



BOARD OF TRUSTEES

Regular Session Minutes

Monday, November 14, 2022

5:00 PM

Glenn A Jones, MD Memorial Library
400 S. Parish Avenue, Johnstown, CO 80534

1.0 OPENING OF MEETING at 5:03p.m.

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee (excused absence)

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis (excused absence)

Region 2: Trustee Gerri Holton (attended virtually)

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hортt, Kim Parker, Eric Ewing, Rick Medrano

Guests: Tony Brewer

Chair Ken 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: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

A. October 3, 2022 Regular Session Meeting Minutes

MOTION to approve the October 3, 2022 Regular Session Meeting Minutes: Trustee Jana Caldwell

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

- 1.4 The Good We Do
Dr. Matthew Hortt communicated that the District celebrated staff with an Employee Appreciation week. Meals were delivered to the Branch Libraries and drawings were done for gift cards and paid days off.
- 1.5 Public Comment
No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 1.5 Extending Board Member time on the LINC Design Team (Action) - Dr. Matthew Hortt, HPLD Executive Director

Region 4 Trustee Mary Roberts' four-year term will end on December 31st. She has been actively involved in the LINC Library Innovation Center project and has agreed to remain involved in the construction up through the opening of the building in May, if the Board agrees that she may do so.

Chair Poncelow also suggested possibly having a Board Work Session to plan LINC's grand opening.

MOTION to approve allowing Secretary/Treasurer Mary Roberts to continue serving on the LINC Design Team as long as necessary: Trustee Joyce Smock

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

- 1.6 2023 Holiday Schedule (Action) – Eric Ewing, HPLD Human Resources Associate Director

Under the direction of the Board, the District did a survey of staff to learn what holiday closures were most important to them. From that info, staff prepared two holiday options to offer to the Board: one that reflects the survey responses, and a second that interprets non-responses as being satisfied with current closures.

Both options move a floating holiday from Colorado Day to Juneteenth. The first option would close on Martin Luther King (MLK) Day instead of Presidents Day. The second would be closed on Presidents Day and remain open on MLK Day, as the District has been doing.

Rick Medrano, MOVE Manager, said that the City of Greeley, UNC, and Aims will change their MLK Day observance to a day of service, which HPLD staff will be able to participate in.

MOTION to approve the Option One 2023 Holiday Schedule: Secretary/Treasurer Mary Roberts

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: 3:1

- 1.7 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
The 2023 Board Meeting Calendar was dependent on the 2023 Holiday Schedule, so the

recommendation is to approve the Option One schedule.

MOTION to approve the Option One 2023 Board Calendar as presented:

Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 5:0

- 1.8 Intergovernmental Agreement List of Services with Member Libraries (Information) – Dr. Matthew Hortt, HPLD Executive Director
Edits were made to the *Intergovernmental Agreement List of Services with Member Libraries* that include the addition of a Life Accelerator section. When the District started discussions with Member Directors, there were some concerns and so there will be another meeting to discuss it further. The intent is to have an official draft for the Board to approve by their December or January meeting.
For information only. No Board Action at this time.

- 1.9 Appoint an HPLD Archive Design Advisory Committee (Action) – Dr. Matthew Hortt, HPLD Executive Director
The possible expansion of the HPLD Administration Building is tentatively being called the HPLD Archive. The Finance Committee and Staff desire to create a design advisory committee, and Dr. Hortt recommended that two Trustees sit on the committee to look at the project and create a scope. Two Trustees will also serve on the construction committee. Chair Poncelow is interested in serving on the committee, and the discussion will be brought back to the January meeting to determine the second Trustee.

Discussion and questions ensued. Chair Poncelow asked staff to keep a record of current and future projects.

The discussion and motion were tabled until January or later.

- 1.10 Grover Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
Based on direction received from the Board, *Construction Manager at Risk* RFPs went out and two entities responded. Dr. Hortt should be ready to recommend a company to the Board at the December 12th meeting. Also, the IGA has been referred to both groups' legal counsels. Both parties have suggested changes, which are almost done.
For information only. No Board Action at this time.

3.0 DIRECTORS REPORT

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

a. December 12, 2022 Executive Session

b. December 12, 2022 Regular Session

The Trustees were asked if they would like the Executive Session to start at 4:30 or 5:00p.m. They recommended 4:30. The agendas can be found in the [Board Packet](#).

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

The Board Nomination Committee recommends that Trustee Gerri Holton be reappointed for Region 2 and Nick Nakamura, Business Manager for the Monfort School of Business, be appointed for Region 4. Dr. Hortt reported that there were tremendous candidates who applied, and Trustee Jana Caldwell added that it was a difficult decision. Weld County and the City of Ft Lupton have ratified at this time.

Staff have been talking to Studiotroupe, the architects who designed the prototype libraries master plan, and they've agreed to start doing an initial design for the Mead project. Chair Ken Poncelow asked that staff document this well so they can take it to conferences.

The HPLD Friends & Foundation has two new Board Members: Annie Epperson, Library Professor and staff at UNC's Michner Library, and Mandy Schnirel, from Erie and VP of Spekit Marketing firm.

Additionally, Colorado Gives Day is on December 6th and Dr. Hortt gave information on how to donate to the Foundation. Also, Rob Walker, this year's Writer in Residence, will do a live reading of his play *UTOPIA!* on December 8th in Greeley.

Chair Ken Poncelow asked staff to set up a joint meeting with the Foundation Board again.

At the Rocky Mountain Workforce Association Conference, Dr. Matthew Hortt was named the *Workforce Development Ambassador of the State* and was presented with a nice award.

Centennial Park Refresh contractor interviews were held, and Fransen Pittman was selected to do the work.

4.0 BOARD COMMENTS

4.1 Chair Ken Poncelow thanked the Board for attending the Combined Boards meeting and dinner. Also, he asked Matt to put up posters or pictures of all the District libraries, both Branch and Member locations, in LINC.

4.2 Secretary/ Treasurer Mary Roberts said there is so much going on for everyone! The Combined Boards dinner was great for knowing all the projects, programs, and new things that are going on in the District. She was impressed with the great work done for the Farr 20th anniversary writing contest and recited the winning poem, linked [here](#). We are headed in the right direction and she has a lot of confidence in our future.

4.3 Other Board Members
Trustee Gerri Holton thanked Matt and Chair Poncelow for the Combined Boards dinner. It showed this Administration's commitment to relationships and serves the District well. Our Library District is a part of hope and beauty. Feels blessed and happy Thanksgiving.

Trustee Joyce Smock reported on the Briggsdale craft show, which was well attended. They had 34 students in the library this summer, and they were pleased.

Trustee Jana Caldwell shared the experience of the Weld Community Foundation luncheon. Wes Bruce was there and got everyone excited about LINC. Also, she pointed out that Amy Ortiz, HPLD Supervisor, received the Outstanding Literary Innovator award by the Friends of A Woman's Place.

5.0 ADJOURNMENT at 6:37p.m.

There being no further business before the Board of Trustees,

MOTION to adjourn the meeting: Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 5:0

Mary Roberts

HPLD Board Secretary/Treasurer
Mary Roberts

Kim Parker

Recording Secretary
Kim Parker

