



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, May 15, 2023
5:00 p.m.
LINC Library Innovation Center,
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:05PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow
Vice-Chair Mary Heberlee
Secretary Treasurer Joyce Smock
Trustee Jana Caldwell
Trustee Teresa Curtis – attended online
Trustee Gerri Holton
Trustee Nick Nakamura

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker Niamh Mercer, Rosa Granado, James Melena,
Natalie Wertz

Guests: Tony Brewer, Dan Spykstra, Steve Teets

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 Nick Nakamura

SECOND: Secretary Treasurer Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.3 Approval of Consent Agenda

a. April 17, 2023, Regular and Executive Session Meeting Minutes

MOTION to approve the consent agenda: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 7:0

- 1.4 The Good We Do
Dr. Hortt reported that the grand opening of LINC was a success. 1, 771 people explored the building. Matt shared photos of the event that were taken throughout the day.

The Board Trustees commented on the great diversity of people attending that day, and the nice comments from those attending. The event was covered by the Greeley Tribune, and two Denver television stations have done news stories about the library.

- 1.5 Public Comment
Steve Teets commented on the new LINC building and asked a couple of questions. Chair Poncelow replied that he would answer the questions after the meeting.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Construction Manager @ Risk RFP - DSS Expansion and Archive (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Dan Spykstra, Wember Owner's Representative

The design for a DSS expansion and archival space was in the budget for 2023, and a kickup meeting was held with Wember Owners rep and an internal design team. During the meeting, they started to identify what the needs are and then decided to use the services of a professional design team and a construction manager. They are considering a three-story addition behind DSS, including first-floor additional bays and a warehouse with storage, a second-floor small public library and Greeley Tribune archives area, and third story staff offices. The second floor public space may hold a small collection and holds pickups.

The Board discussed the project and asked questions.

MOTION to approve and direct staff to develop and release the Construction Manager @ Risk RFP and Design Team RFP for the DSS Expansion and Archive: Trustee Nick Nakamura

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

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

Staff informed Realtec that they were selected to be the realtor for the sale of Lincoln Park Library property and that it is possible that the City and HPLD may do a trade of buildings. However, staff does not want to have the building sit vacant, so they will list it if they don't hear something from the City in next few weeks.

Information only. No Board action to be taken.

- 2.3 Privacy of User Records Policy Review (Information) – Dr. Matthew Hortt, HPLD Executive Director

The District received a request from a member of the public to review HPLD's Privacy of User Records Policy. The concern was regarding a parent getting a library card for a child and the child being asked if the parent can have access to their account.

Library Law requires staff to ask a child if they give permission to give information to their parent, and the District would be at risk of violating library law if they did not follow the policy. Legal counsel has advised that we comply with library law.

It was discussed that the messaging may be improved and suggested that a written explanation of this portion of library law be given to patrons, along with giving staff more and better training to explain the issue better.

The Board recommended that staff be given better training and a brochure or document be created to give to patrons.

- 2.4 Grover Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
Staff have been working with HPLD's Legal Counsel and the Town of Grover, and shared a construction timeline with the Town. Also, a title company has been identified. The District is waiting for next steps.
Legal Counsel Garcia added that Grover had a meeting during the previous week, and had planned to sign the deed. He has not received any follow up, however.
Information only. No Board action to be taken.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. June 19, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Activity continues at LINC. On May 18 and 19, the annual Colorado Public Library Directors Retreat will be held at LINC, with a New Directors Forum convening there on the morning of the 18th. There will be Library Directors from all over the state attending.
The District is gearing up for Summer Reading Adventure. It will be a busy time.
Staff are working on a Technology Standards document to put all the standards together in one place. It is important, especially for member libraries.
The next step for Baldrige's Building a Better Organization will be a virtual visit in July.
Keenesburg library closed in April, because the town needed the building back and asked the library to move out of the space.

4.0 BOARD COMMENTS

- 4.1 Chair Report by Ken Poncelow
a. Convening of Board Chairs
In talking to the chair of one of the Member Library Boards, the idea came about for the Chairs/Presidents of the District's Boards to gather at times for training in things like budgeting, how to run a good meeting, and things that are affecting library boards. This came about because the District has the best budget in the state and is one of the largest library districts: as a system, it is very strong. When we look at ourselves as a system, we can do great things. One of the Member Library Presidents will start convening the get-togethers.
- 4.2 Vice-Chair Mary Heberlee commented that we are making progress. She's thrilled with LINC and the fact that so much of the old building was used. Also, she's thrilled about Grover moving forward.
- 4.3 Secretary/Treasurer Joyce Smock
- 4.4 Other Board Members
Jana Caldwell: There were great parties last week at LINC, culminating in the grand opening. It was great to see kids running around and getting their hands in things.
Teresa Caldwell ran her first Foundation meeting. It's a great group of people.
Gerri Holton was in awe by all of LINC. It encourages participation and imagination. The children's area brought tears to her eye, and she likes the idea of getting the Member Libraries' Chairs together.

Nick Nakamura was very impressed with the LINC grand opening. He asked if there was a bus stop there yet. Dr. Hortt reported that there was not one there yet, but the City is working with CDOT.

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. - Mead Library Project

Legal Counsel Garcia read the following statement and Chair Poncelow asked for a motion to go into Executive Session.

MOTION to enter Executive Session under C.R.S. § 24-6-402(4)(e) – 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 – Mead Library Project:

MOTION: Trustee Gerri Holton

SECOND: Trustee Nick Nakamura

DISCUSSION: NONE

VOTE: Unanimously approved, 7:0

Once in Executive Session, Dr. Hortt read the following statement.

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened on May 15, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney about the Mead Library Project.

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 7:07PM

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:

June 19, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Joyce Smock

Kim Parker

HPLD Board Secretary/Treasurer

Joyce Smock

Recording Secretary

Kim Parker