



BOARD OF TRUSTEES
Work Session Minutes
Monday October 19th, 2020
5:00 p.m.
HPLD Administration Bldg.,
2650 W. 29th. St., Greeley, CO 80631

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

- 1.1 Roll Call and Pledge of Allegiance
Guests: Counselor William Garcia

Board Members:

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ Region 4: Mary Roberts
Region 1: Trustee John Damsma (absent)
Region 2: Trustee Geri Holton (arrived at 6:23pm)
Region 6: Trustee Joyce Smock
At Large: Trustee Jana Caldwell

Staff: Dr. Matthew Hortt, Elena Rosenfeld, Eric Ewing, James Melena, Marjorie Elwood, Kim Parker

- 1.2 Approval of Agenda
MOTION: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 5:0

- 1.3 Public Comment
No public comment

2.0 ITEMS FOR DISCUSSION/ ACTION

- 2.1 Policy Manual Amendments (Information) -Tony Brewer, Patron Experience Specialist

Tony Brewer presented possible amendments to the HPLD Policies in three areas: Privacy of User Records, Social Media, and Public Statements.

A. Privacy of User Records

Mr. Brewer talked about interpretation of state law; the overriding issue of what level of privacy a library user has, and the issues involved; the two definitions, interpretation, and application of Records; Access and its two categories – parents or peers, interpretation, and application; Minors; and Exceptions.

Discussion:

After discussion about Privacy of User Records and the age we consider Minors to be, along with children's rights vs parents' responsibility, the Board recommended that we move the age of a minor from 'Under 16' to 'Under 18'. It was also recommended that the policy should read as Dr. Hortt recommended. Mr. Brewer will rewrite the Policy, making that change, and presenting it at the November 16th Board meeting for approval.

B. Social Media

Mr. Brewer presented the importance of free speech (being a First Amendment



issue) and the challenges to the social media platform, staff, and patrons. He also addressed the purposes for using it and how the District's Community Relations and Marketing Team manage and regulate the challenges, and the principle and law of District social media accounts and personal accounts.

Discussion:

After Mr. Brewer's presentation and the Board's questions about the Social Media policy, no changes were recommended by the Board other than a request to make it grammatically correct.

C. Public Statements

In the Public Statements presentation, Mr. Brewer asked for guidance in deciding which one of four options the Board wants him to use: (1) Board has ethics statement and no other policy; (2) Board has ethics statement that directs the Board to follow it; (3) HPLD policies are statements of where the board stands, otherwise statements are only made when they affect the HPLD organization, staff and patrons; and (4) social issues are avoided unless the issue is about the organization itself.

Discussion:

After discussion, the Board directed that they will only make public statements on matters that are tied to libraries and/or library services. Otherwise, they will not make statements on social issues.

Chairman Poncelow thanked Mr. Brewer for all the work he put into this.

2.2 Build a Better Organization (Information)- Dr. Matthew Hорт, HPLD Executive Director

The District is pursuing the Baldrige Performance Excellence award and is calling it *Build a Better Organization*. It aligns with HPLD's strategic goals and plan and is a process that will take time. The objective is more about building a better organization than about winning an award. The Board watched a video by Adam Coen that explained (1) that their role is Governance, Ethics, and Making decisions that help achieve their strategy by using info and data and then converting it into knowledge; and (2) Management by fact along with making decisions about what to stop doing or minimize, again on a strategic level. Dr. Hорт will post a link for the video.

On the presentation's handout, Dr. Hорт pointed out that in the *Population by Trustee Region*, all Region 5 Patrons have a Member Board in between them and the HPLD Board.

In the *Constituent Data*, some of the numbers are figured nationally and so staff will have to provide local information.

In *'What does the library offer?'*, Materials Sharing (Circulation) was at 70% of the pre-COVID mark two months ago, so it should be even higher now.

In *IF/THEN*, he pointed out that the means for the Trustees to share feedback with and/or ask questions of District staff is through an email a dedicated email address. Through this means, communication will be directed to the appropriate person who can help. Trustee Caldwell replied that it serves the Mission: Connecting Communities.

The *Systemwide Perspective and Processes* will help quantify both where the



District is and is not improving.

Discussion:

Chairman Poncelow commented that these are good numbers to get for the Member Libraries and asked what does 'Excellence' mean for the Board? Counselor Garcia said it is possible to get precinct breakdowns and that there are 119 precincts in Weld County. Dr. Hortt replied that 'Excellence' means looking at the data and giving rationale for decisions, as opposed to always saying 'yes'. The building projects that are being planned and taking place are good examples.

Trustee Caldwell suggested that James and Community Relations and Marketing publicize "Things you can get from HPLD", such as State Park Passes.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agendas– Dr. Matthew Hortt, HPLD Executive Director November 16th agenda.
This will be the last time we get to see the Director of the Hudson Library.

Discussion:

Trustee Roberts asked about the status of IGAs. Counselor Garcia was told that Fort Lupton's was in the school district attorney's office, and Trustee Holton reported that it is on the school board's agenda for their next meeting. Chairman Poncelow said that Trustee Holton and he can talk to the Superintendent if it doesn't come through.

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that the open Board positions for 2021 will be filled by Teresa Curtis for Region 1 and Mary Heberlee for Region 5. He added that they were chosen from a strong group of interviewees. Trustee Caldwell added that there were 23 applicants from Region 1 and that Trustee Smock did a great job of leading the project. Chairman Poncelow expressed his appreciation.

Things are moving forward with the Kersey site. Contractors have been narrowed down to three, and they will interview for the job.

Dr. Hortt went to Grover, and the town officials are interested in donating the three lots but are hesitant on a mobile structure, although they might consider it. After discussion about it, Chairman Poncelow said to go ahead with a phase 1 environmental assessment on the three lots. The opera house is also still for sale and open to discussion.

Dr. Hortt also talked to the company who has three acres for sale at Mead, and they are asking \$450,000 for the property.

Dr. Hortt received a request from Swift Communications and the sub-leasing organization to separate and extend their leases through April. The Contractors have approved, and staff are working on updating the leases.

Furthermore, he met with the Weld Community Foundation to talk about funding the artist Wes Bruce, who will do the installation for the Lincoln Park Library. The Community Foundation expressed interest in funding it and we will start



highplains
Library District

working on a contract through the HPLD Foundation.

4.0 BOARD REPORTS/ COMMENTS

A. Chairman's Report

Board, thank you for the work you put in tonight. We had good discussions, and these are the things that will move us forward.

B. Vice-Chair

Happy with progress we're making.

C. Secretary/ Treasurer

Done is better than Perfect – words for us to live by.

D. Other Board Members

Trustee Caldwell: We have a lot ahead of us.

Trustee Smock: When I look at the tax dollars that are being generated from Region 6, I'm pleased with the progress we are making. We've gone through oil & gas and COVID, and we're still good

Trustee Holton: Lots of plates in the air and good work being done. Especially pleased that when things feel restricted, there's a lot of growth and building going on and expanding of services in the nether regions.

5.0 ADJOURNMENT

There being no further business before the Board,

MOTION: Trustee Heberlee

SECOND: Trustee Roberts

VOTE: Unanimously approved

Meeting Adjourned: 7:58pm.

HPLD Board Secretary/Treasurer
Mary Roberts

Recording Secretary
Kim Parker