



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Minutes**  
**Monday, June 19, 2023**  
**5:00 p.m.**  
**LINC Library Innovation Center,**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:04PM**

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow - excused  
Vice-Chair Mary Heberlee  
Secretary/Treasurer Joyce Smock - excused  
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 Hортt, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rick Medrano, Kim Parker

Guests: Tony Brewer, Alanna Moses, Steve Teets

1.2 Approval of Agenda

**MOTION** to approve the agenda: Trustee Gerri Holton

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

1.3 Approval of Consent Agenda

a. May 15, 2023, Regular and Executive Sessions Meeting Minutes

b. May 22, 2023 Special Session Meeting Minutes

**MOTION** to approve the consent agenda: Trustee Jana Caldwell

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

1.4 The Good We Do

Dr. Horts reported on the opening of the LINC Library Innovation Center. The door count for the first two weeks was over 15,000 people in the building. He also showed a CBS News video that was done on LINC. <https://www.cbsnews.com/colorado/video/linc-greeleys-new-investment-revolutionizes-libraries-as-we-know-them/>

1.5 Public Comment

Steve Teets said he is impressed with the wood shop and the way the District is working with schools, although the way the books are arranged is weird. He suggested that the library have lockers for the homeless population to use during the day.

**2.0 ITEMS FOR INFORMATION/ACTION**

2.0 Annual Comprehensive Financial Report (ACFR) (Action) – Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney

Anderson & Whitney, the accounting firm that prepared the District's audit, did not need to make any adjustments to the report, which is commendable. As of December 31, 2022, the District's assets were \$120,600,000 and liabilities were \$4,800,000. Revenue for 2022 was \$38,047,198 and Expenses were \$27,560,645.

**MOTION** to approve the ACFR as presented: Trustee Gerri Holton

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

2.1 Board Recruitment (Action) - Dr. Matthew Horts, HPLD Executive Director

Two Trustees' terms will expire on December 31<sup>st</sup>: Chair Poncelow and Trustee Caldwell. The Selection Committee is made up of Vice Chair Mary Heberlee and Trustee Jana Caldwell. Dr. Horts recommended that applications be accepted through September 22<sup>nd</sup> and interviews be held on October 20<sup>th</sup>.

**MOTION** to approve the release of the recruitment materials: Trustee Nick Nakamura

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

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

Realtec has listed the Lincoln Park Library building for sale. The City of Greeley is aware of that and could possibly contact Dr. Horts about trading ownership of the building for the Centennial Park Library building, which is owned by the City.

Last week, an encampment was set up on the property, and Staff have been working with the police department on the situation. A temporary fence will be put around the building.

**Information only. No Board Action Taken.**

2.3 Centennial Park Refresh Contract (Action) – Dr. Matthew Horts, HPLD Executive Director

When the Centennial Park Library refresh was originally planned, the budget was set at \$1,800,000, which included \$1,124,000 for construction costs. It has now been determined that the construction costs, the Guaranteed Maximum Price (GMP), will actually be \$1,288,660, because of additional roofing units and parking lot work that are needed. Therefore, it has been decided that new carpeting that was planned for the Administration Office and the Farr Regional Library will be postponed to allow for those funds to be moved to the CP Refresh.

**MOTION** to approve the Gross Maximum Price for the contract: Trustee Nick Nakamura  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 5:0

- 2.4 Grover Update (Information) - Dr. Matthew Horts, HPLD Executive Director  
Dr. Horts has reached out to the Town of Grover, and is still waiting. Trustee Joyce Smock will reach out to the Mayor of Grover.

**Information only. No Board Action Taken.**

- 2.5 Approval of HPLD Staff Day (Action) – Dr. Matthew Horts, HPLD Executive Director  
Staff is recommending that the District hold an all-staff development day on Friday, October 6<sup>th</sup>, because there has not been a staff day for several years due to COVID and other factors. All Branch Libraries would close for the day, and so they need approval from the Board to do so. It is a day for all staff, including any interested Member Library Staff, and Trustees to come together to learn, network, reconnect, and celebrate accomplishments and each other.

**MOTION** to approve the closure of libraries for All Staff Development Day on October 6<sup>th</sup>: Trustee Jana Caldwell

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director

a. July 17, 2023 Regular Session in the Hudson Public Library

In addition to the items on the agenda, Texting to the Board will be discussed.

Vice-Chair Mary Heberlee asked about the Mead project, and Dr. Horts responded with there have been communications between the Mead Fire Department and HPLD Staff.

- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

AARP Free Tax Service served 999 people in the DSS meeting room from mid-January through mid-April.

The District participated in a Juneteenth celebration at UNC and was recognized in the newspaper for it.

There will be a City of Greeley Mayor's Summit on Entrepreneurship on June 21st, and Dr. Horts will sit on a panel for tech and innovation.

There are a lot of things going on for the Summer Reading program. Also, plans for *Yes! Fest* are moving forward.

HPLD Staff will participate in Pride events in Johnstown, Erie, Northern Colorado, and Aims.

### **4.0 BOARD COMMENTS**

- 4.1 Vice-Chair Mary Heberlee has been to LINC numerous times and has used the study rooms, which have good acoustics. Repurposing the building is important to her, and she is happy with it.

#### 4.2 Other Board Members

Trustee Jana Caldwell congratulated Natalie and her staff for the good financial report and added that the library is well served by her skill, competence and foresight. Also, Jana mentioned the talk she hears from groups reserving the event space at LINC and how proud they are of it.

Trustee Gerri Holton said she is looking forward to going to the Naturalization ceremony.

Trustee Nick Nakamura echoed kudos to Natalie for the financial statement. He also is hearing that people are using the LINC space.

Trustee Teresa Curtis reported that when she moved to the Tri-Town area, her family always did the Summer Reading program. Now her grandchildren go weekly. She said it's neat for her to see not only her family but other families use it generation to generation.

#### 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. – Town of Lochbuie

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4)(b) – Pursuant to section C.R.S. § 24-6-402(4) (b), receiving legal advice on specific legal questions from an attorney. – Town of Lochbuie

**MOTION:** Trustee Nick Nakamura

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** NONE

**VOTE:** Unanimously approved, 5:0

An Executive Session meeting of the Board of Trustees of the High Plains Library District convened on June 19, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney about the Town of Lochbuie. Attending were Vice-Chair Mary Heberlee; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hott.

During the executive session, the Board discussed or received advice from an attorney regarding specific legal questions about the Town of Lochbuie 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 7:25pm and reconvened in regular session.

#### 6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF REGULAR SESSION AT 7:25PM

There being no further business,

**MOTION** to adjourn the meeting: Trustee Jana Caldwell

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** NONE

**VOTE:** Unanimously approved, 5:0

*Joyce Smock*

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HPLD Board Secretary/Treasurer  
Joyce Smock

*Kim Parker*

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Recording Secretary  
Kim Parker