



**BOARD OF TRUSTEES
Regular Session Minutes
Monday, August 16, 2021
5:00 PM
HPLD Admin Building.,
2650 W. 29th St. Greeley, CO 80631**

1.0 OPENING OF MEETING at 5:13

- 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 William Garcia

Staff: Tony Brewer, James Melena, Natalie Wertz, Dr. Matthew Horts, Kim Parker

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 Mary Roberts
SECOND: Vice-Chair Mary Heberlee
VOTE: Unanimously approved, 7:0
- 1.3** Approval of Consent Agenda
A. July 19, 2021 Regular Session Meeting Minutes
MOTION to approve the Minutes: Vice-Chair Mary Heberlee
SECOND: Trustee Teresa Curtis
VOTE: Unanimously approved, 7:0
- 1.4** Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Baldrige Update (Information) – Mike Gratz, Rocky Mountain Performance Excellence Executive Director
A. Presentation of HPLD Certificate

The Certificate presented was dated March 2020 and is being presented now due to COVID. HPLD earned the Level 1 Professional Profile: the *High Plains Certificate*.

- B. Next year of Building a Better Organization and HPLD work towards excellence
The organization will now work on the *Baldrige Excellence Builder*. They will now look at processes and work on their approach and the deployment of the approach. Finally, they will work on the results and answer what impact those results are having. HPLD's goal is to get to level two, the *Foothills Award*, in a year.

2.2 Greeley-Weld County Innovation Ecosystem/FABtech Presentation (Information) - Dr. Matthew Hortt, HPLD Executive Director; Dr. Ajay K Jha, InnoP Global; Dixon Dick, CoSolve CO; Ben Snow, Director of Economic Health and Housing for the City of Greeley; and Dr. Philip McCready, Economic Development Manager for the City of Greeley

Dr. Hortt introduced this topic and speakers by saying that the 'LINC project will really work if we partner with professionals', and he's confident that this group of speakers are very professional. Ben Snow, Greeley Director of Economic Health and Housing, and Dr. Philip McCready, Greeley Economic Development Manager, talked on the BioTech potential in Greeley. Dr. Ajay K Jha and Dixon Dick presented on entrepreneurialism in Greeley and Weld County and the possibility of an ecosystem and ag tech incubator. Dr. Jha's presentation is attached.

Chair Poncelow and the Board replied that this needs to be County-wide, not Greeley-centric.

2.3 Budget Policy Amendments (Action) – Natalie Wertz, Finance Manager

A. Budget Policy

The Finance Committee recommends approval from the Board. Changes were made to the last paragraph to clean it up to make it clearer.

MOTION to approve the Budget Policy: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 7:0

C. Electronic Payments Policy

The Electronic Payments Policy is a requirement of HPLD's insurance carrier in 2022 and therefore it is timely for us to put this in place. Ms. Wertz was asked for some definitions. ACH is normally used for smaller expenditures such as utility or insurance payments, whereas Wire transfers are for larger transactions.

MOTION to approve the Electronic Payments Policy: Trustee Teresa Curtis

SECOND: Secretary/Treasurer Mary Roberts

VOTE: Unanimously approved, 7:0

The policy manual will reference where the finance policies are.

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

A. Policy Manual Introduction

There were no changes made.

MOTION to approve the Policy Manual Introduction: Vice-Chair Mary Heberlee

SECOND: Trustee Gerri Holton

VOTE: Unanimously approved, 7:0

B. Service Areas

Mr. Brewer explained the complicated service area structure. The only reason for the Regions is to show each Trustee's area. School District lines never align with the Regions, but they are very important because HPLD's funding is based on them. He went on to explain the map in more detail.

After more detail discussion, the Motion was made to change the boundaries of the representative regions to coincide with the school district boundaries that they represent.

AFOREMENTIONED MOTION to change the boundaries: Vice-Chair Mary Heberlee

SECOND: Trustee Teresa Curtis

VOTE:

Vice-Chair Mary Heberlee: yes

Secretary May Roberts: no

Trustee Teresa Curtis: yes

Trustee Gerri Holton: no

Trustee Joyce Smock: yes

Trustee Jana Caldwell: no

Chair Ken Poncelow: no

The 'No's are the majority and the boundaries will not be changed.

Additionally, LaSalle, Gilcrest, and Platteville will be left in Region 3, and Longmont, Berthoud, and Northglenn will not be added to the chart because they are annexed property and are not in the HPLD District.

MOTION to approve changes to the service area policy: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 7:0

C. Service Delivery

The current version has generalities, so it is expanded to give more details.

MOTION to approve the Service Delivery Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

VOTE: Unanimously approved, 7:0

D. Mobile, Outreach, Virtual Library and Events Services

The name change didn't change the policy much, but what they do has expanded and that detail is included in the policy.

MOTION to approve the Mobile, Outreach, Virtual Library and Events Services Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Gerri Holton

VOTE: Unanimously approved, 7:0

2.5 Bylaw Amendments (Action) -Tony Brewer, Patron Experience Specialist

The Bylaw Amendments were discussed as part of the Policy Amendments. No other action was taken.

- 2.6 Construction Project Update (Information) – Dr. Matthew Hортt, HPLD Executive Director
- A. LINC
 - Dr. Hортt presented renderings of the building
 - B. Kersey
 - The grand opening will take place on Sept. 25th. Chair Poncelow asked Dr. Hортt to order a grill, hamburgers, and hotdogs to serve the town during the celebration.
 - C. Grover
 - Dr. Hортt met with the Grover Town Council. They agreed that spending a million dollars was too much and they recommended using a contractor out of Eaton. Dr. Hортt is talking with him. The Town of Grover expressed interest in working with staff to keep costs under the \$350,000.
 - Matt showed a conceptual design of the prototype library that the District had commissioned as part of the Facilities Master Plan that's a small footprint to start with and can be expanded on. The small scale might make it easier to use local companies to put up the building, which will keep costs down.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
- A. September 20th, 2021
- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director
- o Ft. Lupton Public and School Library has a new director: Thomas Samblanet
 - o Last week, PBS was at Nantes to film the documentary.
 - o Over the weekend, BizWest called and will do an article on LINC.
 - o The Executive Team is keeping a close eye on COVID and mask mandates.
- 3.3 Chairman's Report
- Kersey Days had the library open for tours. Rosa was there and was handing out popsicles.

4.0 BOARD COMMENTS

- A. Chairman's Report
- B. Vice-Chair Heberlee: We are making a lot of progress on a lot of different fronts and fulfilling obligations from before this board.
- C. Secretary/ Treasurer Mary Roberts was reading a book about librarians, and they are a special breed. That is true of our librarians. We are lucky we get to work with them.
- E. Other Board Members
 - Trustee Gerri Holton took her grandchildren to get library cards and their mom got them billfolds to put them in. They know exactly what to do when they get in the library.
 - Trustee Teresa Curtis enjoyed hearing more about Baldrige and phase 2.
 - Trustee Jana Caldwell was excited about LINC and Kersey updates.
 - Trustee Joyce Smock was looking through Matt's updates and was surprised by all the things the libraries offer.

- 5.0 ADJOURNMENT at 8:26pm
- MOTION to adjourn the meeting: Trustee Gerri Holton
- SECOND: Vice-Chair Mary Heberlee
- VOTE: Unanimously approved, 7:0

Upcoming meetings:

September 20th 2021 5:00 p.m. Kersey Library 332 3rd St., Kersey, CO 80644



HPLD Board Secretary/Treasurer
Mary Roberts



Recording Secretary
Kim Parker

