



BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Monday November 16th, 2020
5:00 p.m.
Hudson Public Library,
100 S. Beech Street, Hudson, CO 80642

1.0 OPENING OF MEETING at 5:03pm

1.1 Roll Call and Pledge of Allegiance

Guests: Counselor William Garcia, Terri Redden, Tami Crossen

Board Members:

Chairman/ Region 3: Ken Poncelow (excused)

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 (absent)

At Large: Trustee Jana Caldwell

Staff: Dr. Matthew Hортt, James Melena, Tony Brewer, Marjorie Elwood, Kim Parker

1.2 Approval of Agenda

MOTION: Secretary/Treasurer Mary Roberts

SECOND: Trustee John Damsma

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

A. October 19, 2020 Regular Session Minutes

MOTION: Secretary/Treasurer Mary Roberts

SECOND: Trustee John Damsma

VOTE: Unanimously approved, 5:0

1.4 Public Comment

No public comment

2.0 ITEMS FOR DISCUSSION/ ACTION

2.1 COVID Service Dial (Action) - Dr. Matthew Hортt, HPLD Executive Director

Dr. Hортt reported that with COVID19 and the confusion on numbers, he and staff created a list of guidelines of services to offer for each identified COVID level. The levels are determined by three criteria: transmission rate, positivity percent, and hospital rates. At this time, many counties in Colorado have gone to red, but Weld County has stayed in yellow.

Dr. Hортt asked the Board to decide which data points they want the District to use to determine the access and services that will be offered.



He explained the Dial Dashboard in the Board packet, which states the following:

- If green, blue or yellow, a limited number of people will be allowed to enter the buildings.
- In orange, we have two options: (1) use the first orange column of the Dial Dashboard, which the library managers have suggested, and stay open with even more limited numbers than at the yellow level, or (2) to use the second orange column, and go to curbside pickup with a maximum of 10 patrons on the computers.
- At level red, we will go to curbside pickup only.

After discussion, the following motion was made to agree with the recommendations of staff and use the first orange column of the Dial Dashboard.

MOTION to approve the 1st column of level orange and adjust with the County levels at all times: Secretary/Treasurer Roberts

SECOND: Trustee John Damsma

VOTE: Approved, 4:1

2.2 Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist

- A. Social media – no change
- B. Privacy of User Records - only change is to move *Minor* from 'Under 16' to 'Under 18'.
- C. Board Statements – will go back to staff to revise and bring the finished product to the December 7th Board of Trustees meeting.

MOTION to approve the Social Media Policy as presented and the Privacy Policy with the amendment, and have Mr. Brewer take the Board Statements Policy back to staff to bring to the December meeting: Trustee Caldwell

SECOND: Trustee Holton

VOTE: Unanimously Approved, 5:0

2.3 Award Kersey Design Build Contract (Action) - Dr. Matthew Hortt, HPLD Executive Director

In September, the Board approved the release of a design build RFP for Kersey. Dr. Hortt and staff went through the process and propose that the Board award the bids to two companies, GH Phipps (Contractor) and The Clark Enersen Partners (Architects), and start working on the contracts.

MOTION: Trustee John Damsma moved to approve awarding the Kersey bid to GH Phipps and The Clark Enersen Partners and authorize Dr. Hortt to negotiate and sign the contracts.

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 5:0

2.4 Approval of Holiday Closures for 2021 (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt presented a draft of the 2021 HPLD Holiday Schedule.

MOTION: Trustee Damsma



SECOND: Trustee Geri Holton
VOTE: Unanimously approved, 5:0

- 2.5** 2021 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt presented a draft of the 2021 HPLD Board of Trustees meeting schedule.

MOTION: Trustee Caldwell
SECOND: Secretary/Treasurer Roberts
VOTE: Unanimously approved, 5:0

- 2.6** Intergovernmental Agreement Approval with Member Libraries (Action) Dr. Matthew Hortt, HPLD Executive Director
A. Ft. Lupton/RE8
B. Ault/NPPL

Dr. Hortt reported that last week both the Ft. Lupton/RE8 and Ault/NPPL ratifications were approved by their Establishing Bodies.

Legal Counsel recommended two separate motions be made.

MOTION to approve the IGAs with Ft. Lupton and RE 8: Secretary/Treasurer Roberts
SECOND: Trustee Damsma
VOTE: Approved, 4:0. Trustee Geri Holton recused herself.

MOTION to approve the IGAs with Ault and Northern Plains Public Library: Trustee Caldwell

SECOND: Secretary/Treasurer Roberts

Discussion: Ault added the Northern Plains Public Library board as signers, which added a level of agreement.

VOTE: Approved, 4:0. Trustee Heberlee recused herself.

- 2.7** Possible Downtown Library Names (Action) – James Melena, Community Relations & Marketing Manager

Mr. Melena and the Community Relations and Marketing department received suggestions for names from staff, the HPLD Board, and marketing consultants. Mr. Melena shared a variety of names from the list and suggested to the Board that it consider names that will give the facility District appeal and be direct and concise (distinct). After discussion, 'LINC' received positive comments such as 'it speaks to linking all the libraries' and 'it pays homage to the original Lincoln Park Library name' and fits with Marketing's objectives.

MOTION to approve 'LINC: Library Innovation Center' as the official name for the downtown library: Trustee Caldwell

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 5:0

3.0 DIRECTORS REPORT

- 3.1** Review Draft Agendas– Dr. Matthew Hortt, HPLD Executive Director
A. December 7th
- 3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director



Dr. Horts gave information on the following topics:

- He is still negotiating with the landowner in Mead.
- He will get back the phase one environment study from Grover this week.
- He will get a schematic design of the downtown library this week. He will probably look at a second story on the building, which may push back the second survey.
- The District had a Listening Session last week with some of our Spanish-speaking population. There were 23 individual logins or approximately 30 people. Staff members Yesenia Botello and Amy Ortiz facilitated the discussion.
 - There were requests for business training and the opportunity to work with a mentor.
 - A recording of the session will be available.
- The Board packet contains an Operations Quarter 3 Report, October 2020 Programs Report, and Monthly Board Operational Updates. The District is making progress in all areas.

4.0 BOARD REPORTS/ COMMENTS

A. Vice-Chair Trustee Mary Heberlee recognized Terri Redden, Library Director at Hudson Public Library, and thanked her for all she's done. Terri announced that Tami Crossen, a long-time Hudson Library employee, will be the new Director after Terri retires at the end of the year. Tami introduced herself.

B. Secretary/ Treasurer Mary Roberts: It was exciting to end the meeting with a name for the new Library and Innovation Center.

E. Other Board Members

Trustee Geri Holton: Impressed with the COVID dial dashboard. It is an example of the great work Matt and the staff so. The name of the new library is clever and exciting. Stay safe. Grateful for all of you.

Trustee Jana Caldwell: This is an uncertain time and it can be hard to know what to do, and is grateful for the wisdom of the staff, Board, and leadership to guide us in making right decisions.

5.0 ADJOURNMENT at 7:01pm

There being no further business before the Board,

MOTION: Trustee John Damsma

SECOND: Secretary/Treasurer Mary Roberts

VOTE: Unanimously approved, 5:0

Meeting Adjourned: 7:01pm.

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

HPLD Board Secretary/Treasurer
Mary Roberts

A handwritten signature in black ink that reads "Kim Parker".

Recording Secretary
Kim Parker