



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, March 20, 2023**

**HPLD Administration Building**

**2650 W. 29th St. Greeley, CO 80631**

**5:00 p.m.**

**This is also streamed virtually by GoToMeeting.**

**The meeting can be viewed from your computer, tablet, or smartphone.**

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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<https://global.gotomeeting.com/install/399313765>

**If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: [https://hpld.formstack.com/forms/board\\_questions](https://hpld.formstack.com/forms/board_questions)**

*The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.*

#### **1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - a. February 20, 2023 Regular Session Meeting Minutes
  - b. March 9, 2023 Special Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

#### **2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 LINC Opening Information (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Grover IGA (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Strategic Plan Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

**3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. April 17, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

**4.0 BOARD COMMENTS**

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

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

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – CCRD Conciliation

**6.0 ADJOURNMENT**

Upcoming meetings:

April 17, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Carbon Valley Regional Library, 7 Park Avenue, Firestone, CO 80504



**BOARD OF TRUSTEES  
Regular Session Minutes  
Monday, February 20, 2023  
Kersey Library  
332 3rd St., Kersey, CO 80644  
5:00 p.m.**

**1.0 OPENING OF MEETING AT 5:00PM**

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Trustee Jana Caldwell

Trustee Teresa Curtis (attended virtually)

Trustee Gerri Holton

Trustee Nick Nakamura

Trustee Joyce Smock

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Kim Parker, Natalie Wertz, Rick Medrano

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: Trustee Gerri Holton

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

1.3 Approval of Consent Agenda

a. January 9, 2023 Executive Session Meeting Minutes

b. January 9, 2023 Regular Session Meeting Minutes

**MOTION** to approve the Executive Session Meeting Minutes: Trustee Jana Caldwell

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

**MOTION** to approve the Regular Session Meeting Minutes: Vice-Chair Mary Heberlee

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

1.4 The Good We Do (Information) – Dr. Matthew Hортt, HPLD Executive Director  
Four HPLD MOVE staff members presented a six-hour pre-conference workshop at this year’s *Joint Conference for Librarians of Color*: The workshop was *Outreach Librarianship: A Valuable Key to Equitable, Diverse, and Inclusive Services*, and the presenters were Rosa Granado, Rick Medrano, Amy Ortiz, and Carolyn Valencia. Carolyn Valencia also gave a workshop on the program *Widening of the Window* at the conference. The feedback has been very positive.

1.5 Public Comment  
No Public Comment

## 2.0 ITEMS FOR INFORMATION/ACTION

2.1 LINC Opening Overview (Action) - Dr. Matthew Hортt, HPLD Executive Director  
The transition timeline for the move from Lincoln Park Library to LINC has changed since the January Board meeting, and the move of materials has been pushed back two weeks. Therefore, it will take place between April 3rd and April 5th. At that time, Lincoln Park Library will convert to a Public Computer Center.

**MOTION** to approve the updated LINC Transition Timeline: Vice-Chair Mary Heberlee

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hортt, HPLD Executive Director

Last month’s direction from the Board was to get an appraisal on the Lincoln Park Library property, and that is being done. Since the last meeting, Dr. Hортt has received inquiries about leasing the building. He asked the Board if they are interested in contemplating that option. After discussion, the Board recommended that the District try to sell the property, rather than lease it. If that is not successful, the topic can be readdressed at that time. Natalie Wertz, HPLD Finance Manager, added that the District does not plan to have the building sit vacant, so the Public Computer Center may remain in place until it sells.

**Board direction is to proceed with getting an appraisal and then take action to sell the property.**

2.3 IGA – List of Services 2023 (Action) - Dr. Matthew Hортt, HPLD Executive Director  
Dr. Hортt has been working with the Member Libraries on the Intergovernmental Agreement (IGA), and he and Chair Poncelow met with the Eaton Public Library Director and Board Member and then with the Platteville and Nantes Libraries’ Director and Board Member. Edits in the list of services can be seen in the [Board Packet](#).

**MOTION** to approve the list of services and direct staff to share it with the Member Libraries and Establishing Bodies: Trustee Gerri Holton

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

- 2.4 Board Portal and Orientation Discussion (Information) - Dr. Matthew Hortt, HPLD Executive Director  
Dr. Hortt asked for direction from the Board on how staff can best communicate with them when it comes to disseminating information, such as meeting materials. After discussing the options, the direction was made to send automatic texts to each Trustee to let them know when information is being sent.  
The direction was made to send text message notices.  
**Information only. No Board action to be taken.**

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director  
a. March 20, 2023 Regular Session
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director  
On Thursday, March 9<sup>th</sup>, members of the HPLD Board and HPLD Friends & Foundation Board will get together to tour LINC at 4:00p.m. and then have dinner afterward.

Wes Bruce is in Greeley until at least April 1<sup>st</sup>.

A Book Brigade has been scheduled for Saturday, April 15<sup>th</sup>, at 2:00p.m. Schools, partners, and the public will form a line of people that will start at the front door of the DoubleTree Hotel, go through the lobby and out the back door, and run to and into LINC to shelve the books. There will be a couple of boxes of books from the Lincoln Park Library at the DoubleTree, and they will be passed through the brigade and shelved at LINC.

National Library Week is April 23<sup>rd</sup> – 29<sup>th</sup>. The City of Greeley will put together a proclamation for the District.

To build on the *Good We Do* report, a list of the conferences that staff recently attended and/or presented at follows:

- LINC Design Team presented at ALA's LibLearnX in New Orleans, and they will also present at the Mountain States Library Association's conference in Ohio.
- Dr. Hortt will attend the National Workforce Development conference. He will also go to Washington D.C. to tour a mobile workforce development vehicle, because the District is working with Weld County to bring one here.

The Colorado State Library's Public Library Annual Report (PLAR) opened this weekend. The District's information must be submitted by April 13<sup>th</sup>.

### 4.0 BOARD COMMENTS

- 4.1 Chair Ken Poncelow reported that he wants to provide library services to Members and build relationships with the Member libraries to move the District ahead as a group to be what we could be. Ideas should be coming from both Branch and Member Libraries' staff.  
Also, from December 1<sup>st</sup> through the 23<sup>rd</sup>, there will be holiday music in LINC each evening.
- 4.2 Vice-Chair Mary Heberlee was pleased that we are moving forward and it's good to hear the plans to reach for excellence.

4.3 Secretary/Treasurer Joyce Smock thanked Kim Parker for her help.

4.4 Other Board Members

Trustee Jana Caldwell remarked that she was looking forward to seeing LINC again.

Trustee Gerri Holton talked about a NY Times article, [Love Letter to Libraries](#), and said that we are on that path. She's looking forward to the strategic plan as well as expanding access in several areas.

Trustee Nick Nakamura is looking forward to all the projects that are coming up.

Trustee Teresa Curtis is looking forward to the April meeting at the Carbon Valley Regional Library and is looking forward to working with the Foundation this year.

Legal Counsel Bill Garcia shared that he discovered the Genealogy section at the Centennial Park Library and invited others to check it out. He said it was very interesting.

Natalie Wertz reported that the Finance Committee held a good meeting and she's looking forward to working with the team. Also, she will review the finance policies this year.

Rick Medrano told about an Early Learning and STEM Literacy Fair that will be held on March 4<sup>th</sup> from 11:00a.m. to 2:00p.m. at Salida Del Sol Academy.

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

5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – CCRD Finding

5.2 C.R.S. § 24-6-402(4) (e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Grover IGA

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that we enter into executive session for the sole purpose of (1) receiving legal advice on specific legal questions from an attorney – CCRD Finding, and (2) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Grover IGA: Vice-Chair Mary Heberlee

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:20p.m. on February 20, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – CCRD Finding, and determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Grover IGA, as authorized by § 24-6-402(4). Attending were Board Chair Kenneth Poncelow; Vice-Chair Mary Heberlee; Secretary/ Treasurer Joyce Smock; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Executive Director Matthew Hortt; and Legal Counsel Bill Garcia.

During the executive session, the Board discussed or received legal advice on specific legal questions from an attorney, 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 7:35p.m. and the regular session was reconvened.

**6.0 ADJOURNMENT AT 7:35PM**

There being no further business,

**MOTION** to adjourn the meeting: Trustee Nick Nakamura

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

Upcoming meetings:

March 20, 2023, 5:00p.m.: HPLD Board of Directors Meeting – Regular Session  
HPLD Administration Bldg, 2650 W. 29<sup>th</sup> St, Greeley, CO 80644







**BOARD OF TRUSTEES  
Special Session Minutes  
Thursday, March 9, 2023  
LINC Library Innovation Center and The Kress Cinema and Lounge  
501 8<sup>th</sup> Avenue and 817 8<sup>th</sup> Avenue, Greeley, CO 80631  
4:00 p.m.**

A tour of LINC Library Innovation Center started at 4:10p.m. At it's completion, the group moved to the Kress Cinema and Lounge for dinner.

Those who were Present included:

Chair Ken Poncelow  
Trustee Jana Caldwell  
Trustee Teresa Curtis  
Trustee Gerri Holton  
Trustee Nick Nakamura

Staff: Dr. Matthew Hortt, Niamh Mercer, and Kim Parker

Guests: Karen Poncelow, Heather Nakamura, and Tom Caldwell.

The Board did not engage in substantive discussion or adopt any policy, position, resolution, rule, regulation, or take any formal action.

The gathering adjourned at 6:45p.m.

Upcoming meetings:

March 20, 2023, 5:00p.m.: HPLD Board of Directors Meeting – Regular Session  
HPLD Administration Bldg, 2650 W. 29<sup>th</sup> St, Greeley, CO 80644



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: March 20, 2023
Type of item: Information
Subject: LINC Opening Information
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no action to be taken

### ***Background***

The Board approved the initial timeline for the transition from Lincoln Park to LINC during the January 2023 Board Meeting. Updates focus on events scheduled the week of opening.

### ***LINC Transition Timeline***

- March 27 – Innovation Technician Onboarding
- March 31 -- All Programs and Storytimes will end at LP.
- March 31 – Must have belongings in boxes for Movers. Critical!
- **April 3 – LP Closed. Staff put books on moving shelves.**
- **April 4 – LP Closed. Movers will be taking things to LINC.**
- **April 5 – LP becomes PCC (Public Computer Center). Staff split time between LP & LINC.**
- April 5 through April 7 – Staff shelve books at LINC.
- April 15 – Book Brigade from Double Tree to LINC.
- April 24 to April 28 – CP & LP staff shelve Genealogy at LINC
- April 28 – LP Final Day Open as PCC
- May 1 to May 12 – Staff training and prep for opening
- May 8 to May 12 – Partner, staff friends and family events onsite
- May 13 – Grand Opening

### ***Recommendation***

Staff is recommending the Board approve the updated LINC Transition Timeline.



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: March 20, 2023
Type of item: Information
Subject: Lincoln Park Library Building Next Steps
Presented by: Dr. Matthew Hortt, HPLD Executive Director, Natalie Wertz, Finance Manager
Recommendation: Information only, no Board action to be taken

### ***Background***

During several meetings the Finance Committee has discussed recommending sale of the current Lincoln Park property. With the construction of LINC nearing completion, the Finance Committee is recommending that the Lincoln Park property, 1010-1012 11th Avenue, Greeley, be offered for sale. During the January 2023 Board Meeting staff was directed to have an appraisal conducted, this is in process. The appraisal has been conducted and the report is being completed. Because the report was not available for this meeting, Staff may ask the board to consider holding a special session prior to the April Board meeting. Staff have received multiple inquiries regarding a possible sale of the property as well as a possible lease option. Staff are asking if the Board has any additional direction or has changed their feelings regarding possibly leasing the building as an option?

### ***Recommendation***

Information only, no Board action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: March 20, 2023
Type of item: Action
Subject: Town of Grover IGA
Presented by: Dr. Matthew Hortt, HPLD Executive Director, Natalie Wertz, Finance Manager
Recommendation: Staff recommend that the Board approve the updated language in the IGA and approve the signing of the document following its acceptance by the Town of Grover Board.

### ***Background***

Staff and our legal counsel have continued to work with the Town of Grover on the specifics of the Reverter Clause in the IGA in section 3.C. The Town has agreed to accept the proposed language with the addition that “HPLD will be responsible for removing any improvements, unless the Town requests that they be left on the property”.

c. HPLD will receive title conveyed as a qualified fee with a covenant containing similar language to the following: “Subject to the condition or restriction that the said above-described property is to be used perpetually for Public Library Purpose, which condition shall run with the land conveyed and in the event of any breach of such condition or restriction, the said property with all improvements including without limitation all portable buildings that may be present on the property at the time of the reversion regardless of whether such buildings have become fixtures or have otherwise become part of the real estate shall forthwith revert to the Town of Grover, Colorado.” “HPLD will be responsible for removing any improvements, unless the Town requests that they be left on the property”. It is the intent of the parties that the proposed covenant creates a limitation of use for Public Library Purposes and that, should the property not be used for Public Library Purposes, HPLD or its successor’s interest in the property shall be automatically terminated.

### ***Recommendation***

Staff recommend that the Board approve the updated language in the IGA and approve the signing of the document following its acceptance by the Town of Grover Board.





## INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF GROVER AND THE HIGH PLAINS LIBRARY DISTRICT REGARDING FACILITY LOCATION

THIS INTERGOVERNMENTAL AGREEMENT REGARDING FACILITY LOCATION (“Agreement”) is made and entered into by and between the Town of Grover ("Town"), a statutory municipal corporation of the State of Colorado, and the High Plains Library District ("HPLD"), a political subdivision of the State of Colorado and a library district organized and existing pursuant to §24-90-101, C.R.S., et seq. (the "Colorado Library Law"). The Town and the HPLD are collectively referred to as the "Parties" and individually as a “Party”.

### A. RECITALS

WHEREAS, the HPLD and the Town have a common interest to provide and plan for Library Services (as defined in Section B(1)(b), below) for the existing and future property owners and residents within their respective jurisdictions;

WHEREAS, pursuant to the Colorado Library Law, the HPLD is authorized to provide Library Services to all areas within its boundaries;

WHEREAS, the Town of Grover municipal limits are presently located within the boundaries of the HPLD;

WHEREAS, the real property owners located within the Town pay taxes to both of the Parties;

~~WHEREAS [MG1][WFG2], the HPLD currently provides high quality Library Services to all areas located within the Library district, including the boundaries of the Town;~~

WHEREAS, the Parties agree that locating a branch library within the boundaries of the Town would further the common interest in providing Library Services;

WHEREAS, the Parties agree that it is in their best interests to promote an atmosphere of lifelong learning for the citizens and residents of each of the Parties; and

WHEREAS, the HPLD and the Town agree that it is in the best interests of the Parties, and will promote the quality of life, literacy, lifelong learning and welfare of their current and future residents and property owners, to provide for cooperative efforts by both the Town and the HPLD for the location of a branch library within the Town boundaries.

NOW, THEREFORE, the Town and the HPLD covenant and agree as follows:

## B. AGREEMENT

1. **DEFINITIONS.** For purposes of this Agreement the following definitions shall apply:

- a. "Effective Date" shall mean the date the last Party signs this Agreement.
- b. "Library Services" refers to the proper and mandated services, functions, and activities of a library district as authorized in the Colorado Revised Statutes.
- c. "Colorado Library Law" refers to §24-90-101, C.R.S., et seq.
- d. "Public Library Purpose" shall mean such an activity as will serve to benefit the community as a body with Public Library Services [WFG3] and which at the same time is directly related to the function of government.

2. **PURPOSE.** The purpose of this Agreement is to set forth the intent, rights, obligations and responsibilities of the Parties concerning the planning and development of a HPLD branch library to be located within the Town boundaries.

3. **COOPERATION REGARDING COMMON PURPOSE.** The Parties agree that they will cooperate fully in all respects to undertake and pursue the following:

a. Locate a branch library within the Town Boundaries. The Town donates [WFG4] 3 parcels of land located within the Town boundaries to the HPLD. Donation will be in effect 45 days after signing.

b. At the present time, the Town would donate Lots 9 through 12 of the Town of Grover, the plots of land located at Parcel: 029105118001, Parcel: 029105118013 & Parcel: 029105118012 also known as 400, 404 and the a portion of 412 which constitute 400, 404 & 412 Chatoga Avenue Grover, CO 80729 by special warranty deed to the HPLD. [MG5] The Town of Grover will retain ownership of the Lot 8, which is currently identified as a portion of 412 Chatoga Avenue. A copy of the proposed deed is attached as **Exhibit A.**

c. HPLD will receive title conveyed as a qualified fee with a covenant [WFG6] containing similar language to the following: "It is hereby agreed Subject to the condition or restriction that the said above-described property is to be used perpetually for Public Library Purpose the operation of a public library purposes, which condition shall run with the land conveyed and that, whenever, it shall cease to be so used in the event of any breach of such condition or restriction, the said property with all improvements including without limitation all portable buildings that may be present on the property at the time of the reversion [WFG7] have been placed thereon regardless of whether such buildings have become fixtures or have otherwise become part of the real estate shall forthwith revert to the grantor herein,

~~its heirs and assigns, and this said agreement is hereby declared to be a covenant running with the said lots~~ Town of Grover, Colorado.” It is the intent of the parties that the proposed covenant creates a limitation of use for Public Library purposes and that, should the property not be used for Public Library purposes, HPLD or its successor’s interest in the property shall be automatically terminated.

- d. HPLD would erect a branch library on the donated parcels of land. Within an agreed upon reasonable timeline that developed with information from the fee schedule and approval timeline. A copy of the timeline is attached in **Exhibit B.**
- e. The Parties agree that HPLD will reimburse<sup>[WFG8]</sup> the Town for development costs related to Town’s contractors, including engineer, attorney, planning services or other experts the Town deems necessary for approval of the project.

#### 4. **ALLOCATION OF COSTS.**

- a. The HPLD shall be responsible for its costs, fees and expenses related to the activities anticipated in this Agreement, including, but not limited to entitlements, design, planning, construction and operation of a branch library facility.
- b. The Parties will evenly split title insurance and closing costs <sup>[WFG9]</sup> for the transfer. The Parties agree to utilize \_\_\_\_\_ for closing and title services.

5. **NOTIFICATION; LONG RANGE PLANNING**<sup>[WFG10]</sup>. In order to better perform their obligations under this Agreement, the Town and the HPLD may develop long-range strategic planning for the HPLD’s provision of educational, recreational or Library Services within the Town. The Parties will make every effort to include each other in any long-range planning sessions on topics of special concern to the Parties.

6. **RESERVATION OF RIGHTS.** Nothing in this Agreement shall prevent the HPLD from including within its jurisdiction property not within the Town’s jurisdiction. Similarly, nothing in this Agreement shall prevent the Town from annexing land<sup>[WFG11]</sup> that lies outside the HPLD’s jurisdiction.

#### 7. **TERM AND EXTENSION OF AGREEMENT.**

- a. The initial term of this Agreement will commence on the Effective Date and shall be three (3) years.

b. This Agreement shall automatically renew for subsequent periods of two (2) years after the initial term of this Agreement, unless the HPLD or the Town shall give written notice of intent not to renew a minimum of one (1) month prior to the expiration of a term including, as applicable, the initial term and any renewal term. Failure by either Party to give written notice shall operate as a renewal only for the term immediately following, and not any subsequent terms. Either Party may terminate this Agreement upon one month advance written notice to the other Party.

**8. SEVERABILITY.**

a. If any portion of this Agreement shall be determined by a court of competent jurisdiction to be invalid, illegal, or unconstitutional, such determination shall not affect the validity of the remainder of the Agreement.

b. If the validity, legality or constitutionality or performance of any portion of this Agreement shall be impeded or otherwise affected by any change in pertinent law or order of court, it is the desire and intent of the Parties to perform and comply with this Agreement as nearly as possible according to its spirit and expressed intent until the Parties agree to changes consistent with and in accordance with the change in law or Court order, as applicable.

**9. PLANNING FOR PERFORMANCE.** The HPLD and the Town each acknowledge and understand that the other will henceforth engage in financial and other necessary planning and will otherwise act in expectation of and reliance upon complete good faith, cooperation and reasonable performance of the terms of this Agreement by the other.

**10. AMENDMENT.** This Agreement may only be modified or amended by written agreement duly signed by both Parties.

**11. BINDING EFFECTS.** This Agreement shall be binding upon and shall inure to the benefit of the Parties, their successors and assigns provided that nothing herein shall be construed so as to bind future governing bodies of the Town or HPLD.

**12. NOTICES.** Any notice required hereunder shall be in writing and shall be sufficient if deposited in the United States mail, postage prepaid to:

**HPLD:** Attention: Matthew Hortt, Ph.D.  
High Plains Library District  
12650 W. 29<sup>th</sup> Street  
Greeley, CO 80634

**Town:** Attention: Town Manager  
Town of Grover  
315 Chatoga Ave  
Grover, CO 80729

With a copy to:

Attn: Grover Town Attorney

.....  
.....

Such notice shall be deemed to have been given when deposited in the United States mail.

13. **ASSIGNMENT.** Neither Party shall assign this Agreement without the written consent of the other Party.

14. **GOVERNING LAW AND VENUE.** The laws of the State of Colorado shall govern this Agreement. Venue for any action arising under this Agreement or for the enforcement of this Agreement shall be in the appropriate court for Weld County, Colorado.

15. **FUND AVAILABILITY.** Financial obligations of the Parties after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

16. **PAYMENTS TO CONSTITUTE CURRENT EXPENDITURES.** The Parties acknowledge and agree that all payment obligations under this Agreement are current expenditures of the Parties, payable in the fiscal year for which funds are appropriated for the payment thereof. All financial obligations under this Agreement shall be from year to year only and shall not constitute a multiple-fiscal year direct or indirect debt or other financial obligation of the Parties within the meaning of Article X, Section 20 of the Colorado Constitution.

17. **NO THIRD-PARTY BENEFICIARIES; NO WAIVER OF IMMUNITY.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Parties and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of Parties that any person entity other than the Parties shall be deemed to be an incidental beneficiary only. Neither the HPLD nor the Town by this Agreement waives or intends to waive as to any third party the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the Parties and their respective Directors, officers, employees and volunteers.

*[Signature page follows]*

IN WITNESS WHEREOF, the undersigned have set their hands effective the day and year written below.

**HIGH PLAINS LIBRARY DISTRICT:**

\_\_\_\_\_  
Kenneth Poncelow, President of the Board

Date of execution: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Secretary

**TOWN OF GROVER:**

\_\_\_\_\_  
Doug Duggan, Mayor

Date of execution: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Town Clerk

DRAFT

**EXHIBIT A**  
**FORM OF DEED**

DRAFT

**EXHIBIT B**  
**Project Timeline**

DRAFT



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: March 20, 2023
Type of item: Information
Subject: Strategic Plan Update
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Information only, no action to be taken

### ***Background***

Staff will provide an update on the Strategic Planning Process for the 2024 Plan. The process includes gathering input from the community and staff, review by management staff, and prioritization by the Leadership Team before finalizing the items as part of the upcoming year's budget request.

### ***Considerations***

- The District is gathering input from the Board, Staff, Community Partners, and used public feedback to identify priority needs.
- These items will be coded and grouped into themes, then directed to the correct Excellence Coordinators if they do not fit as potential strategic plan items.
- These new ideas will be considered along with current priorities for 2024 to determine priorities as we move forward. Those that move forward will be included in the budgeting process in July/August.

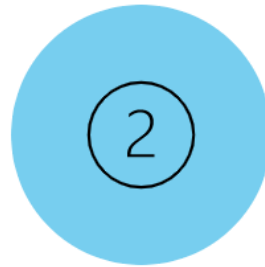
### ***Recommendation***

Information only, no action to be taken

# STRATEGIC PLAN ANNUAL SCHEDULE



DECEMBER – JANUARY  
STAFF SUBMITTED CHALLENGES THE  
COMMUNITY IS FACING AND IDEAS  
ON HOW HPLD CAN HELP



FEBRUARY – MARCH  
SUBMISSIONS COMPILED, SORTED,  
AND REVIEWED  
EDI RECOMMENDATIONS ADDED



APRIL – MAY  
SUBMISSIONS EVALUATED USING  
ASSESSMENT TOOL



JUNE -  
BUDGET PLANNING  
PROCESS



## **DRAFT- BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, April 17, 2023**

**Carbon Valley Regional Library,  
7 Park Avenue, Firestone, CO 80504**

**This is also streamed virtually by GoToMeeting.**

**The meeting can be viewed from your computer, tablet, or smartphone.**

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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**If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: [https://hpld.formstack.com/forms/board\\_questions](https://hpld.formstack.com/forms/board_questions)**

*The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.*

#### **1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - a. March 20, 2023, Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

#### **2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 LINC Opening Information (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Centennial Park Refresh Contract (Action) – Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. May 15, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

### **4.0 BOARD COMMENTS**

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

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

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – CCRD Conciliation

### **6.0 ADJOURNMENT**

#### Upcoming meetings:

May 15, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631

### Associate Director of Public Services

#### What's Happened in the last 30 days?

- Demos of two online high schools
- Punchlist walks for LINC
- Respond to emoji questions

#### What's Coming Up in the next 30 days?

- CVRL's 15th anniversary on March 30th
- LINC: Furniture continues to arrive and the sorter is in place. Training for the latter for the LMS and PSS groups will occur on March 1st.

### Carbon Valley Operations

#### What's Happened in the last 30 days?

- Teen Librarian, Emily Schilling, led a Black History Month book discussion for teen patrons.
- AARP Tax Aide began their free weekly tax help on Mondays at 9:00-3:00pm.
- A full-time Career and Workforce Development Librarian position and a 24-hour Library Associate position were posted.

#### What's Coming Up in the next 30 days?

- Carbon Valley Regional Library will host twenty-six non-profit organizations showcasing their services during the Firestone Police Department Meet and Greet on March 9 at 4:00-7:00pm.
- The Carbon Valley Regional Library 15 Year Anniversary event is March 30th at 3:00-7:00pm. There will be live music, a magic show, food, and activities for all ages!

### Erie Branch Operations

#### What's Happened in the last 30 days?

- We began hosting AARP for community tax assistance in our event space every Monday and Friday until April.
- Erie hosted a series of Pilates programs for beginners to introduce them to the exercise.
- We began hosting Tiger Tales, a popular series of programs that pairs high school students with children learning to read. They read through books together, helping to improve early literacy skills.

#### What's Coming Up in the next 30 days?

- Erie will host another edition of Cupcake Wars, which is less a food fight and more an opportunity for kids to get creative by decorating (and eating) cupcakes.
- March of the Zombies, an after-hours program for teens will be happening in which teens will play tag with nerf guns. No real zombies will be present.

## Lincoln Park Branch Operations

### What's Happened in the last 30 days?

- Interviews for LINC LAs, librarians, and Innovation Technicians started in February and will continue through March. Page positions were posted.
- Transportation Planners for the [North Front Range Metropolitan Planning Organization \(NFRMPO\)](#) were at LP on Monday, February 13 to gather public comment for long-term planning.
- Librarian Sue Safarik and Melissa Beavers meet Uptown Tree Selection Committee on February 15 to make recommendations for LINC's tree. The Public Art Commission will make the final decision in March..
- Melissa presented about LINC for the Greeley Retired Academic Study Program (GRASP) on February 13 at the Active Adult Center.
- Melissa gave two talks at CLiC's Virtual Winter Workshop on February 24. Her presentations are, "Vocational awe: What It Is and How to Debunk It" and "Everybody Wins: Universal Design for Libraries."

### What's Coming Up in the next 30 days?

- During March, the remaining LINC furniture will be delivered. Shelving will be assembled and stocked with materials. The Children's Innovation Space/Interactive Learning Center will be installed by BOSS. Staff will be trained on the equipment March 7.
- Melissa Beavers will be presenting the Mountain Plains Library Conference on March 9 and 10 in Norman Oklahoma. Both of her talks focus on aspects of LINC. "Everyone Wins: Universal Design for Libraries" and "Building Community through Reimagined Library Spaces and Innovation." BRS Architect Carmen Arriaga-Bucher will be co-presenting with Melissa on the second talk.

## Facilities Operational Work

### What's Happened in the last 30 days?

- Continued with LINC/CP construction projects including budgets.
- Completed work orders.
- Completed Carbon Valley fire dept/City building safety inspection.
- Disinfected all buildings.
- Completed PM's on HVAC, Generators and elevator.
- Rebuilt fireplace at Farr.
- Completed LINC owners' trainings.
- Completed annual service contract renewals including 5-year elevator extended warranty for LINC elevator.
- Started 2023 CIP projects.
- Completed EC and facilities meetings.
- Started Carbon Valley nature trail area classroom estimations.
- Completed cleaning schedules/supplies/trash/recycling for LINC.

### **What's Coming Up in the next 30 days?**

- Continue LINC/CP projects.
- Continue scheduling/completing 2023 CIP projects.
- Complete bids for carpet replacement at Carbon Valley.
- Complete nature trail area estimations including city code compliances.
- Complete estimates to replace large ask here desk at Carbon Valley including adding slat walls to public areas.
- Attend Excellence coordinator meetings and owners' trainings at for LINC.
- Ongoing work orders.
- Complete LP appraisal.
- Discontinue building disinfecting.

### **Finance Operational Work**

#### **What's Happened in the last 30 days?**

- Work on 2022 year-end and preparing for audit
- Baldrige EC meeting and BBO work
- GFOA WPFN mentorship meeting
- Weld Library Finance Corporation annual meeting
- Work with appraiser on Lincoln Park appraisal
- Continuing professional education

#### **What's Coming Up in the next 30 days?**

- Work on 2022 year-end and preparing for audit
- Audit team on site for fieldwork beginning March 20
- Baldrige EC meeting and BBO work
- GFOA WPFN mentorship meeting
- HPLD retirement plan annual meeting March 15

### **Friends & Foundation Operational Work**

#### **What's Happened in the last 30 days?**

- Q1 Friends & Foundation Board meeting
- Sponsorship packet and media kit go live on website
- Ongoing volunteer program support
- Ongoing funding project support including sponsor solicitations and grant writing
- Onboarded new employee, Sorrel Sudtelgte. Sorrel is joining us as the Friends & Foundation Associate. She will assist with fundraising and volunteers.

#### **What's Coming Up in the next 30 days?**

- Joint Friends & Foundation Board and Trustee LINC tour and dinner.
- LINC Donor Tour
- Begin Annual Friends Membership Drive
- Friends and Strategic Planning committee meetings
- Ongoing support for funding projects

## Human Resources Operational Work

### What's Happened in the last 30 days?

- Total Employees- 264\*
- Open Positions - 19
- Job Applications Received - 449
- New Hires - 4
- Resignations - 2
- Training Requests - 21

\*ADP Employee Count report produced at time of submitting the Board report.

### What's Coming Up in the next 30 days?

- LINC Hiring
- Member onboarding development

## Information Technology & Innovation Operational Work

### What's Happened in the last 30 days?

- LINC
  - delivery and start installation of all equipment
  - sort installation week of Feb 20
  - self-check setup and delivery to site
  - client equipment installed
  - network and core items operational
  - work starts on AV wall mount configurations
  - finalize large display and get on order
- Fort Lupton
  - circuit installation
  - continued infrastructure and core setup
  - final installation of computers there is tentatively looking like April timeframe)
  - work replacement book drop topic due to damage
  - order misc. displays (beyond meeting space)
- CP - pending final details, support for CP project to start (details, orders, ...)
- General
  - Support LRS data collection
  - Continue support of trainer to compile content and get into LMS to support training that can be reused/completed independently and self-paced
  - Support of Life Accelerator service to build/configure needed system and software to support
  - ERATE process starts for 2023 - 2024 year
  - Researched and discussed Ft Lupton current location scope for long term past opening of new site



### **What's Coming Up in the next 30 days?**

- Continued support of:
  - LINC (large project)
  - Ft Lupton (large project)
  - Grover (markups start)
  - St Vrain student ID integration
  - Mobile app development
  - Standards, data, training of EC areas (services)
  - Onboarding review and updating
- ERATE step 2: Form 471
- Targeted - get final direction on Ft Lupton current location long term configuration
- Esign setup for Exec group

### **MOVE Operational Work**

#### **What's Happened in the last 30 days?**

- 3 presentation submissions to CALCON from MOVE staff
- Several site cancellations due to winter weather conditions (heavy snow, extreme cold, and/or high winds) that make it unsafe to take out mobile library units. We hope weather improves so we can continue to serve our community.
- MOVE Early Literacy @ Salida del Sol on March 4th. We are partnering with the Family Connects' HIPPIY Program to facilitate a day of fun and learning

#### **What's Coming Up in the next 30 days?**

- Several position requisitions in progress. We will be hiring for 3 FT staff: 1 Events and Experiences Librarian, 1 Events and Experiences Library Associate, and 1 Mobile Services Library Associate. Interview teams created for interviews throughout March.
- Refining MOVE Children Services Plan. Will meet with several Outreach Librarians to redistribute Children's Services duties for equitability and increased focus on these services.
- MOVE Staff will attend the Young Adult Job Fair on March 8th with staff from Centennial Park. Additionally, we will continue with our Plaza del Sol Programming series.

### **Community Engagement & Strategies Operational Work**

#### **What's Happened in the last 30 days?**

- St Vrain Valley School District Student IDs as Limited HPLD Library Cards:
  - The process of uploading a set of test cards onto the Library's system worked well. However, with testing we have found problems that would block seamless access for students. While our system recognizes the school ID codes; it requires that staff make an extra step which means students, cannot place holds nor use self-check services which are both expected library use norms. IT Manager Susan Staples has reached out to our provider, and I am working with both Erie Community Library and St Vrain staff to find options.

- Preparation for Presentation:
  - I am working with her counterparts at Aims Community College's Kiefer Library and University of Northern Colorado Libraries to present on the importance of partnerships between different libraries. The pandemic, in particular, highlighted ways that our communications benefited community members and we look forward to sharing that information at the upcoming OLA/MPLA conference.
- Institute of Electrical & Electronic Engineers' (IEEE) Science Kit for Public Libraries (SKPL) Grant:
  - Once again, I served as an evaluator for SKPL Grant requestors. This grant is open to a region that does not include Colorado and is focused on providing start-up funds for libraries to create a collection of Science/Technology/Engineering/Math (STEM) Kit. The IEEE project lead, however, is promoting this program as something of value and is encouraging nation-wide adoption. Meanwhile, my work will help me promote the program in the parts of the Mountain Plains region that can apply.

**What's Coming Up in the next 30 days?**

- St Vrain Valley School District Student IDs as Limited HPLD Library Cards:
  - It is very likely that some version of the enabled Student IDs will start being used this month. At the very least, Erie Community Library's Manager Ian Holmes and Librarian Caitlin Cooke are scheduled to meet with Erie Middle School leadership to determine the best routes to inform students and teachers about how the program will work and how to customize their ID/Library cards.
- Presentation at the Oklahoma Library Association (OLA) / Mountain Plains Library Association (MPLA) Conference:
  - I will be co-presenting with representatives from Aims Community College's Kiefer Library and UNC Libraries on the value and benefits of sustained communications and partnerships. Lincoln Park/LINC Manager Melissa Beavers will also be presenting although her primary focus is on the building project.

**SERVICES**

**Service – Materials Sharing**

**What's Happened in the last 30 days?**

- Testing of the latest incarnation of the mobile app
- Determination of next steps for circulation STEM kits
- Improvement of the Outstanding Holds process
- Discussion about statistics reported regarding Library Bundles

**What's Coming Up in the next 30 days?**

- Training needs for Materials Sharing
- Continued work on Mobile App

## Service – Meeting Rooms

### What's Happened in the last 30 days?

- Training needs for Meeting Rooms were assessed and an overview of them was drafted

### What's Coming Up in the next 30 days?

- Podiums - discussion and decision about District standards

## Service - Specialty Checkouts

### What's Happened in the last 30 days?

- Marketing and flyers for Experience Passes
- Reviewed training materials for LMS system
- Reviewed Impact Report and Quarterly numbers

### What's Coming Up in the next 30 days?

- Reviewing theft map and theft process
- Identify OFI (identify submissions for ideas for 2024)

## Service - Programming

### What's Happened in the last 30 days?

- Here are some programming highlights for February.

Title	Start Date	Location	Attendance
Valentine Storytime and Craft	2/10/2023	Carbon Valley Regional Library - Firestone	64
Groundhog Storytime kit		Farr Regional Library - Greeley	50
Farr LEGO club	2/28/2023	Farr Regional Library - Greeley	40
Teens Make! Hot Chocolate Ice Cream Cone Take-and-Make		Carbon Valley Regional Library - Firestone	39
Pokémon Party	2/27/2023	Farr Regional Library - Greeley	32
School's Out! Coaster Made by Fire	2/6/2023	Centennial Park Library - Greeley	25
Sphero Olympics!	2/6/2023	Centennial Park Library - Greeley	24
Family Fun Saturdays	2/25/2023	Lincoln Park Library - Greeley	22
Kevin Cook: Alive in Colorado!	2/2/2023	Farr Regional Library - Greeley	22
Riverside Snack Club	2/1/2023	Riverside Library and Cultural Center - Evans	21
Chess Club 3rd-5 <sup>th</sup>	2/1/2023	Erie Community Library - Erie	21

Chess Club 3rd-5 <sup>th</sup>	2/8/2023	Erie Community Library - Erie	20
FREE Tax Aide Preparation	2/20/2023	Erie Community Library - Erie	20
Riverside Crafternoon	2/14/2023	Riverside Library and Cultural Center - Evans	19
Roaming Readers Walking Club	2/16/2023	Riverside Library and Cultural Center - Evans	19
Roaming Readers Walking Club	2/23/2023	Riverside Library and Cultural Center - Evans	19
T'ai Chi Chih	2/27/2023	Farr Regional Library - Greeley	18
Chess Club 3rd-5 <sup>th</sup>	2/15/2023	Erie Community Library - Erie	18
Chess Club 3rd-5 <sup>th</sup>	2/22/2023	Erie Community Library - Erie	18
LEGO Club	2/11/2023	Carbon Valley Regional Library - Firestone	18
Book Lover's Book Club	2/28/2023	Carbon Valley Regional Library - Firestone	17
Carbon Valley Quilters	2/8/2023	Carbon Valley Regional Library - Firestone	16
Riverside Lego Club	2/8/2023	Riverside Library and Cultural Center - Evans	16
Crafterschool	2/8/2023	Farr Regional Library - Greeley	16
Farr LEGO club	2/14/2023	Farr Regional Library - Greeley	16
Centennial Park PAWS to Read	2/13/2023	Centennial Park Library - Greeley	16
The Project Club	2/7/2023	Kersey Library	16
AARP Tax Aide	2/20/2023	Carbon Valley Regional Library - Firestone	16
Pokemon Club	2/20/2023	Riverside Library and Cultural Center - Evans	15
The Project Club	2/2/2023	Kersey Library	15
AARP Tax Aide	2/27/2023	Carbon Valley Regional Library - Firestone	15
AARP Tax Aide	2/6/2023	Carbon Valley Regional Library - Firestone	14
Sad Valentine's Party	2/13/2023	Carbon Valley Regional Library - Firestone	14
FREE Tax Aide Preparation	2/13/2023	Erie Community Library - Erie	14
DIY Donut Stuffie	2/20/2023	Carbon Valley Regional Library - Firestone	14
T'ai Chi Chih	2/13/2023	Farr Regional Library - Greeley	13
FREE Tax Aide Preparation	2/17/2023	Erie Community Library - Erie	13

Kids Explore	2/7/2023	Farr Regional Library - Greeley	13
Book Lover's Book Club	2/13/2023	Erie Community Library - Erie	13
¿Que Sigue? Impuestos y contabilidad para su pequeña empresa	2/28/2023	Riverside Library and Cultural Center - Evans	13
Kids Explore	2/21/2023	Farr Regional Library - Greeley	12
FREE Tax Aide Preparation	2/24/2023	Erie Community Library - Erie	12
AARP Tax Aide	2/13/2023	Carbon Valley Regional Library - Firestone	12
LEGO Club	2/11/2023	Erie Community Library - Erie	12
Jugemos Loteria	2/9/2023	Centennial Park Library - Greeley	12
FREE Tax Aide Preparation	2/6/2023	Erie Community Library - Erie	12
Riverside STEM Club	2/22/2023	Riverside Library and Cultural Center - Evans	11
Riverside Readers	2/27/2023	Riverside Library and Cultural Center - Evans	11
FREE Tax Aide Preparation	2/10/2023	Erie Community Library - Erie	11
Winter Wonderland Storytime	2/2/2023	Lincoln Park Library - Greeley	11
Family Fun Saturdays	2/18/2023	Lincoln Park Library - Greeley	10
Super Smash Bros. Afternoon	2/9/2023	Riverside Library and Cultural Center - Evans	10
Cricut Crafting Club!	2/14/2023	Centennial Park Library - Greeley	10
LEGO Club	2/15/2023	Carbon Valley Regional Library - Firestone	10
The Project Club	2/9/2023	Kersey Library	10
The Project Club	2/14/2023	Kersey Library	10
Needles & Hooks	2/1/2023	Erie Community Library - Erie	10
FREE Tax Aide Preparation	2/27/2023	Erie Community Library - Erie	10
Tai Chi Chih	2/20/2023	Farr Regional Library - Greeley	10