



**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 Hottt, 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 Horts, 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 Horts, 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 Horts, 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. Horts 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 Horts, HPLD Executive Director  
Dr. Horts 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 Horts, HPLD Executive Director

Dr. Horts 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 Horts, HPLD Executive Director

a. March 20, 2023 Regular Session

- 3.2 District Updates – Dr. Matthew Horts, 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. Horts 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 Horts; 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

*Joyce Smock*

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HPLD Board Secretary/Treasurer

Joyce Smock

*Kim Parker*

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Recording Secretary

Kim Parker

