



BOARD OF TRUSTEES

Regular Session Minutes

Monday, January 8, 2024

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:

Trustee Deana Lemos-Garcia

Trustee Teresa Curtis attended online and left at 6:00pm

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Nick Nakamura

Trustee Mary Heberlee

Trustee Joyce Smock

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker, Marjorie Elwood, Natalie Wertz, and Rick Medrano

Guest: Tony Brewer

Dr. Matthew Hortt 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

Legal Counsel William Garcia asked that item 2.3 be moved to 2.1.

MOTION to approve the agenda as amended: Trustee Gerri Holton

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

a. December 11, 2023 Regular and Executive Sessions Meeting Minutes

MOTION to approve the consent agenda: Trustee Mary Heberlee

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: 6:0

1.4 The Good We Do

Dr. Hortt shared that the final door count for LINC for 2023, which was from May 13th through December 31st, showed that 173,137 people visited the library, although that number is smaller than the actual visits because there were events that began before the library opened and/or had participants enter through the event door rather than the main doors.

Also, the District has taken steps to encourage and involve interns from high schools, higher education, and the community. One example is Angel, an intern from Weld County Employment Services' Youth Work Experience program, who is working as an intern in the Mobile and Outreach Services department. Angel, who is passionate about libraries, has been given a variety of duties and experiences, and is learning a lot. Also, HPLD's I.T. department hosted an intern from the Larimer County Workforce Development, who did a great job. Finally, LINC also hosted the School District 6 end-of-year event to celebrate the interns and their successes in the program.

1.5 Public Comment

No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Oath of Office and Ethics Policy (Action) - Dr. Matthew Hortt, HPLD Executive Director

Under Colorado Revised Statutes, library trustees qualify as civil officers. They are therefore required to take an Oath of Office. Legal Counsel William Garcia led the Trustees in reciting the oath and they were encouraged to review and sign the HPLD Board of Trustees Ethics Statement that was given to them.

2.2 Election of Board Officers (Action) - Dr. Matthew Hortt, HPLD Executive Director

Per Board direction, staff contacted each Trustee and determined their interest in the officer positions. The proposed slate of Board officers follows:

Chair: Mary Heberlee

Vice Chair: Joyce Smock

Secretary/Treasurer: Nick Nakamura

MOTION to approve the proposed slate of officers: Trustee Deana Lemos-Garcia

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

2.3 Selection of Board Committees (Action) - Dr. Matthew Hortt, HPLD Executive Director

After a discussion, the proposed committee assignments were set.

- Governance Committee: Vice-Chair Joyce Smock and Trustee Deana Lemos-Garcia
- Finance Committee: Secretary/Treasurer Nick Nakamura and Trustee Michael Wailes
- HPLD Foundation: Trustee Teresa Curtis and Trustee Deana Lemos-Garcia
- DSS Archive Construction Committee: Chair Mary Heberlee
- Grover Construction Committee: Vice-Chair Joyce Smock and Chair Mary Heberlee
- Mead Construction Committee: Trustee Michael Wailes and Chair Mary Heberlee
- Materials Reconsideration Committee: Trustee Geri Holton and Secretary/Treasurer Nick Nakamura

Nick Nakamura recused himself from any Mead decisions moving forward. Also, Dr. Hortt reported that Ken Poncelow will remain on the DSS Expansion construction project and that he is not a decision maker but can make recommendations to the Board.

MOTION to accept the committee assignments as discussed: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

- 2.4 Certify Mill Levies (Action) - Dr. Matthew Hortt, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager

The resolutions for the 2023 mill levy were presented at this time because the District had not received the final valuations from the county assessor in time for a December vote. The proposed 3.177 mill levy calculates to property tax revenues of \$67,618,308 in 2024.

Chair Heberlee announced that it was time for the Board to hold a public hearing regarding the 2024 budget.

MOTION to open the public hearing: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

She then asked if there were any members of the public who wished to comment on the budget. There was no response.

MOTION to Close the Public Hearing: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

The public hearing was closed.

Motions to adopt the resolutions:

- a. Resolution 24-1, Certify Mill Levy, Weld County
MOTION to certify the mill levy for Weld County: Vice-Chair Joyce Smock
SECOND: Secretary/Treasurer Nick Nakamura
DISCUSSION: None
VOTE: 6:0
- b. Resolution 24-2, Certify Mill Levy, Boulder County
MOTION to certify the mill levy for Boulder County: Trustee Deana Lemos-Garcia
SECOND: Secretary/Treasurer Nick Nakamura
DISCUSSION: None
VOTE: 6:0

- 2.5 RFP for HVAC rooftop unit for DSS (Action) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt reported that the DSS Roof Top Units have reached their life expectancy and the Maintenance Department put out an RFP to replace them. The responses were evaluated by the Finance and Maintenance departments, and staff recommend that Air Xtreme, the current provider, be given the contract.

MOTION to accept the proposal from Air Xtreme and schedule the replacement: Trustee Gerri Holton
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0

- 2.6 Construction Update (Information) – Dr. Matthew Hортt, Executive Director
The Centennial Park Library renovation will wrap up in late February, and a ribbon cutting will be held in March. The Board will be invited.

The Grover project moved forward with the replating process. The architectural drawings are nearing being completed and stamped. The project may be completed and open in September.

The Mead committee is working through the development agreement and site design and has not determined a construction start date.

The DSS expansion team is working on the architectural programming and has not determined a construction start date.

The Farr Regional Library and Carbon Valley Regional Library are expecting refreshes this year, and RFPs will go out. The budget for CVR is \$1.2 million and Farr is \$850,000.

Chair Mary Heberlee shared how pleased she is with how service has expanded in the last few years.

For Information Only – No action is needed

- 2.7 Strategic Initiatives (Action) - Dr. Matthew Hортt, HPLD Executive Director
HPLD just completed its 2019-2023 Strategic Plan. Through the last five years, Staff learned that it was too ambitious and created a lack of focus. Therefore, they recommend that the plan be limited to two large initiatives and the construction projects in order to be able to focus on defined outcomes. The two proposed focus areas are Workforce Focus and Literacy Focus, and the capital projects include Mead Library, Grover Library, DSS Expansion and Archive, and refreshes at Carbon Valley Regional Library and Farr Regional Library.

MOTION to adopt the Strategic Initiatives: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

- 2.8 HPLD Board Training (Action) - Dr. Matthew Hортt, HPLD Executive Director
HPLD Staff would like to have an overall training for Trustees and want to schedule it for February. Dr. Hортt asked if the Board would like to have it in the regular meeting or a work session.
The Board responded that they want it during the February Regular Session meeting.
Dr. Hортt added that staff will also provide a list of available training opportunities to the Board.

MOTION to approve Board Training in the February Board Meeting:

Secretary/Treasurer Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:1

3.0 DIRECTORS REPORT

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

a. February 19, 2024 RS

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

HPLD is hosting AARP free tax services at DSS and the Carbon Valley and Erie Libraries.

Dennis Quade’s voiceover on the Dennis Quade Viewpoint Documentary is being done now. The District should have a draft of it in the near future.

NOCO Style set up an interview for an upcoming issue focusing on LINC.

The Town of Frederick contacted staff about entering into an Urban Renewal Auth

Legal Counsel William Garcia reported that Lochbuie has filed a case with Weld County District Court seeking to terminate or void the Intergovernmental Agreement (IGA) between the Town of Hudson and HPLD. The District feels there are no violations of the terms of the IGA, and both the District and Hudson have filed a motion to dismiss the case. Lochbuie then asked to mediate the matter. HPLD stance is that mediation cannot occur until the case is at issue.

Trustee Teresa Curtis left at 6:00pm

4.0 BOARD COMMENTS

4.1 Chair Mary Heberlee reported that she is proud of how we are serving the District. She also reported that she and Joyce met with Matt to prepare for this meeting, and it went well.

4.2 Vice-Chair Joyce Smock asked what a digital literacy navigator is because the Monthly Board Operational Updates reports that Melissa Beavers will have a discussion about possibly having one at LINC. She also welcomed the new Trustees and reported that on January 31, the FBLA needs judges at UNC from 7:30am to noon and added that it’s a very worthwhile morning.

4.3 Secretary/Treasurer Nick Nakamura welcomed Deana and Michael to the Board and wished everyone a Happy New Year.

4.4 Other Board Members

Trustee Deana Lemos-Garcia thanked everyone for the welcome. She’s excited to be here.

Trustee Gerri Holton said she was thinking how lovely it is to read and dream and she’s happy that literacy is our focus.

Trustee Michael Wailes thanked the Trustees for their welcome and reported that he and Deana had met with Matt and Kim and had a great discussion. He seconded Trustee Smock’s comments about the FBLA event.

5.0 ADJOURNMENT AT 6:16PM:

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

Upcoming meetings:

February 19, 2024, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Nick Nakamura

HPLD Board Secretary/Treasurer

Nick Nakamura

Kim Parker

Recording Secretary

Kim Parker