



BOARD OF TRUSTEES

Regular Session Minutes

Monday, December 12, 2022

5:00 PM

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

1.0 OPENING OF MEETING AT 5:18p.m.

1.1 Roll Call and Pledge of Allegiance

All were Present:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis (attended virtually)

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt; Amber Greene, Director of the Eaton Public Library; Natalie Wertz; Niamh Mercer; Rick Medrano; and Kim Parker

Guest: 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: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

A. November 14, 2022 Regular Session Meeting Minutes

MOTION to approve the Consent Agenda: Trustee Jana Caldwell

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 6:0

- 1.4 The Good We Do presented by Dr. Matthew Hortt, HPLD Executive Director Colorado Gives Day brought in to the HPLD Friends & Foundation over forty donations and \$4,500. \$1,800 of that will go to the LINC campaign, \$1,200 to the HPLD Friends & Foundation General Fund, and \$1,100 to designated Branch and Member Libraries throughout the District.

The partnership between HPLD, especially the MOVE department, and the Immigrant and Refugee Center of Northern Colorado achieved the milestone of having helped 50 people pass the citizenship exam this year.

Dr. Hortt introduced Amber Greene, the Director of the Eaton Public Library. Amber shared that the Town of Eaton approved the library's budget, so they are looking forward to capital projects. The projects include remodeling the library basement and public restrooms; installing an outdoor children's space, sculpture park, and generator; purchasing an outreach bookmobile; installing a kiosk in Galeton; and hiring staff for new positions.

- 1.5 Public Comment
No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Final Budget Overview (Action) - Natalie Wertz, Finance Manager
Natalie

Ms. Wertz reported that the 2023 budgeted revenues are \$53,276,163: an increase of 50% over 2022. Budgeted expenditures are \$51,599,533, and the budgeted fund balance increases by \$1,676,630. Page 103 of the proposed budget highlights changes made since the October Board Meeting. The proposed budget can be found in the [Board Packet](#).

Chair Poncelow added that Dr. Hortt created a spreadsheet of upcoming projects, which he will share with the Board. Also, pages 69-70 of the proposed budget lays out the next five years' projects.

Chair Poncelow asked for a motion to open the public hearing.

MOTION to Open the Public Hearing: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

Discussion: None

VOTE: 6:0

He asked if there are any members of the public who wish to comment on the budget.

There were none.

He then asked for a motion to close the public hearing.

MOTION to Close the Public Hearing: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

Discussion: None

VOTE: Unanimously approved, 6:0

The public hearing is now closed.

- a. Resolution 22-1, Adopt Budget
MOTION to adopt the budget: Secretary/Treasurer Mary Roberts
SECOND: Vice-Chair Mary Heberlee
Discussion: None
VOTE: 6:0

- b. Resolution 22-2, Appropriate Sums of Money
MOTION to appropriate sums of money: Secretary/Treasurer Mary Roberts
SECOND: Vice-Chair Mary Heberlee
Discussion: None
VOTE: 6:0

- c. Resolution 22-3, Set Mill Levy, Weld County
MOTION to set the mill levy for Weld County: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock
Discussion: None
VOTE: 6:0

- d. Resolution 22-4, Set Mill Levy, Boulder County
MOTION to set the mill levy for Boulder County: Vice-Chair Mary Heberlee
SECOND: Secretary/Treasurer Mary Roberts
Discussion: None
VOTE: 6:0

2.2 Recognition of Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director
 Two Trustees' terms will end on December 31st. The Region 2 Trustee, Gerri Holton, was reappointed and will continue to serve for the next four years. The Region 4 Trustee, Mary Roberts, chose not to seek reappointment, and Nick Nakamura will represent the region starting in January. Dr. Hortt and the Trustees thanked Trustee Roberts for her service.

2.3 Grover Construction Manager at Risk RFP Award (Action) - Dr. Matthew Hortt, HPLD Executive Director
 On December 1st, Dr. Hortt, Trustee Smock, and Dan Spykstra interviewed two firms for the Grover Manager at Risk; Fransen Pittman and GH Phipps. Both firms were highly qualified, and the interview team recommends awarding the RFP to Fransen Pittman due to their preparation and presentation during the interview.

Dr. Hortt will bring a Gross Maximum Price (GMP) contract to the Board when it has been proposed. Fransen Pittman's work will be about \$150,000.

MOTION to accept the recommendation and direct staff to negotiate a contract with Fransen Pittman and sign the contract after it's been reviewed by legal counsel: Vice-Chair Mary Heberlee
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 6:0

2.4 Grover IGA Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
 There have been a few requested changes to the Inter-Governmental Agreement with the Town of Grover, such as using the legal definition of Public Library Services for the use of the library, along with recommending specifics on replating the property lines. It is anticipated that a final draft of the IGA will be presented at the January Board Meeting.

Also, Dr. Hortt received word from people at school District 6 that they budget \$1,000,000 to install a modular with restrooms, which confirmed the \$1,000,000 budget for Grover.

For information only. No Board Action at this time.

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
A. January 9, 2023 Regular Session

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

- CLiC will hold a virtual winter conference in February, and staff will send information to the Trustees.
- Dr. Hortt and the Member Library Directors are working together on the list of services in their IGAs and hope to present a draft to the Board in January.
- The Hudson Library and Lochbuie are working on an IGA to put a temporary library in an existing Lochbuie building with the intent to open a permanent facility in a couple of years.
- HPLD received introductory site plans for the Mead Civic Complex and Dr. Hortt and the Town have discussed where the library may be.
- BizWest contacted Dr. Hortt to ask about the benefits of a Library District for an article they will run.
- The LINC Capital Campaign has raised \$391,660 to date.
- Friends of Raymer reported that they have received a \$191,000 grant, \$63,000+, and \$35,000 in additional grants to restore their historic Mercantile Building.

4.0 BOARD COMMENTS

Chairman's Report: Chair Ken Poncelow discovered a Greeley Events site, and was pleased that every other event had HPLD listed as a participant. He will not be at the LINC meeting on December 21st, so others may go. Also, table skirts were requested at 11:00 today and they were in place at 2:00, which speaks highly of staff.

Vice-Chair Mary Heberlee is excited that library services are going out to Raymer, Grover, and so on. She recently attended events in Briggsdale and Grover, and there's a lot of warmth toward the library District up there.

Secretary/Treasurer Mary Roberts thanked everyone and gave specific accolades to staff and others.

Other Board Members

Trustee Gerri Holton reflected, being the end of the year, that our libraries are thriving and serving our communities well. Examples are Fort Lupton completing their new library and all that is going on with Eaton. She hopes the District will have an All-Staff Day again, because it was a great way to get to know staff and all they do.

Trustee Joyce Smock thanked the Board for supporting out-lying areas, and said she was interested to see how the prototype will work if we develop one.

Trustee Jana Caldwell appreciates the Board's efforts to work together even when we don't agree, and she thanked Matt for his leadership this year. It's been a positive, healthy year.

Trustee Teresa Curtis' audio was not working well and so she was not able to comment.

5.0 ADJOURNMENT at 6:22.

There being no further business before the Board of Trustees,

MOTION to adjourn the meeting: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 6:0

Upcoming meetings:

January 9, 2023 5:00 p.m., HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631

Joyce Smock

Secretary/Treasurer

Joyce Smock

Kim Parker

Recording Secretary

Kim Parker