



BOARD OF TRUSTEES
Regular Session Minutes
Monday, November 15, 2021
5:00 PM
Lincoln Park Library
1012 11th St., Greeley, CO 80631

1.0 OPENING OF MEETING at 5:11pm

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis - Excused

Trustee Gerri Holton

Trustee Joyce Smock – Excused

Trustee Jana Caldwell

Legal Counsel William Garcia

Guests: Melissa Beavers, Niamh Mercer, Tony Brewer, Michelle Sparks, Kristin Jardien, Angie Schaffer, Brooky Parks, Marjorie Elwood, Rebecca Libersat, and James Melena

1.2 Approval of Agenda

Dr. Hortt requested that item 2.1 be moved ahead of the Public Comment, because Dr. Melanie Peffer has time constraints and did not have enough time to present all that was planned the last time.

MOTION to approve the agenda as recommended: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

A. October 20, 2021 Regular Session Meeting Minutes

MOTION to approve the consent agenda for October 20, 2021: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.1 Writer in Residence, Dr. Melanie Peffer’s Book Presentation (Information) – Niamh Mercer HPLD Foundation Director

Niamh introduced Dr. Melanie Peffer, HPLD’s 2021 Writer in Residence, and announced a Picture Book Launch Party at Farr Regional Library on December 11th at 3:00p.m.

Dr Peffer thanked the District for the opportunity to write and publish the book *The Biology Adventures: On the River*, which was made possible because of the Residency stipend. Through this process, she has learned a lot and grown as a writer. Per the Board Members’ request, she read the book, which was written for late elementary school ages. She will sell and sign the books at the celebration launch party on Dec. 11th. Chair Poncelow thanked her.

1.4 Public Comment

Public comment by Michelle Sparks

‘Hello. My name is Michelle Sparks and I am a resident of Weld County and a patron at High Plains Library District. I came here today to tell you a story about my family. My uncle Will married my aunt Carol in the 70s. They lived three doors down from the local fire station. One fall day they experienced a housefire. My white aunt said, “I am going to run over and let the fire department know.” My uncle Will then said “that is not “our” fire station. If we call, they will not come.”

He then went and called the fire station for black homes. It took over an hour for the fire station to rush over to put out the fire. In the meantime, my aunt and uncle’s home was severely damaged. It took much more resources and caused much more upheaval in their lives, simply because my uncle is black.

This event opened my aunt’s eyes to understanding the social, economic and systemic results of generational racism. If my uncle had been white, the firemen would have come and stopped the fire from being such a life changing and economic disruption. It took my aunt more than fifty years to have the courage to tell their story to myself and my sister.

This story demonstrates an important lesson. Just because I have a specific perspective and experience does not mean that someone of color has the same perspective and experience. It has changed the way I approach topics that concern people of color. I have taken time since learning that HPLD has chosen to be open on Martin Luther King Jr Day to ask people what they think of being closed on Martin Luther King Jr day. Each person of color I have talked to expressed shock and dismay. I asked them why. Everyone said something similar “We are now in 2021 and still we are not legitimized as a group.” That is what being closed on MLK day means to a person of color.

Therefore, I implore you to please reconsider and close our libraries on Martin Luther King Jr day in recognition that your experience may not match that of a person of color.’

Kristin Jardien read a statement by Liz Fisher, an Erie patron.

‘As an Erie resident and library patron, I ask the High Plains Library District to close

its facilities on Martin Luther King, Jr. Day. That is the most appropriate way to acknowledge and demonstrate respect for the enormous importance of the man, his work, and his legacy. I believe the day should be open for all citizens to honor Dr. King as they see fit, whether that means participating in marches or parades, performing a community service...or by daring to dream just as Dr. King did.'

Public comment by Angie Schaffer

'The HPLD board continues to refuse to close HPLD buildings on MLK day to honor the civil rights leader's life and legacy. The day of service was meant to encourage all Americans to volunteer to improve their communities. By keeping the building open, HPLD employees don't have the chance to go out into their communities and serve in his honor. How about instead of keeping the libraries open on this day, employees are instead encouraged to participate in a service project? That would send a more positive message to our communities on how HPLD cares about celebrating diverse communities and cares about Dr. Martin Luther Kings' legacy. As it stands right now, many people in the community have been confused or insulted that the library would recognize all the other federal holidays by closing the buildings, except for the one involving a black man. I implore you all to do the right thing, listen to the communities that you serve, and show them through an actual day of service (out in the community) that HPLD cares about King's legacy and the impact he had on our history and the lives of our black community members as well.'

2.0 ITEMS FOR INFORMATION/ACTION

2.2 Anti-discrimination Statement (Action) - Dr. Matthew Horts, HPLD Executive Director
Both the District and the Foundation have seen an increase in requests for proof of an Anti-discrimination Statement, and formally having the statement will make the grants and RFP processes more efficient. The proposed statement is a combination of two existing statements: *Patron Rights and Responsibilities statement* and *Equal Employment Opportunity Statement*. Staff worked with Niamh Mercer and the Governance Committee to update the existing statements and create the proposed statement.

MOTION to approve and adopt the Anti-discrimination Statement: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.3 Policy Amendments (Action) - Tony Brewer, Patron Experience Specialist
The policies can be found in the Board packet.

A. Interlibrary Loan

Mr. Brewer touched on a few of the points in the new policy and Trustee Caldwell asked for clarification on why Prospector is the preferred source when an item is not in HPLD's collection. The answer was that it is a more efficient process and therefore less expensive to use. There was no further

discussion.

MOTION to approve the Interlibrary Loan Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

B. Specialty Checkout

This is also a new policy. Specialty Checkout is the checkout of equipment, and the District has provided the service since 2018. There are nuances in specialty checkout that differ from checkout of other library items: for example, Specialty Checkout items are reserved on a calendar basis and patrons return the items at the front desk instead of the book drop. All the distinctions are contained in the policy.

MOTION to approve the Specialty Checkout Policy: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 4:0 (Secretary/Treasurer Mary Roberts did not vote, for she was out of the room)

C. Programs

The original policy was approximately one sentence long, and Melissa Beavers, coordinator of Programs, suggested that more detail was needed.

Mr. Brewer thanked Ms. Beavers for her help. New topics in this section include a paragraph on controversy and a policy on reconsideration.

Chair Poncelow asked if the District has a list of programs and if the Board could have access to it. Dr. Hortt replied that staff is working on creating an annual list of programs, and James Melina said there is a link on the website that goes to the Programming calendar. Staff will make sure the link is available on the Board page.

Trustee Holton asked about the verbiage in the policy about not trying to persuade a point of view. Dr. Hortt said that staff is being asked to not push a specific agenda, and if that is not stated in the policy, it may lead to issues.

The District doesn't want to be seen as indoctrinating people. Trustee Holton agreed with Dr. Hortt and with the fact that programming should reflect the breadth and depth of the collection but expressed concern about the way the Essential Principles bullet was written. Chair Poncelow said he personally likes the way it is written. There was no further discussion.

MOTION to approve the Programs Policy: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

D. Collection Development

Most changes to this policy are a cosmetic update. Rebecca Libersat, Collection Resources Manager, added that she inserted a paragraph about digital content. Mr. Brewer thanked Ms. Libersat for her help with the policy.

MOTION to approve the Collection Development Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

E. Donations

This policy was approved earlier this year. It is being brought back because Niamh Mercer, HPLD Foundation Director, requested that In-Kind Donations be addressed, and now an explanation of the difference between donations and gifts is added. Also, a brief explanation of naming and un-naming of facilities and spaces has been added. Additionally, Food for Fines donations will no longer be used to offset fines and fees. Mr. Brewer thanked Ms. Mercer for her assistance.

MOTION to approve the Donations Policy: Trustee Gerri Holton

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

F. Internet Use Policy

Again, this policy was approved several months ago, and then Naomi Nguyen, Platteville Public Library Manager, asked if it is required by law to disable a filter if a patron asks for it. After discussing the question with Bill Garcia, HPLD Legal Counsel, the policy language was changed from “can” and “may” to “must” or “shall”. Mr. Garcia added that when someone asks that a filter is removed, staff can make sure that a computer in a more private area is used. He also said that we are allowed to take some time if IT requires the time to remove the filter. HPLD’s practice is to immediately remove it.

MOTION to make adjustments to the Internet Use Policy: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.4 IGA Discussion (Information) - Dr. Matthew Hortt, HPLD Executive Director

In preparation for the meeting next month with Member Boards, the IGA was reviewed. The only change in services is that the District has posted an opening for a Creative Technologist, especially in the Maker side, and the Training Bureau will give Member Libraries access to the Creative Technologist. Also, Platteville and Nantes Libraries will

be using more I.T. support. To sum up, without any changes, the IGA will automatically renew. All the work that has been done in the last few years has paid off.

Chair Poncelow requested that Dr. Hortt ask the Member Directors if they have any changes they want made. Dr. Hortt will confirm that there are no changes wanted.

3.0 DIRECTORS REPORT

3.1 Review Draft Agendas – Dr. Matthew Hortt, HPLD Executive Director

- A. December 13th, 2021 Executive Session
- B. December 13th, 2021 Regular Session
- C. December 13th, 2021 Special Session

The draft agendas can be found in the Board Packet.

Chair Poncelow asked that at the dinner for the combined Library Boards, the 12/13 Special Session, the HPLD Trustees sit at different tables rather than bunched up at one. Trustee Holton suggested that Dr. Hortt present a year-end overview and wrap-up.

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

- a. Carolyn Valencia received the *Educator of the Year* by the Hispanic Women of Weld County.
- b. The Greeley Downtown Development Authority will vote on November 18th whether to award LINC a \$100,000 grant. The DDA's Economic Development Committee has recommended awarding the dollars to the project.
- c. Dr. Hortt received a phone call from the group who is representing the farms in Mead, saying they want to talk about a library project. He will keep the Board informed.
- d. Dr. Hortt showed a video of Wes Sam Bruce that was played at the Weld Community Foundation annual luncheon. In the video, Rand E Morgan thanked the District for their support, and he said the Community Foundation is excited and proud of the LINC project. On November 17th, the person who shot the video will be at LINC to shoot additional footage for a documentary that will build on the advertisement just seen.
- e. The television documentary that was shot at Nantes Library aired on Sunday, November 14th, and will run again on November 21st.

3.3 Chairman's Report

Chair Poncelow said he is a strong believer in Martin Luther King, Jr, and the District's intent is not to dishonor the man and day. Last year, the libraries had events at the libraries to commemorate the day and man. In the District's partnership with UNC, 300 people were reached. He believes that Martin Luther King was a man of action, and staff is not honoring that when taking the day off. The District needs to talk about him and celebrate his life, instead of giving everyone a day off.

Trustee Gerri Holton added that 'our intent is to honor him, and if it's not perceived that way by the community, it's a problem'. She wants more information. Dr. Hortt said

that staff can take a floating holiday on that day. Also, if staff works on an MLK program or event elsewhere on that day, they are “working” and being paid for it. Trustee Holton said again that she wants more information on how the community perceives the fact that the Branch system is closed on that day. Trustee Jana Caldwell asked if we have worked with other groups to honor the day and said that, like Trustee Holton, she’d like to see more information. Dr. Hortt reported that HPLD’s primary relationship is mainly with UNC. She also asked what most libraries in the state are doing. Dr. Hortt replied that most are closed. Staff can pull information, such as attendance for the day, and share it with the Board.

Chair Poncelow and his spouse, Dr. Hortt, and James Melena fed about 25 construction workers at the LINC site the other day at end of the demolition crew and beginning of the next crew. Chair Poncelow wants to do that about once a month and opened the opportunity for other Board members to help. Secretary/Treasurer Mary Roberts let the Board know that Chair Poncelow was the sponsor who provided the goodies.

4.0 BOARD COMMENTS

- A. Vice-Chair Mary Heberlee: ‘Tony Brewer has done great work with the policies and policy committee.’
- B. Secretary/ Treasurer Mary Roberts: ‘The progress we are making is so important. We’re building foundations, procedures, and a culture. It will hold us in good stead for a long time.’
- C. Trustee Gerri Holton: In thinking about next month’s meeting, we have an opportunity at the next meeting to build a positive culture. The All-Staff Day a couple of years ago brought us together and we have the opportunity to do it again. I’m looking forward to that meeting. Maybe could provide a notebook with shared foundations.
- D. Trustee Jana Caldwell: ‘Teresa and I attended the Community Foundation luncheon, which was impressive, and I was pleased to watch the library highlighted in front of all the community leaders. Also, last week the library was a major sponsor of Go West film that’s free and open to the public. It’s a great way to celebrate the west and something a little unique. While there, I met someone from London and he was thrilled to come and explore the west and enjoy the films. Thank you to the library for sponsoring it.’ Dr. Hortt added that Victoria Boone and David Sharp are a big part of that. Victoria has been on the steering committee for a long time and David has just joined.

5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4) (b)

- A. To move into Executive Session, Legal Counsel Bill Garcia read the following statement: “We are moving into Executive Session pursuant to CRS 24-6-402(4)(B) for the sole purpose of receiving advice from our attorney on the specific legal questions of Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process.”

MOTION to move into Executive Session at 6:52p.m.: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

An executive session of the Board of Trustees of the High Plains Library District convened at 6:52 p.m. on November 15, 2021 for the sole purpose of discussing Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process as authorized by CRS 24-6-402(4)(B). Attending were Ken Poncelow, Chair; Mary Heberlee, Vice-Chair; Mary Roberts, Secretary/Treasurer; Gerri Holton, Trustee; Jana Caldwell, Trustee; William Garcia, Legal Counsel; Dr. Matthew Hott, HPLD Executive Director; and James Melena, HPLD Community Relations and Marketing Manager. During the executive session the Board discussed or received advice regarding Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 8:35 p.m. and we have reconvened in regular session.

Vice-Chair Mary Heberlee left the meeting at 8:35pm

6.0 ADJOURNMENT

There being no further business,

MOTION to Re-enter the Regular Session meeting and adjourn the meeting at 8:36p.m.:

Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 4:0

Upcoming meetings:

Executive Session: December 13th, 2021 4:30 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631

Regular Session: December 13th, 2021 5:00 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631

Special Session: December 13th, 2021 6:15 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker