



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, April 17, 2023
Carbon Valley Regional Library
7 Park Ave, Firestone, CO 80504
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 arrived at 5:17pm

Secretary/Treasurer Joyce Smock

Trustee Jana Caldwell

Trustee Teresa Curtis

Trustee Gerri Holton

Trustee Nick Nakamura attended online

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Marjorie Elwood, Melanie Goldman, Rosa Granado, Rick Medrano, Dr. Matthew Hottt, Kim Parker

Guests: Tony Brewer

Chair Poncelow read the following statement into record:

High Plains Library District 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 Jana Caldwell

SECOND: Trustee Teresa Curtis

DISCUSSION: None

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

a. March 20, 2023 Regular and Executive Sessions Meeting Minutes

MOTION to approve the consent agenda: Secretary/Treasurer Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 6:0

- 1.4 The Good We Do (Information) – Dr. Matthew Horts, HPLD Executive Director
Dr. Horts reported on a Book Brigade that was held on April 15th. HPLD Staff and the Public passed 200 books from person to person from the parking lot of the DoubleTree Hotel to the LINC Library Innovation Center. The Operations Manager of the DoubleTree, José, started the passing of the books. There were activities at LINC following the passing of the books.
- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 LINC Opening Information (Information) - Dr. Matthew Horts, HPLD Executive Director
Updates since last month.
Dr. Horts outlined updates to the LINC opening timeline. They focused on events scheduled for the week of opening.
Information only. No Board action was taken.
- 2.2 Property Disposition - Lincoln Park Library property 1010-1012 11th Avenue Greeley (Action) - Dr. Matthew Horts, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager
With the construction of LINC nearing completion, the Finance Committee recommended that the Board approve the resolution declaring Lincoln Park as surplus property in order to begin the sale process.
MOTION to approve the resolution declaring the Lincoln Park property as surplus to begin the sales process: Trustee Jana Caldwell
SECOND: Trustee Teresa Curtis
DISCUSSION: None
VOTE: Unanimously approved, 6:0
- 2.3 Awarding of Commercial Realtor RFP (Action) - Dr. Matthew Horts, HPLD Executive Director
The RFP for Commercial Realtor Services for the sale of the Lincoln Park property were sent out, and three proposals were returned. After reviewing the proposals, the Finance Committee recommends awarding the Commercial Realtor RFP to Realtec.
MOTION to award the Commercial Realtor RFP to Realtec: Trustee Gerri Holton
SECOND: Trustee Jana Caldwell
DISCUSSION: None
VOTE: Unanimously approved, 6:0
- 2.4 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
A new regulation requires that auditors provide communication to their governing body of their clients, and Anderson & Whitney’s letter to the Board is in the [Board packet](#).
Information only. No Board action was taken.

Vice Chair Mary Heberlee arrived at this time.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
a. May 15, 2023 Regular Session

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

The HPLD Foundation recently brought in additional funding for the District: \$4,765 from the Littler Youth Foundation for a nature walk around the Carbon Valley Regional Library, \$1,000 from WalMart for the Summer Reading Program, and \$1,050 from Library Giving Day.

On April 22nd, the Erie Community Library will hold their 15th anniversary celebration.

Staff continues to work on a MOU with the Home Builders Association regarding training and certifications for creative apprenticeships at LINC.

The Town of Frederick has proposed a URA and they are talking to HPLD Staff about supporting it. More information to be presented at a later meeting.

Carbon Valley Regional Library held their 15th anniversary celebration in March. Marjorie Elwood, HPLD Associate Director, shared that it was a wonderful day and 663 people attended. There were various activities, including a police officer doing a storytime and an *Idea Wall* with fun suggestions.

Dr. Hottt and HPLD's Legal Counsel have continued to work with the Town of Grover and are confident that the IGA will be signed, so things are moving forward.

In preparation for National Library Week, the City of Greeley will do a proclamation, which Dr. Hottt will receive.

4.0 BOARD COMMENTS

4.1 Chair Poncelow reported that he had fun at the Book Brigade.

4.2 Vice-Chair Mary Heberlee said that the book brigade was very successful and the kids' books that were passed were fascinating.

4.3 Secretary/Treasurer Joyce Smock said that HPLD must be doing a good job of advertising the opening of LINC because her mechanic mentioned that he is planning on going.

4.4 Other Board Members

Trustee Teresa Curtis shared that Carbon Valley's anniversary celebration was a fantastic event and was especially meaningful to her because her kids brought her grandkids. She also described more of the details of the event.

Trustee Jana Caldwell reported that a week ago she was scrolling through the TV channels and found a video on Nantes Library. It was a neat video with a fantastic story.

Dr. Hottt will share the link with the Trustees.

Trustee Gerri Holton was impressed with the PopUp quarterly report, its format and the numbers that the events brought in. Having 245 people at the literacy fair was phenomenal.

Trustee Nick Nakamura gave kudos to the Carbon Valley staff and Trustee Teresa Curtis for the anniversary celebration. His niece attended the event.

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

5.1 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 – Lincoln Park Library

5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from our attorney – Allocation of Administrative Functions

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section 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 – Lincoln Park Library, and pursuant to section C.R.S. § 24-6-402(4) (b), receiving legal advice on specific legal questions from our attorney – Allocation of Administrative Functions: Secretary/Treasurer Joyce Smock

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

Once in Executive Session, Chair Poncelow asked Dr. Hortt to read the following:

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 5:34p.m. on April 17, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lincoln Park Library and Allocation of Administrative Functions. Attending were Chair Ken Poncelow; Vice-Chair Mary Heberlee; Secretary/Treasurer Joyce Smock; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hortt.

6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT AT 6:45PM

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

Upcoming meetings:

May 15, 2023, 5:00p.m.: HPLD Board of Directors Meeting – Regular Session, LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Joyce Smock

HPLD Board Secretary/Treasurer
Joyce Smock

Kim Parker

Recording Secretary
Kim Parker