



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, December 11, 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

Trustee Gerri Holton

Trustee Nick Nakamura was excused

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker, Marjorie Elwood, Natalie Wertz, Rick Medrano, Eric Ewing, Niamh Mercer, and James Medina

Hudson Public Library Director Tami Crossen

Guests: Tony Brewer, Mary Roberts, Karen Poncelow, Deana Lemos-Garcia, Michael Wailes, and Dan Spykstra

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
Dr. Hortt announced that two edits were made to the agenda: Item 2.2, Sections c. and d. - Resolutions 23.3 and 23.4, will be delayed until January because the assessments from Weld and Boulder Counties have not been received at this time. Also, the Executive Session items will be adjusted, and 5.4, Personnel Matters, will be handled first.

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

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: 5:0

- 1.3 Approval of Consent Agenda
a. November 13, 2023 Regular and Executive Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Jana Caldwell

SECOND: Gerri Holton

DISCUSSION: None

VOTE: 5:0

- 1.4 The Good We Do

Dr. Hortt highlighted the December 5th Colorado Gives Day donation results for the High Plains Library District Friends & Foundation. Fifty donors raised \$5,000, and of those, fifteen donors designated their funds to a specific library. Thank you notes and phone calls have been completed and recognition is being made.

- 1.5 Public Comment

Bill Garcia represented the Black American West Museum and announced that on November 16th they had a presentation on Weld County's Dearfield Colony at the Erie library. It was a wonderful presentation, and the staff were very friendly and helpful in getting things set up. He invited everyone to learn more about Dearfield and let them know that the National Park Service is considering placing a National Park Monument at the Dearfield townsite.

Tony Brewer commented on the Program Policy change that was made at the last Board meeting. As the editor of the policy, he gave some background and appealed to the Board to reinstate the sentence that was removed. The Controversy Section was created to say that libraries are a great place to present controversial topics and inform on how to present them. Mr. Brewer believes that when the sentence was removed, important 'how' information was deleted, which can cause problems. He closed by asking the Board to consider revisiting the topic.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introduction of new Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt introduced the two Trustees who will take office as of January 1st: Deana Lemos-Garcia will fill the At Large seat, and Michael Wailes will fill the Region 3 spot. The Board welcomed them.

For Information Only – No action is needed

- 2.2 Final Budget Overview (Action) - Dr. Matthew Hortt, HPLD Executive Director
Natalie Wertz, HPLD Finance Manager, said that a few changes had been made since the preliminary budget was presented at the October meeting. The 2024 Revenue has not changed and remains at \$70,590,790. Expenditures increased to \$59,592,472 because of the following additions: \$1,000,000 for the DSS expansion; \$350,000 that is carried over from 2023 for the

Centennial Park Library refresh; \$90,000 was moved from 2023 to 2024 for rooftop units at DSS; and two new I.T. technicians will be added to HPLD staff.

Chair Poncelow announced that a public hearing regarding the 2024 HPLD Budget will now open.

MOTION to open the public hearing: Trustee Gerri Holton

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: 5:0

Chair Poncelow asked if there were there any members of the public who would like to comment on the budget. There were none.

MOTION to Close the Public Hearing: Vice-Chair Mary Heberlee

SECOND: Trustee Teresa Curtis

DISCUSSION: None

VOTE: 5:0

The public hearing was closed at that time.

Motion to approve the amended budget and adopt the resolutions.

a. Resolution 23-3, Adopt the Budget

MOTION to adopt the budget: Vice-Chair Mary Heberlee

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

b. Resolution 23-4, Appropriate Sums of Money

MOTION to appropriate sums of money: Trustee Teresa Curtis

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: 5:0

2.3 EUA Architecture Contract (Action) - Dr. Matthew Hорт, HPLD Executive Director

HPLD has started planning for the DSS Building expansion, and selected EUA to serve as the architects. They've submitted their proposed contract, which has a total cost of \$1,057,820.

Staff recommends that the Board approve the contract.

MOTION to approve the contract and authorize the Executive Director to sign it: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: 5:0

2.4 Wember Inc. On-Call Contract Renewal (Action) – Dr. Matthew Hорт, Executive Director

The District has had an on-call contract with Wember, Inc since 2018, and it is up for another three-year renewal. Wember submitted a proposal for the renewal, which Staff recommends that the Board approve.

Vice Chair Mary Heberlee said the contract has been a good thing and Chair Ken Poncelow thanked Dan Spykstra, Wember's representative. Matthew Hорт added that the idea for the on-call contract was originally proposed by Chair Poncelow.

MOTION to direct and authorize staff to negotiate and sign an extension of the contract:

Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: 5:0

- 2.5 Extending Board Member time on current construction projects (Action) - Dr. Matthew Hорт, HPLD Executive Director
To help the current construction projects move forward and maintain continuity, Dr. Hорт proposed that the Board consider granting Chair Poncelow emeritus status on the DSS and Mead projects.
MOTION to approve of Chair Poncelow continuing to serve on the current construction projects: Secretary/Treasurer Joyce Smock
SECOND: Vice-Chair Mary Heberlee
DISCUSSION: None
VOTE: 5:0
- 2.6 Atrium Direction (Action) - Dr. Matthew Hорт, HPLD Executive Director
The inclusion of atriums in HPLD libraries, including prototype buildings, has been an ongoing discussion by the Board. The Board was told that Prototype buildings are like Legos: they can be built on to and arranged to make each unique. Staff had asked the Board to give direction on whether to include atriums in prototypes or not. The Board proceeded to discuss some pros and cons, and asked for more information on costs, etc. In the end, the direction was to keep them as a possible option.
Board direction on Atriums: keep them as an option and evaluate them on a case-by-case basis
- 2.7 Timeline for Grover Construction (Action) – Dr. Matthew Hорт, HPLD Executive Director
The Grover Library project is nearing a point where construction can begin, and staff is looking at when to start construction, considering weather and possible higher construction costs in winter. Dr. Hорт recommended that the Board approve for him and the design team to make the call as to when to start Grover.
MOTION to direct and authorize staff to set the timeline for the Grover Construction project: Secretary/Treasurer Joyce Smock
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0
- 2.8 Outgoing Trustee Recognition (Information) - Dr. Matthew Hорт, HPLD Executive Director
Dr. Hорт recognized the two Trustees, Chair Ken Poncelow and Trustee Jana Caldwell, who will leave the Board as of December 31st, and gave each one a gift to thank them for their service. Trustee Caldwell said she has valued her time on this Board and appreciated each and every Board member. She’s been honored to serve the county and believes that libraries are one of the best uses of tax dollars. She closed by thanking Chair Ken Poncelow for all he did over the years, and he responded by saying he couldn’t have done it without all the Trustees. He then gave a golden library card to each Trustee and thanked them.
For Information Only – No action is needed

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. January 8, 2024 RS

The postponed resolutions and mill levies will be added to the February agenda, and possibly discussion on the Strategic Plan.

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

On November 29th, LINC hosted the Colorado Model Railroad Museum’s *Tinsel & Trains* fundraiser. It was a fun event, and they raised a lot of money.

The Greeley Creative District had a dedication ceremony for the time capsule that is buried in LINC’s atrium.

On December 1st, LINC hosted the Weld County Bar Association’s *Nuts and Bolts Conference*. HPLD Staff and LINC received a nice shoutout in the Bar Association’s newsletter and a personal thank you from Judge Mark Gonzales.

4.0 BOARD COMMENTS

- 4.1 Chair Poncelow told the Board to take care of the libraries.

- 4.2 Vice-Chair Mary Heberlee thanked Ken and said he was exactly the right person for the Chair during all his time.

- 4.3 Secretary/Treasurer Joyce Smock thanked Ken and wished him happy trails. She added that he’s been outstanding and always available.

- 4.4 Other Board Members

Trustee Jana Caldwell welcomed the new Trustees.

Trustee Gerri Holton thanked both Jana Caldwell and Ken Poncelow for all they did.

Trustee Teresa Curtis told Jana Caldwell that she’s a class act and appreciated her pointed questions and appreciation of grammar. She told Ken Poncelow thank you for taking care of Matt, among all the other things he did.

At 6:34p.m., Chair Poncelow announced that there will be a fifteen-minute recess.

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 an attorney – Lochbuie Claim

- 5.3 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 – Erie Nine Mile URA

- 5.4 C.R.S. § 24-6-402(4) (f) Personnel matters – Matthew Hortt’s Performance Appraisal

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 Erie Nine Mile URA; C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim; and C.R.S. § 24-6-402(4) (f) Personnel matters – Matthew Hortt’s Performance Appraisal: Vice-Chair Mary Heberlee
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District convened at 6:37p.m. on December 11, 2023 for the sole purpose of developing strategy for negotiations, receiving legal advice on specific legal questions from an attorney, and personnel matters. Attending were Board Trustees Ken Poncelow, Mary Heberlee, Joyce Smock, Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; HPLD Finance Manager Natalie Wertz; and guests Deana Lemos-Garcia and Michael Wailes. During the executive session, the Board conferred with an attorney 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 7:45p.m. and the regular session reconvened.

6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF MEETING AT 7:45PM:

There being no further business,

MOTION to approve information sharing and adjourn the meeting: Trustee Jana Caldwell
SECOND: Vice-Chair Mary Heberlee
DISCUSSION: None
VOTE: 5:0

Upcoming meetings:

January 8, 2024, 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