



BOARD OF TRUSTEES

Regular Session Minutes

Monday, October 7, 2024

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:00 PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Mary Heberlee

Vice-Chair Joyce Smock

Secretary/Treasurer Nick Nakamura

Trustee Deana Lemos-Garcia was excused

Trustee Teresa Nuñez attended virtually

Trustee Gerri Holton

Trustee Michael Wailes

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hорт, Marjorie Elwood, Eric Ewing, Natalie Wertz, Niamh Mercer, and Kim Parker

Legal Counsel William Garcia

Chair 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: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

1.3 Approval of Consent Agenda

a. September 16, 2024 Regular and Executive Session Meeting Minutes

MOTION to approve the consent agenda: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

1.4 The Good We Do

Dr. Hortt presented a recap and slide show of *Yes!Fest*, HPLD's Engineering and Science festival that was held on September 14th at LINC. The attendance was 1,687. One of the popular items for all ages was using a laser to draw in the dark.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Preliminary Budget (Action) - Dr. Matthew Hortt, HPLD Executive Director

Natalie Wertz, HPLD Finance Manager, presented the 2025 preliminary budget, and opened the discussion by reporting that budgeted revenues will decrease by 19.23% from this year's budget, according to the Weld County Assessor, and the main source of HPLD's revenue is the 3.177 mill levy.

Total revenue is \$57,017,912. The good news is that even with the drop in revenue, it is higher than the operations budget, which is projected to be \$30,828,607. That figure includes a 4% merit increase in salary for staff. The capital outlay, at \$29,803,444, includes the DSS expansion, Mead, and CVR and Farr refreshes. Furthermore, the Member Libraries distribution is 11,851,964.

The Finance Committee has reviewed the proposed budget and is recommending that it be approved.

MOTION to accept the proposed budget and schedule the public hearing and final vote for the December 9th board meeting: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 5:0

2.2 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director

Mr. Ewing described the process, which mirrors last year's process, that will be used for Dr. Hortt's performance evaluation.

INFORMATION ONLY, NO ACTION TO BE TAKEN

2.3 2025 Holiday Schedule (Action) - Dr. Matthew Hortt, HPLD Executive Director

Each year, the Board must approve the holidays that the libraries will be closed, and Dr. Hortt presented the 2025 proposed schedule to the Board.

MOTION to approve the proposed holiday schedule for 2025: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 5:0

2.4 HPLD Vision and Values (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt took the Board's feedback from the September meeting and presented two amended versions. After discussion, the following motion and vote were made.

MOTION to approve the ‘Draft following Feedback’ version: Trustee Teresa Nuñez

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 4:1

- 2.5 Farr Regional Library Refresh Contract (Action) - Dr. Matthew Hорт, HPLD Executive Director

The budget for Farr’s refresh is \$850,000. Staff recommends that the Board approve the contract, which has also been approved by Legal Counsel and Wember. If the Board does approve it, PCL, the construction firm, wants to move forward as soon as possible.

MOTION to approve the refresh contract: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

- 2.6 DSS Expansion GMP (Action) - Dr. Matthew Hорт, HPLD Executive Director

The DSS expansion and refresh was approved with an overall budget of \$20,000,000. After going through the guaranteed maximum price design and development, the construction budget being proposed is \$13,731,118, which is about \$800,000 less than originally proposed, making the budget significantly less than originally planned.

MOTION to approve the Guaranteed Maximum Price for the DSS Expansion and have Dr. Hорт sign it: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

3.0 DIRECTORS REPORT

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

- a. November 18, 2024 RS

It is possible that new Special District Act legislation may be added to the agenda

Secretary/Treasurer Nick Nakamura requested an executive session be added for updates on legal matters

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

The Grover Library ribbon cutting and grand opening will be held on Saturday, November 2nd from noon to 4:00pm.

The IGA requirements with the Member Libraries were met, and a list of services were sent out by September 30th.

Board interviews are scheduled for October 25th at LINC.

Dr. Hорт expressed gratitude from the Colorado Workforce Development Council for hosting them at LINC for their quarterly meeting. They were impressed, and the space and technology worked really well for what they were doing.

Dr. Hорт, Legal Counsel Bill Garcia, and Wember representatives went to Mead for their town meeting, and they approved the pre-development agreement.

Fort Lupton Public and School Library hired Beth Gudmestad for their Director position, and Northern Plains Public Library hired Lisa Bugbee for their Director position.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee is ever so pleased with the expansion of services we are able to do while still being careful with our money. She's also glad that Matt, Marjorie, and Bill have worked so hard on that situation. Also, Mead is the first all-new building that HPLD will have done since she's been on the board, and she's grateful that it's finally going and for all the work to get it to this point.
- 4.2 Vice-Chair Joyce Smock is glad that Natalie Wertz stays on top of our finances. Also, she went to the Foundation luncheon, and it was very nice. Chair Mary Heberlee agreed.
- 4.3 Secretary/Treasurer Nick Nakamura said kudos on the budget.
- 4.4 Other Board Members
 - Trustee Teresa Nuñez reported on the Foundation, who went through the applications for three openings on the Board. They had great applicants and selected a couple of them.
 - Trustee Gerri Holton also appreciated the thoroughness of the budget report and process. Also, Ft Lupton has a new Library Director, Beth Gudmestad, who came from the Loveland Library.
 - Trustee Michael Wailes seconded his appreciation to Natalie and said it was good news on the construction budget.

5.0 ADJOURNMENT AT 6:03 PM

There being no further business,

MOTION to adjourn the meeting: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 5:0

Upcoming meetings:

November 18, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615

Nick Nakamura

HPLD Board Secretary/Treasurer
Nick Nakamura

Kim Parker

Recording Secretary
Kim Parker