tournament seemed to be a successful event and a nice day. She recognized the presence of Trustee Holton, Executive Director Hортt, CRM Manager Melena and other District employees at the event.
 - c. Trustee Holton thanked Platteville Library Director Dianne Norgren for hosting the Board meeting and commended Eaton Public Library Director Brenda Carns for her efforts to promote community collaboration within the Member library service areas for the design of the new downtown library. Trustee Holton noted that the effort stirs up conversation and shows how the facility can and should be for the entire District.
 - d. Trustee Caldwell was happy to hear that circulation numbers are increasing, and that people are starting to return to the libraries. She also expressed hope that staff and patrons are following best practices for managing COVID-19. She also appreciated the creative format of the survey results presentation and the volume of community members providing input.
Trustee Caldwell also noted that she is looking forward to serving on the Board Selection Committee and hopes that a process that can fairly evaluate all of the candidates is identified.
- F. The Board thanked Platteville Public Library Director Dianne Norgren for hosting the Board Meeting. Director Norgren acknowledged the appreciation and shared her plans to retire at the end of the year.

5.0 ADJOURNMENT

There being no further business before the Board:

MOTION: Trustee Damsma

SECOND: Trustee Holton

DISCUSSION: None

VOTE: Unanimously approved; 6:0

MEETING ADJOURNED: 7:03 p.m.



Mary Roberts

HPLD Board Secretary/ Treasurer
Mary Roberts

Elena Rosenfeld

Recording Secretary
Elena Rosenfeld