



BOARD OF TRUSTEES

Regular Session

Monday, January 18, 2021

Erie Community Library
400 Powers St., Erie, CO 80516
5:00 p.m.

1.0 OPENING OF MEETING at 5:05 pm

1.1 Roll Call and Pledge of Allegiance

Board Members Present:

Chair/ Region 3: Ken Poncelow

Vice-Chair/ Region 5: Mary Heberlee (arrived at 5:18)

Secretary/ Treasurer/ Region 4: Trustee Mary Roberts

Region 1: Trustee Teresa Curtis

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Staff: James Melena, Tony Brewer, Natalie Wertz, Joanna McNeal, Niamh Mercer, Dr. Matthew Hott, Kim Parker,

Guests: Legal Counsel William Garcia, Dan Spykstra, Janet Brewer

Chair Poncelow read the following statement into 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 to approve the agenda: Secretary/Treasurer Roberts

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

A. December 7, 2020 Executive Session Meeting Minutes

B. December 7, 2020 Regular Session Meeting Minutes

MOTION to approve the Consent Agenda as amended: Trustee Caldwell

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 6:0

1.4 Public Comment

To the High Plains Library District Board of Trustees,

I would like to know why the board of trustees has chosen to stay open on the Martin Luther King Jr. Holiday.

MLK Holiday is supposed to be a time of reflection. How are you reflecting while working? How are you and your family working on anti-racism, activism, and or community service to help those under-resourced if you're at work? Work is not a place of mandatory reflection.

It was hard enough getting the holiday acknowledged as a Federal Holiday. By staying open, you are forcing library workers who want to celebrate the Holiday to take personal time off to do so, and it should be illegal since it's a federal holiday.

I would like to know how many Black people cast their vote to keep the libraries open and how many Black employees work for the libraries, and their feeling on this decision.

Were the Black employees surveyed on the decision to force them to work on this holiday? Who decided President's Day should be acknowledged, but it was reasonable to put MLK Holiday up for a vote of proper recognition?

Mecca Scott

Erie resident

Chair Poncelow thanked Mecca Scott for the comment.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Election of Board Officers (Action) – Dr. Matthew Hортt, HPLD Executive Director
Dr Hортt reached out to each Board member to ask of their interest in serving in the officer positions. The interest remained the same as it currently is: the present officers all expressed interest in remaining in their offices, and there was no other interest expressed at this time.

Slate of Officers

- A. Chair Poncelow
- B. Vice-Chair Heberlee
- C. Secretary/Treasurer Roberts

MOTION to approve the slate of officers as designated: Trustee Holton

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 6:0

- 2.2** Selection of Board Committees (Action) – Dr. Matthew Hортt, HPLD Executive Director
There was some confusion on the committees' discussion during the last meeting. Trustee Caldwell had recommended creating a Governance Committee by combining the Policy, New Members, and Selection of Officers committees. The Board agreed with combining the committees, and the change will be made in the by-laws. Counselor Garcia read the bylaws under Duties of Officers, section 2.2, which allows this change to be made.

Standing Committees:

- A. Foundation Committee: Trustee Smock and Trustee Holton
- B. Finance Committee: Secretary/Treasurer Roberts and Trustee Curtis
- C. Board Governance Committee: Trustee Caldwell and Trustee Heberlee

Ad hoc Committees:

Construction on downtown LINC: Chair Poncelow and Secretary/Treasurer Roberts.

Construction on Grover: Chair Poncelow and Trustee Smock.

Remodel on Kersey: Chair Poncelow, Trustee Smock and Trustee Curtis

Mead construction: Chair Poncelow, Trustee Curtis.

Chair Poncelow will serve on the committees for consistency along with the representative from that area.

Materials reconsideration committee: Will be formed as needed.

MOTION to approve the Committee appointments as noted in the notes:

Secretary/Treasurer Roberts

SECOND: Trustee Heberlee

VOTE: Unanimously approved, 7:0

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

A. Board Statements

The Board Statements Policy, approved in the December meeting, is back for discussion because of technical difficulties last time and to ensure that everyone can ask questions if there are any.

After discussion, the Board agreed that the guidance the policy provides is good and the Trustees are pleased with the policy as written. No action was taken.

B. Donations

In the Donations Policy, Intellectual Property is added because of LINC Library Innovation Center. Refer to the Board packet for the wording.

A new update is that the policy now defines Financial Donation vs. Financial Sponsorship.

Trustee Smock asked Dr. Hortt to explain the technology donations policy through the Foundation. Dr Hortt explained that when the District's technology warranty expires, the assets are decommissioned and given to the Foundation to donate to non-profit organizations.

C. Member Project Funding policy

The District has had the policy since 2009 and there are not many changes now. One change is that in 'Proposal Requirements', the dollar amount of the request will be added.

D. Sponsorships policy

Artwork has been set aside as its own policy because of the complexity of it. Trustee Caldwell complemented Mr. Brewer on his explanation. Chair Poncelow asked if the Foundation has a similar policy? Mr. Brewer confirmed that they do.

E. Process policy

Every policy must have Board approval, and so this is designed as a Forward to the HPLD Policies to explain how the District does business, rather than being a policy in itself.

Chair Poncelow suggested that Mr. Brewer designate the difference between policy and practice, because the District doesn't want to have a policy that isn't followed. Trustee Roberts asked if the District has 'Quality Control' and if it is defined in Baldrige. Dr. Hortt affirmed that Baldrige has a focus on Excellence Coordinators. For instance, Joanna McNeal, the Erie Manager, is the Public Computing Excellence Coordinator. Mr. Brewer added that Person In Charge training, which he provides to Persons In Charge, gives an overview of the policies and procedures that they are responsible for. Therefore, the policies are being updated and maintained, Excellence Coordinators ensure good practices and the policies are followed, and training is used to disseminate the information.

MOTION to approve the policies: Vice-Chair Heberlee

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 7:0

2.4 Keenesburg Owner's Rep Task Order Proposal (Action) - Dr. Matthew Horts, HPLD Executive Director

In 2018/19, when the District hired the owner's rep, they agreed to offer the service to Member libraries. Guidelines were written and approved in September 2019. Hudson is now requesting to use Wember's services, because they will convert an area in the Keenesburg Town Hall to provide library services. The cost will come to \$17,731. At first the library will occupy one space; and then after Keenesburg's new Town Hall is completed, it will move into the Court space. It was recommended that the Board approve the task order

Trustee Smock asked if the \$17,731 comes straight from the District budget. Dr. Horts confirmed that Hudson will pay it and then be reimbursed, because this is a benefit from the District.

Mr. Spykstra, the owner's rep, said this is a space that is being given to the library and won't require construction, unless for ADA purposes. They will evaluate the space for furniture and computer placement and possibly painting. He will update Dr. Horts once a month, so he knows what's going on. Chair Poncelow added that one reason the District does this is to ensure the same quality throughout each facility and save money through purchasing wisely. Secretary/Treasurer Roberts asserted that there is purpose and cause in this. Trustee Holton asked if the IGA will need to be revised. Dr. Horts said not if the Board approves the task order.

Mr. Spykstra pointed out that I.T. has done a great job on maintaining computer standards for all. Chair Poncelow pointed out that employee Susan Staples will present that at next Board meeting.

On another note, Dr. Horts added that he got a phone call from Lochbuie's legal counsel, and he directed them back to Hudson with the offer to help. There had been a meeting set for April 2020 with Lochbuie, Hudson, and Dr. Horts, but when COVID hit it was canceled.

MOTION to approve the Owner's Rep Task Order Proposal expenditure:

Secretary/Treasurer Roberts

SECOND: Trustee Holton

VOTE: Unanimously approved, 7:0

2.5 Public Computer Centers (PCC) (Information) - Dr. Matthew Horts, HPLD Executive Director

Last year, staff recommended that they reevaluate the usage of the Public Computer Centers: computers and printing services that are largely managed and supported by other entities. The program started in 2011 through a grant and worked great for a time, but the data is showing that in some locations it is no longer working. Therefore, staff will look at other ways to provide that service, such as WIFI and self-serve components like printing and scanning. The District will spend the next year decommissioning some of the locations and replacing the service with another model, except for Briggsdale and Milliken. Trustee Holton asked if that leaves a vacuum in locations like Nunn, who may need something there because of transportation limits. Dr. Horts replied that an alternative solution will be provided for them sooner rather than later, such as a wireless network for connection and/or printing options, and that the same partners may be used. Trustee Heberlee said it's good that he is talking to areas like Milliken and that they will add dollars.

2.6 LINC Branding (Information) - James Melena, HPLD Community Relations and Marketing Manager

As it stands now, the new downtown Greeley library will be the LINC Library Innovation Center, which was approved late last year. Mr. Melena asked the Board members if they are leaning more toward the all caps, LINC, version. After discussion, the name will continue to use the 'LINC Library Innovation

Board Direction:

After discussion, the name will continue to use the 'LINC Library Innovation Center' format.

Board Discussion:

- Secretary/Treasurer Roberts asked if it will it have a separate logo. Chair Poncelow responded that he wouldn't mind branding each library with its own logo to instill pride in each location.
- Secretary/Treasurer Roberts added that she's trying to reconcile the name with what's important: something classy, not space age, and portraying the beauty of the prairie, the importance of water, etc. Chair Poncelow suggested possibly taking the architects to the Pawnee National Grasslands or have Mr. Melena take photos of the area to share with them.
- Dr. Hortt directed the architects to go with a nature-type exterior design, such as the plains and water, and softening the hard edges. An example that was sent to the architects can be found here: floornature.com/snohettadialog-new-central-library-calgary-alberta-canada.

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
A. February 8th, 2021

There are three additions to the agenda in the packet: an MOU with the Weld County Community Foundation for them to pay for the Wes Bruce installation at LINC, an MOU with the Greeley Creative District to set a new time capsule at LINC for fifty years, and a presentation on the new smart badges the District is using.

3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt introduced Niamh Mercer, the new Foundation Director. She has been on the Foundation for two years and most recently stepped into the Interim Director position. She has experience with grants, the golf tournament, event funding, and large-scale events. One of the first things she will delve into is bringing a fundraising campaign for LINC onboard.

The MOVE team provided some things in this month's packet: Jason Reynolds will be the author for the Signature Author Event next year and so his book was added to the packet; also, the MOVE team and staff throughout the District have been working with UNC and the City of Greeley on today's MLK Virtual March, and Take & Make Kits are included because they have been a huge part of the project.

Also included in the packet is an updated Dial Dashboard of responses to services. One of the big changes is the addition of the purple color. The Dashboard got great feedback from the other Districts in the state.

The reports include the Programming stats, which were not reporting the information properly before this month.

Elsewhere in the District, the following activities were highlighted.

- Erie staff is working with the town of Erie and senior center to deliver technology to the senior center in the form of chromebooks and providing support for them.
- The District-wide *Adult Winter Reading Program 2021* kicked off on January 4th and will run through February 15th.
- Sue Safarik, adult librarian at Lincoln Park, did a piece for the Greeley Creative District and will represent the District on that group. She will be a great asset.
- The City of Greeley asked if the District would contribute to the new landscaping at Centennial Park Library at a cost of around \$21,000-\$31,000, which will be split between the two organizations. Dr. Horts will meet with them to discuss it.
- More than 300 Take and Make kits were distributed during the holidays and MLK. Because of that, the Lincoln Park staff was highlighted in a Greeley Tribune article.
- Carbon Valley Regional Library is partnering with the Cooperative Institute of Research and Environmental Sciences at CU Boulder and the *We Are Water Project* on a book discussion of *The Secret of Knowledge of Water* and are working to raise awareness in that area.
- During the Polar Express program at Riverside, Elias Flores, Library Associate, put together letters to Santa and had Santa respond. Elias responded to 33 letters, and Dr. Horts showed a video of one of the responses.
- As mentioned earlier, Dr. Horts received the property reports from Grover, so will set a time to meet with the town again.

3.3 Chairman's Report

Chair Poncelow apologized for not making it to the last meeting.

4.0 BOARD COMMENTS

A. Vice-Chair

Vice-Chair Heberlee is thrilled with progress we are making.

C. Secretary/ Treasurer

Secretary/Treasurer Roberts remarked on the wonderful opportunity the Board and District has and commented on the dedicated Board and staff. "We will continue to progress." Chair Poncelow replied that when he met with Trustee Curtis, he told her that this is a diverse board, other than gender. At times there are disagreements, which is okay, but everyone keeps open communication. He commended the Board on their passion.

E. Other Board Members

Trustee Caldwell said she read last week about ramping up vaccine usage and that some community members were concerned that they didn't have access to computers. She asked if there is a way for the District to elevate our ability to help them?

Also, last week Melissa Beavers presented a program by John Fielder on one of his latest books about naming the Colorado 14'ers. Caldwell thoroughly enjoyed it. At end of the presentation he mentioned his latest project, a picture book on

Weld County that he will work on with Peggy Ford Waldo. Chair Poncelow thought the District may be interested in possibly bringing him into the UCCC for a program on that after the book is finished.

Trustee Smock said that when going through the updates and seeing all the things that are going on, she is pleased with how the library is handling these times. Everyone is doing a good job! Also, in response to Mr. Melena's presentation, she likes 'LINC', with all caps.

Trustee Holton appreciates the book and materials provided in the packet. She liked the messaging on Facebook regarding MLK. Also, she thanked Niamh Mercer and Sarah Frank, Ft Lupton Library Director, for linking her with the Colorado State Library's *United for Libraries Self-Paced Learning Pilot*.

Vice-Chair Heberlee asked if they may promote the Signature Author Event author at this time. Dr. Hortt let them know that they are able to do so.

5.0 ADJOURNMENT– TIME 7:39 pm

There being no further business before the Board of Trustees...

MOTION: Vice-Chair Heberlee

SECOND: Trustee Holton

VOTE: Unanimously approved, 7:0

Upcoming meetings:

February 8th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session, HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker

