



BOARD OF TRUSTEES

Regular Session Minutes

Monday, January 9, 2023

5:00 PM

HPLD Administration Building

2650 W. 29th St. Greeley, CO 80631

1.0 OPENING OF MEETING at 5:06pm

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee was present until 6:28p.m.

At Large Trustee: Jana Caldwell

Region 1: Trustee Teresa Curtis (attended virtually)

Region 2: Trustee Gerri Holton (attended virtually)

Region 4: Trustee Nick Nakamura

Region 6: Trustee Joyce Smock

Quorum was established.

Legal Counsel William Garcia

Staff: Natalie Wertz, Dr. Matthew Hортt, Niamh Mercer, Rick Medrano, Kim Parker

Guests: Bridget Garcia, 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.*

During the Executive Session that was held prior to this meeting, it was suggested that the Regular Session Agenda be amended to add the approval of HPLD Executive Director's Contract to the action items.

1.2 Approval of Agenda

MOTION to approve the agenda as amended: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

A. December 12, 2022 Regular Session Meeting Minutes

MOTION to approve the Minutes: Vice-Chair Mary Heberlee

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 6:0

B. December 12, 2022 Executive Session Meeting Minutes

MOTION to approve the Minutes: Trustee Joyce Smock

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 6:0

1.1 The Good We Do

In December, HPLD added three new databases that focus on business development and entrepreneurship: one has classes on entrepreneurship, another is a business builder, and the third is an enhanced legal forms database.

The District also increased HOOPLA checkouts from four items per card each month to six.

1.5 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Contract for HPLD's Executive Director (Action) – Dr. Matthew Hортt, HPLD Executive Director

Legal Counsel William Garcia stated that a five-year employment contract for Dr. Hортt was presented to the Board in an Executive Session.

MOTION to accept the contract for Dr. Hортt as amended: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 6:0

2.2 Recognition of Trustees (Information) - Dr. Matthew Hортt, HPLD Executive Director
Trustee Gerri Holton was reappointed to represent Region 2: Hudson, Keenesburg, Fort Lupton, and LaSalle. Nick Nakamura was appointed to represent Region 4: Greeley, Evans, and Garden City. Both are four-year terms that will expire on 12/31/2026.

2.3 Election of Board Officers (Action) – Dr. Matthew Hортt, HPLD Executive Director
Prior to this meeting, staff contacted the Trustees to learn what roles they were interested in. The following proposed slate of officers was a result of the Trustees' responses.

Proposed slate of officers:

- a. Chair Ken Poncelow
- b. Vice-Chair Mary Heberlee
- c. Secretary/Treasurer Joyce Smock

MOTION to accept the proposed slate of officers: Trustee Nick Nakamura

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 6:0

2.4 Selection of Board Committees (Action) – Dr. Matthew Hорт, HPLD Executive Director

- a. Foundation
Trustee Teresa Curtis and Trustee Gerri Holton
- d. Finance
Trustee Joyce Smock and Trustee Nick Nakamura
- e. Governance
Vice-Chair Mary Heberlee and Trustee Jana Caldwell
- f. Construction Projects
 - I. LINC
Chair Ken Poncelow
 - II. Grover
Chair Ken Poncelow and Trustee Joyce Smock
 - III. DSS Archive
Chair Ken Poncelow and Trustee Jana Caldwell
 - III. Mead
Chair Ken Poncelow and Trustee Teresa Curtis

MOTION to approve the Committee assignments as discussed: Vice-Chair Mary Heberlee

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: Unanimously approved, 6:0

2.5 Oath of Office & Ethics Policy (Action) - Dr. Matthew Hорт, HPLD Executive Director

In accordance with Colorado Revised Statutes (C.R.S.) § 24-9-101, the office of Library Board Trustee qualifies as a 'civil officer', and is therefore required to take an Oath of Office per C.R.S. 32-1-901. The Trustees stood and raised their right hands and read the oath under the leadership of Legal Counsel William Garcia.

Legal Counsel also led them in the reading and signing of the Ethics Policy.

2.6 LINC Transition Timeline (Action) - Dr. Matthew Hорт, HPLD Executive Director

LINC Library Innovation Center will open in May and the Lincoln Park Library (LP) will be decommissioned. Staff are planning the transition from the current facility to LINC. The transition timeline is listed in the Board Packet. It is worthy to note that LP will be closed on March 13 - 14, then will reopen as a Public Computer Center from March 15 through April 28. The anticipated opening date for LINC is May 13.

Also, because the Centennial Park Library is going through construction and needs work done on the floors and restrooms, the construction team has requested that the library be closed for 2½ weeks in February.

MOTION to approve both the closure of Centennial Park Library for 2½ weeks and the LINC Transition Timeline, with the exception of watching the usage of the LP PCC before determining a decommissioning date: Trustee Jana Caldwell

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 6:0

2.7 Lincoln Park Property (Action) - Dr. Matthew Hорт, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager

The Finance Committee recommended that the District evaluate the feasibility of selling the current Lincoln Park Library property. After discussion, the recommendation was changed to receive board direction.

Board Direction: The Board was not ready to take action to sell the property, and therefore directed staff to begin gathering information. Chair Poncelow instructed Natalie Wertz to get an appraisal to allow the Finance Committee to look at options.

- 2.8** Town of Grover IGA (Information) - Dr. Matthew Hортt, HPLD Executive Director
Legal Counsel has been working with the Town of Grover on the IGA, but has not received a response from Grover's Legal Counsel yet. However, work is continuing to be done, such as Wember submitting an updated floor plan.

Information only. No Board Action required.

- 2.9** IGA – List of Services 2023 (Action) - Dr. Matthew Hортt, HPLD Executive Director
The IGAs with the Member Libraries and Establishing Bodies include a list of services that can be agreed upon. The 2023 list of services has a number of changes being proposed. Staff will work with Legal Counsel on some things.
Chair Poncelow recommended that IGAs be revised once per year, and only once per year; anything not on the IGA is the responsibility of the Member; no one gets into our computer system; and computer personnel are HPLD Branch employees, not Members' employees.
The discussion was tabled until next month.

3.0 DIRECTORS REPORT

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

A. February 20, 2023

Add *Revised IGA List of Services* to the proposed Agenda, which is included in the [Board Packet](#).

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

Staff recently submitted the Foothills level application for the Baldrige Excellence Builder to RMPEx.

Dr. Hортt met with the Homebuilders Association and NOCO HBA, who provide curriculum in construction for high school students. They are interested in possibly opening that pathway through LINC's Innovation Center. The students will be able to supplement their school work and achieve certification, which is similar to a pre-apprenticeship, in nine aspects of construction.

Mary Heberlee left the meeting at 6:28pm.

Wes Bruce, creator of LINC's interactive installation will be in town and onsite from February through April.

Elena Rosenfeld, HPLD's Community Engagement and Strategies Manager, will release a survey to get community and staff feedback in preparation for the 2024 Strategic Plan.

Trustees are invited to participate, and [staff will send them the link](#).

The Marcus Garvey Cultural Center at UNC will host an inaugural work day for MLK Day. There will be various ways to honor Dr. King through service and volunteer opportunities.

Staff will send information to the Board.

4.0 BOARD COMMENTS

4.1 Chairman's Report: Chair Poncelow reported that things are going well.

4.2 Secretary/ Treasurer Joyce Smock said we accomplished a lot tonight.

4.3 Other Board Members

- Trustee Jana Caldwell gave a shoutout to the School District 6 Board of Education, who is having a hard time with its Board meetings.
- Trustee Nick Nakamura reported that he is excited to work with the Board on the big projects that are being done.
- Teresa Curtis gave a big thank you to Matthew Hорт, Natalie Wertz, and Mary Roberts for the Finance Board work they did. She said she was looking forward to being a part of the Foundation Committee.

Legal Counsel Bill Garcia: Weld Community Foundation has a podcast called *Weld Found* and subtitled *When Water Flows Uphill*, which is a four-part interview with Wes Bruce. Congratulations to the Board for all the community interest in the LINC project.

HPLD Foundation Director Niamh Mercer reported that good things are going on, and she welcomed Trustee Teresa Curtis to the Foundation Board.

Natalie Wertz, HPLD Finance Manager, thanked Trustee Teresa Curtis for serving on the Finance Committee and said she was looking forward to working with the new committee.

Rick Medrano, MOVE Manager, told that HPLD will be at the MLK celebration at UNC. Three Librarians will be there with the pop-up vehicle that will hold a special collection, and a couple of storytimes will be done.

5.0 ADJOURNMENT at 6:37pm.

There being no further business before the Board of Trustees,

MOTION to adjourn the meeting: Trustee Joyce Smock

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

Upcoming meetings:

February 20, 2023 5:00 p.m., Kersey Library, 332 3rd St., Kersey, CO 80644

Joyce Smock

Secretary/Treasurer

Joyce Smock

Kim Parker

Recording Secretary

Kim Parker

