



## BOARD OF TRUSTEES

### Regular Session Minutes

Monday, June 21, 2021

5:00 PM

HPLD Administration Bldg.,  
2650 W. 29th St., Greeley, CO 80631

#### 1.0 OPENING OF MEETING at 5:06pm

##### 1.1 Roll Call and Pledge of Allegiance

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis

Trustee Gerri Holton

Trustee Joyce Smock

Trustee Jana Caldwell

Legal Counsel Donovan Gibbons

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

Guest: Alanna Moses, Anderson & Whitney

Chairman 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: Trustee Joyce Smock

**SECOND:** Secretary/Treasurer Mary Roberts

**VOTE:** Unanimously approved, 7:0

##### 1.3 Approval of Consent Agenda

A. May 17, 2021 Regular Session Meeting Minutes

**MOTION** to approve the Minutes: Trustee Jana Caldwell

**SECOND:** Trustee Teresa Curtis

**VOTE:** Unanimously approved, 7:0

##### 1.4 Public Comment

No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

### 2.1 Comprehensive Annual Financial Report (Action) - Natalie Wertz, HPLD Finance Manager

Natalie Wertz introduced Alanna Moses from Anderson & Whitney, who covered the comprehensive financial report that was completed from the audit done in March and April. The report can be accessed [here](#).

Pages 11-12 communicate the auditors independent report and shows that Management's responsibility is to prepare and present the items for the audit. The 'Opinion' gave the best possible opinion, which is good news for the District.

On page 15, Property Taxes jumped 27%: almost \$10,000,000. Total Revenues increased about 18% over 2019.

Page 21 compares Actuals to Budget. HPLD budgeted well and is over \$46,000,000 over budget.

Trustee Smock asked, "How are we doing?" Alanna replied that the District is in fine financial shape as of 2020, but tax revenue is dropping.

Chair Poncelow asked what projections for 2022 look like. Alanna has seen projections of a 20% drop in revenue. Natalie added that it could be up to a 50% drop, but she expects around a 30% drop. He asked that she keep the Board updated on the situation. Alanna closed out by saying there will be one more year of strong finances before the fall hits in two years.

**MOTION** to accept and approve the 2020 Comprehensive Annual Financial Report:  
Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Mary Roberts

**VOTE:** Unanimously approved, 7:0

### 2.2 Finance Policy Update (Action) – Natalie Wertz, HPLD Finance Manager

The Finance Committee met a couple of times and made recommendations for policy updates. Ms. Wertz presented the updated policies, which can be reviewed in the [Board packet](#).

#### A. Asset Management

The Asset Management Policy leaves the threshold for capitalization at \$5,000, continues to straight-line depreciation, and continues the annual physical inventory and audit. The Finance Committee approves the policy as written.

**MOTION** to approve the Asset Management policy: Trustee Gerri Holton

**SECOND:** Trustee Jana Caldwell

**VOTE:** Unanimously approved, 7:0

#### B. Debt Management

The District currently has no long-term debt, but the policy is being updated to prepare for possible future debt due to construction. The Finance Committee reviewed and approved the Debt Management policy as written.

**MOTION** to approve the Debt Management policy: Vice-Chair Mary Heberlee

**SECOND:** Trustee Teresa Curtis

**VOTE:** Unanimously approved, 7:0

C. Purchasing

- Anything under \$20,000 could now be purchased by management without a bid or request for proposal.
- Purchases of \$20,000 to \$50,000 would require three bids.
- Purchases over \$50,000 would require issuing a Request for Proposal.
- Exceptions to the rules include when making purchases from a State program that has already gone through the approval process, Library Collection materials, and additional cases that are spelled out in the policy.

Chair Ken Poncelow asked if the District would need to go through the RFP process in the case of an emergency. Ms. Wertz responded that it is addressed in the Emergency Purchases policy and can be an exception.

He also asked Legal Counsel Gibbons if he had any concerns. Counselor Gibbons replied that he did not, and Ms. Wertz added that Legal Counsel Bill Garcia reviewed the policy.

**MOTION** to approve the Purchasing policy: Trustee Gerri Holton

**SECOND:** Vice-Chair Mary Heberlee

**VOTE:** Unanimously approved, 7:0

**2.3** ColoTrust Edge (Action) – Natalie Wertz, HPLD Finance Manager

The ColoTrust Edge fund is a liquid asset fund with a longer term than the ColoTrust fund that the District now uses. It is recommended that investments are kept in the Edge fund for 6 months, and it pays more than what the District is now using but has more risk. It is a good option for HPLD because of the higher yield.

Trustee Smock asked how it was determined to invest \$15,000,000 in the account. Ms. Wertz had originally recommended \$25,000,000, but after discussion dropped her recommendation to \$15,000,000.

**MOTION** to approve the transfer of \$15,000,000 to ColoTrust Edge: Trustee Joyce Smock

**SECOND:** Trustee Gerri Holton

**VOTE:** Unanimously approved, 7:0

**2.4** Grover Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt asked Dan Spystra, of Wember, do more evaluation of possible costs of modular vs metal buildings. A metal building costs more than the budget allows. A modular building, too, is higher than has been budgeted. Both options would be approximately million-dollar investments.

Therefore, Dr. Hortt presented a third option: Arched Cabins. The largest is a 30' x 40' building with a cost of around \$32,000 for the kit, and the District would modify it to meet its needs. Trustee Smock said it has some possibility for fitting in Grover. Trustee Caldwell asked about getting information from others who have purchased and used the buildings, and Dr. Hortt replied that he could get referrals.

The service model would be a mix of self-service, HPLD staff, and a local staff person.

**Board Direction:**

Chair Poncelow directed staff to talk to the Arched Cabin company to get more information and more specific drawings for HPLD's needs.

**2.5 High Plains Chautauqua Update (Information) – Dr. Matthew Hortt, HPLD Executive Director**

In the last Board meeting, discussion determined that for HPLD to sponsor the event, two HPLD Board Members would serve as Chair and Vice-Chair of the Chautauqua Board and the program will need to travel around the entire HPLD Service Area.

Dr. Hortt will provide an update to the Chautauqua Board and asked if the Board continues to hold the same stance or if they want to amend their requirements.

**Board Direction:**

After discussion, the Board Direction was the same as last time. The Trustees are not interested in HPLD taking over the High Plains Chautauqua.

**2.6 Public Private Partnership Opportunities (Information) – Dr. Matthew Hortt, HPLD Executive Director**

New opportunities are coming HPLD's way because of LINC. For instance, there have been two proposals for public-private partnerships that could prove beneficial to the District. The first would create an Innovation Ecosystem that is focused on Entrepreneurship in Agriculture. This project would create a Smart Food and AgTech Incubator at LINC and provide in-person and virtual training and programming, focused on Ag, to be offered throughout the District.

It's a mandate from the State to start this and will use a cluster approach, bringing people together to support start-up businesses. HPLD's part would be to act as a hub and bring everyone together. Matt has pulled the SBDC and Upstate CO into the discussions, and he will reach out to the Chamber President.

The project has support from AIMS, UNC, City of Greeley, etc. It would be a long-term project and eventually would be a large-scale proposal.

The proposed budget for the first year is \$180,000, and the founders are looking for help with funding and/or fundraising. If HPLD were to participate, Dr. Hortt would want to get funding elsewhere rather than take it out of HPLD's budget. The Trustees expressed concerns as well as interest in the big picture.

Dr. Hortt then presented the second proposal: a Food & Beverage Makerspace located in a commercial kitchen. This partnership will cater to start-up food trucks, small cafés, and catering businesses, allowing them to use the kitchen. There's an option for offering it to the public and providing programming in the space.

The new LINC building won't have the capacity for the kitchen, so there is interest in using the current LP building. HPLD's role, should the Board choose to go in that direction, would be to lease the space. Others would put in the kitchen.

Dr. Hortt closed the discussions on the two proposals by asking if the Board would like for him to continue discussions.

#### **Board Direction:**

HPLD needs to know what their part would be. The partners are welcome to come to a Board meeting to present their plans.

### **3.0 DIRECTORS REPORT**

**3.1** Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director  
A. July 19<sup>th</sup>, 2021

**3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director  
Per Board direction last meeting, numbers were pulled on the use of library services by Mead patrons.

- There are 1,121 registered library cards out of Mead.
- Of those, 263 were active last year and they checked out 348 items.
- Over the last three years, the same group checked out over 63,000 items, so COVID skewed the usage last year.

Had a nice phone call with the Town Manager of Mead, and she said she will reach out to a new developer and encourage him to donate land to the library.

Dr. Hortt received the signed IGA from Hudson, so he will have Chair Poncelow and Vice-Chair Heberlee sign it and then have it notarized.

For the second year in a row, the Finance Department is being recognized for the GFOA Distinguished Presentation award for the HPLD annual report. Josh Aho, of CRM, and Finance worked closely together. The project is a great example of Building a Better Organization and Pursuing Excellence. Dr. Hortt applauded

Natalie Wertz for striving to obtain the award and accomplishing the goal.

For several years, the District has participated in the *1,000 Books before Kindergarten* program and has provided materials in both Spanish and English. Last year, through grants and working closely with the Immigrant & Refugee Center and Navigators, nursery rhymes were collected in their native languages and books were created in Burmese, Somali, Spanish, French, and English. These are not English nursery rhymes translated, but nursery rhymes from the original countries. Videos were created as well.

Public Library Directors have been struggling with a statement that was released by ALA at the beginning of the year that was a resolution to condemn white supremacy and white fascism as antithetical to libraries. Public Library Directors (PLDs) in Colorado have interpreted it to say if a person is neutral, he/she is for an issue and is wrong and is therefore against what ALA stands for. The Directors' belief is that being neutral is what public libraries stand for. What came out of a six-hour meeting is a four-page statement that says CO PLDs stand for Intellectual Freedom. The group has asked that each Director sign the statement and send it to ALA. Matt will sign it and send it because he's passionate about this.

Trustee Curtis asked what the plan is to communicate the information to the public. Matt said a response to the public has not been drafted yet, just to ALA, but the Directors will work on that. Public Libraries provide information and should be neutral to allow dialogue to happen and both sides to come together to express their opinions and learn from each other.

Dr. Hortt went to the Nantes Library for a meeting with the Public Broadcasting System (PBS). The Library is the most energy efficient library in the nation, and PBS' *Heart of the Building* will highlight Nantes in October.

### 3.3 Chairman's Report

## 4.0 BOARD COMMENTS

- A. Vice-Chair Mary Heberlee complemented Matt and the other Directors for being impactful. Taking your stance is the ethical thing to do
- B. Secretary/ Treasurer Mary Roberts said one way we identify our policies is by how we spend our money, and that is determined by our budget. It is important to openly communicate what those decisions are. Having the leadership from the Director's and Finance offices states what we value.
- C. Trustee Gerri Holton was impressed by the possible partnerships, but is not sure about the timing of them because there may not be enough hours in the day for Matt. And she agreed with Secretary/Treasurer Roberts on the staff being on target.
- D. Trustee Teresa Curtis touted the praises of the Outreach department. She was pleased to see the books in the different languages. Citizenship classes are full and another class had to open because the first one was at capacity.
- E. Trustee Jana Caldwell got to go to the Keenesburg Library grand opening. It was a very nice ceremony and a cute library and was a pleasant experience. Jana gave each of the Trustees favors from the event.

F. Trustee Joyce Smock passed around a photo from 1949, the last year that a local school was open before the students went into the Grover school. There was a library bookmobile in the photo.

**5.0 ADJOURNMENT– TIME 7:11 p.m.**

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

**MOTION** to adjourn: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Mary Roberts

**VOTE:** Unanimously approved, 7:0

Upcoming meetings:

*July 19<sup>th</sup> 2021 5:00 p.m Fort Lupton Public and School Library., 425 S. Denver Ave., Ft.Lupton, CO 80621*



HPLD Board Secretary/Treasurer

Mary Roberts



Recording Secretary

Kim Parker

