



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, November 13, 2023
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

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

Secretary/Treasurer Joyce Smock

Trustee Jana Caldwell

Trustee Teresa Curtis was excused

Trustee Gerri Holton

Trustee Nick Nakamura was excused

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hорт, Kim Parker, Marjorie Elwood, Eric Ewing, Natalie Wertz, Rick Medrano

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: Secretary/Treasurer Joyce Smock

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: 4:0

- 1.3 Approval of Consent Agenda
- a. October 9, 2023 Regular Session Meeting Minutes
MOTION to approve the October 9th Minutes: Vice-Chair Mary Heberlee
SECOND: Secretary/Treasurer Joyce Smock
DISCUSSION: None
VOTE: 4:0
- b. November 2, 2023 Special Executive Session Meeting Minutes
MOTION to approve the November 2nd Minutes: Trustee Jana Caldwell
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 4:0
- 1.4 The Good We Do
Dr. Hortt let the Board know about a program called *Ticket to Exploration* that is being developed by LINC, Colorado Model Railroad Museum, Centennial Village, and Greeley History Museums. When people visit all locations, they will get prizes. It is expected to go live in April or a little later.
- 1.5 Public Comment
Bill Garcia, with the High Plains Fencing Guild, announced that on Saturday, November 4th, they had a Fencing presentation and discussion in LINC's Innovation Lab #1. There were 28 attendees, who saw Fencing demonstrations and received information about the sport. There will be another session on December 2nd at 11:00a.m., again in LINC.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Rocky Mountain Performance Excellence Recognition (Information) - Michael S. Gratz, RMPEX Executive Director
The Rocky Mountain Performance Excellence (RMPEX) program oversees the Baldrige Performance Excellence program in Colorado, and Michael Gratz recognized HPLD for achieving the second of four levels within the program and presented Dr. Hortt with a crystal award to commemorate it. He explained that the program builds life-long learning at the organizational level, and that it makes work better for everyone.

Dr. Hortt recognized staff who were heavily involved with the project and reported that deployment is the next step, which will take some time.

For Information Only – No action is needed
- 2.2 Programming Policy Revision (Action) - Dr. Matthew Hortt, HPLD Executive Director
Changes were made to the Programming Policy in September, which were approved by the Board with the direction to evaluate one line in the Controversy section. Staff met with the Governance Committee, and they recommend making the following change:
- ~~While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.~~
 - The District may present programs that are provocative of discussion, but not intentionally inflammatory.

Trustee Jana Caldwell, who served on the Committee, added that the original changes were made to make the policy more reflective of what was actually being done, because it was vague before, as well as make it softer. Trustee Caldwell also reminded the Board that the original changes were created and proposed by Staff. Trustee Gerri Holton said she thinks that bullet point invites controversy and should be removed from the policy.

There was extensive discussion about the bullet point and its pros and cons, as well as whether to make the change now or reevaluate it in 2024 since it is planned to be reviewed next year.

In the end, Chair Poncelow asked the Board if they want to wait until 2024 to make a decision or do so at this meeting. Dr. Hortt replied that if the change is made tonight, it will not be looked at again next year. Jana Caldwell then suggested removing the sentence, and not amending it. It can be readdressed at the next review, if wanted.

MOTION to remove all proposed language: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 3:1

2.3 Trustee Appointments (Information) - Dr. Matthew Hortt, HPLD Executive Director

The recruitment process was conducted for the two Trustee positions that will be vacated on December 31st: At Large and Region 3. The Selection Committee recommended that Deana Lemos-Garcia and Michael Wailes be appointed, and requests for ratifications have been sent to the Establishing Bodies. The results of the ratifications could be announced at the next meeting.

For Information Only – No action is needed

2.4 2024 Holiday Schedule (Action) – Dr. Matthew Hortt, Executive Director

Dr. Hortt presented the proposed holiday schedule for 2024. Discussion ensued about the benefits of staying open on MLK day and Veterans Day and making them personal holidays, versus taking the days off. Some Trustees believed that working on those days honor their legacies, while others desired to keep them as is for several reasons, including to convey the message to employees that the Board heard their wish to have the day off. The conversation ended with the following two motions.

MOTION to keep libraries open on Martin Luther King Day and Veterans Day and make them floating holidays and expand the service model, plus approve a to-be-determined all staff day: Vice-Chair Mary Heberlee

SECOND: No second

The motion filed for lack of a second.

MOTION to have a to-be-determined all staff day and approve the calendar: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: 4:0

The motion passed.

- 2.5 2024 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt presented the proposed Board meeting calendar, which can be found in the [Board packet](#), and recommended that the Trustees approve it.

MOTION to approve the Board Meeting Calendar as presented: Secretary/Treasurer
Joyce Smock

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: 4:0

- 2.6 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
Five construction projects are planned for 2024. The status of the projects follow. Grover has transferred four lots to the District; the Town of Mead, fire district, and HPLD are working on an agreement, and design meetings have begun; design meetings are taking place for the DSS expansion; and planning will begin in January for both the Farr and Carbon Valley Regional Libraries.

Dr. Hortt invited the Trustees to sit on the construction committees and informed them that the topic of atriums in prototypes will be added to December's meeting agenda.

For Information Only – No action is needed

- 2.7 Intergovernmental Agreement (IGA) List of Services with Member Libraries (Information) – Dr. Matthew Hortt, HPLD Executive Director
Staff reviewed the list of services in the IGAs between the District and each Member Library, and a few changes were made, but nothing significant. A Member Library requested additional items be considered, and Dr. Hortt asked for direction from the Board as to whether or not to consider the requests.

Direction from the Board was to wait until next year's scheduled review to consider changes.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. December 11, 2023 RS

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Staff are still waiting to learn how the budget and the budget timeline will be impacted by Colorado legislature.

Dacono residents voted against joining the District, the initiative failed by 24 votes.

Matt Hortt and Marjorie Elwood joined GH Phipps at the Associated General Contractors' award ceremony in Denver, and LINC won the Jack Mincher People's Choice Award and received the Bronze award for the Best Building Project for \$10 - \$40 million.

Colorado Gives Day is December 5th and donations are open.

On November 5th, the Citizenship instructors from HPLD and the Immigrant and Refugee Center were honored at a ceremony and potluck.

4.0 BOARD COMMENTS

4.1 Chair Ken Poncelow communicated that he thinks it is a great thing that HPLD is pursuing the Malcolm Baldrige Excellence designation.

4.2 Vice-Chair Mary Heberlee is proud of what we are accomplishing.

4.3 Secretary/Treasurer Joyce Smock attended the HPLD Foundation Luncheon and thanked the District for helping with the Briggsdale sponsorship, which allowed them to fix their heating system with some money left over. It will certainly help them.

4.4 Other Board Members

Trustee Jana Caldwell expressed congratulations for all the awards. She gave a shout-out to a couple of HPLD employees for their work on the *Go West Fest*: David Sharp, Librarian at LINC, was on the Board and did a lot of the work and presented sessions; and Victoria Boone, Librarian in Collection Development, worked hard to research and prepare and gave a presentation on Western History. Jana is impressed with the way the District and its staff partner with other organizations.

Trustee Holton reported that the Ft Lupton Library had a Day of the Dead celebration that was great, and tonight they are having a veterinarian program, where patrons can take their pets.

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 – Lochbuie Claim

5.2 C.R.S. § 24-6-402(4)(b) Receiving legal advice on specific legal questions from an attorney – Erie Boundaries

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim and Erie Boundaries: Vice Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: 4:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:33pm on November 13, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lochbuie Claim and Erie Boundaries. Attending were Board Trustees Ken Poncelow, Mary Heberlee, Joyce Smock, Jana Caldwell, and Gerri Holton; Legal Counsel William Garcia; and staff Dr. Matthew Hortt and Natalie Wertz. During the executive session the Board conferred with attorneys regarding the Lochbuie Claim and Erie Boundaries, 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 7:40p.m. and the regular session reconvened.

6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT AT 7:40PM:

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 4:0

Upcoming meetings:

December 11, 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