



**BOARD OF TRUSTEES
Regular Session Minutes
Monday, February 19, 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:

Chair Mary Heberlee

Vice-Chair Joyce Smock

Secretary/Treasurer Nick Nakamura arrived at 5:02pm

Trustee Deana Lemos-Garcia

Trustee Teresa Nuñez attended online

Trustee Gerri Holton

Trustee Michael Wailes

Quorum was established.

Legal Counsel William Garcia

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

Guests: Tony Brewer, Dan Spykstra, Quentin Rockwell

Chair Mary Heberlee 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: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

a. January 8, 2024 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Vice-Chair Joyce Smock

SECOND: Trustee Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

- 1.4 The Good We Do
Dr. Hортt shared that the Public Library Annual Report, PLAR , has opened up and so the District is looking at data. Specific to the Ft Lupton Public and School Library, since they opened their new facility they have seen a 2% increase in households and a 5% increase in users using the library from fourth quarter 2022 to 2023.
Also, from 2022 to 2023 District-wide, active borrowers, materials and e-materials check outs, computer usage, programs, gate count, and use of printers increased. Libraries are not dying.

- 1.5 Public Comment
No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Board Training (Information) - Dr. Matthew Hортt, HPLD Executive Director
Legal Counsel Garcia presented to the Board an overview of the legal aspects of Trustee Duties and Responsibilities. Because they are public servants, they are expected to serve the public good. Details of the training can be found in the [Board packet](#).
Information Only. No action was taken.
- 2.2 Construction Philosophy Discussion (Action) - Dr. Matthew Hортt, HPLD Executive Director
Dr. Hортt asked the Board to consider if they want construction projects to meet the needs of the next five to ten years and thus incur higher costs, or keep costs down by taking care of current needs. Discussion ensued and the consensus was to plan for the future.
DIRECTION from the Board was to plan for the future.
- 2.3 Grover Guaranteed Maximum Price (Action) - Dr. Matthew Hортt, HPLD Executive Director
The Grover design and construction team have priced the project and identified the Guaranteed Maximum Price (GMP). The budget had previously been set at \$1,070,000, but costs have gone up and current costs are \$333,000 higher. Dan Spykstra, from Wember Inc, said they've gone through a dozen design iterations and have done what they can to keep costs down, such as using furniture from the Lincoln Park Library. Trustee Nakamura asked Natalie Wertz, HPLD Finance Manager, if there were concerns in Finance about the cost. Ms. Wertz said the 40% increase is huge and very concerning for a project that size. Dr. Hортt replied that he's comfortable that the District can cover the increase from reserves. They are still planning construction to start in April and should be done around September.
MOTION to approve the Grover GMP and authorize the Executive Director to sign the document: Trustee Michael Wailes
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0
- 2.4 Mead Architect Contract - Studiotrope (Action) - Dr. Matthew Hортt, HPLD Executive Director
Secretary/Treasurer Nick Nakamura recused himself due to possible conflict of interest because of being a potential supplier to Mead. He stepped out of the room.

Studiotrope was selected to serve as the architect for the Mead Library project, and staff and Legal Counsel have been working with them on a contract for design services. They were also the designers of the prototype that the Board approved several years ago, and Studiotrope will adapt the prototype to fit Mead's needs. The total price for their services is \$815,218, which is an amended price per Quentin Rockwell from Wember Inc. He added that along with the

library space, Mead will have storage space for HPLD's Maintenance Department's materials and equipment for the south part of the county. Staff recommendation is to approve the contract.

MOTION to approve the amended contract and direct the Executive Director to sign it:

Trustee Gerri Holton

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 5:0

Secretary/Treasurer Nick Nakamura reentered the room after the Mead discussion.

3.0 DIRECTORS REPORT

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

a. March 18, 2024 RS

Along with the topics that were presented, Trustee Gerri Holton asked to get an update on Lochbuie and Secretary/Treasurer Nick Nakamura asked for an update on the Lincoln Park Library property. They will be added to the agenda.

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

Dr. Hortt reported that the Centennial Park Library refresh was nearing completion and he invited everyone to the library for their grand re-opening festivities on March 1st.

The Public Library Annual Report (PLAR) is now open and staff from both Branch and Member Libraries will be compiling information for it. The report is due on April 12th and updates will be provided to the Board.

Dr. Hortt is expecting to receive in the near future the final copies of the Viewpoints Documentary on the Future of Libraries that focused on LINC and was narrated by Dennis Quade. It is a short-form documentary that will be shown on PBS and other channels. They are working on the distribution of it.

Dr. Hortt and Natalie Wertz held their annual meeting with the Weld Finance Corporation to oversee the bonds, certificates of participation, and so on. They discussed possibly adding another member to join the group and they will look at Trustee applications and other business and community members. Ms. Wertz added that it will be left intact for now, with the addition possibly being made in the future. She told the Trustees to let Dr. Hortt and her know if they have someone in mind for it.

Staff was approached by three Member Library Directors, asking to look at the Intergovernmental Agreements and discuss possibly reducing fees if libraries don't use all the services. Dr. Hortt let the Board know that he will provide some options for them to look at, in an effort to maintain good relationships with the Members. He added that not all Members are in favor of it, and a couple of Trustees thought it was not possible to do so.

The Lincoln Park (LP) property has a government entity who is doing due diligence to possibly purchase the property. Dr. Hortt expects that an offer may be made in the near future. Secretary/Treasurer Nick Nakamura asked if it would make sense to move some of the DSS Expansion to LP to keep costs down.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee met with Matt and Joyce and went to a recent Northern Plains Public Library board meeting. She's glad we are moving forward with the construction projects despite the costs.
- 4.2 Vice-Chair Joyce Smock is always concerned about costs and so she's glad Natalie is keeping an eye on these things.
- 4.3 Secretary/Treasurer Nick Nakamura thanked Matt for handling the two complaints from his region. He will attend the Greeley State of the City address. He also asked if there was new information about the bus stop that was requested to be in front of LINC.
- 4.4 Other Board Members
- Trustee Deana Lemos-Garcia appreciated the training that was presented and reported that she attended the HPLD Friends & Foundation board meeting.
- Trustee Gerri Holton was curious about the legislation issues and asked that Matt send information.
- Trustee Michael Wailes did FBLA judging with Joyce and Matt. He also attended a Glenn A Jones, MD Memorial Library board meeting.
- Trustee Teresa Nuñez also appreciated the training and asked for, and received, some clarification from Legal Counsel Garcia. She also agreed with Mary that rather than look at reducing fees for Member Libraries, she would prefer to look at the services being offered and used.

5.0 ADJOURNMENT AT 6:57 PM:

There being no further business,

MOTION to adjourn the meeting: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

March 18, 2024, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Centennial Park Library, 2227 23rd Avenue, Greeley, CO 80631

Nick Nakamura

HPLD Board Secretary/Treasurer
Nick Nakamura

Kim Parker

Recording Secretary
Kim Parker