



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, April 15, 2024
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:02PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Mary Heberlee

Vice-Chair Joyce Smock arrived at 5:07

Secretary/Treasurer Nick Nakamura

Trustee Deana Lemos-Garcia

Trustee Teresa Nuñez attended virtually

Trustee Gerri Holton

Trustee Michael Wailes

Quorum was established.

Legal Counsel William Garcia

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

Guest: Tony Brewer, Malcomb Fleming, Julian Jacquin, 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 Michael Wailes

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

1.3 Approval of Consent Agenda

a. March 18, 2024 Regular Session Meeting Minutes

b. April 1, 2024 Special Session Meeting Minutes

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

SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 5:0

- 1.4 The Good We Do
Dr. Hortt shared that an Erie Middle School teacher, inspired by an article in HPLD's newsletter, encouraged her students to place as much value on books as on their cell phones. She offered extra credit for treating a book as special as their phone for one week; taking it with them anytime they take their phone and having it out anytime their phone is out. By doing so, she said they would realize what a burden their phone can be and how nice it can be to have the book with them at all times.

Trustee Joyce Smock arrived during The Good We Do.

- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 I-25 Erie Gateway URA (Action) Dr. Matthew Hortt, HPLD Executive Director, Malcomb Fleming and Julian Jacquin, Economic Development & TOEURA Town of Erie
Malcolm Fleming and Julian Jacquin provided background information on a proposed Urban Renewal Area (URA) titled *I-25 Erie Gateway*, which lays out a request for HPLD to share that area's tax revenue with the Town of Erie for 25 years. They are asking for revenue sharing because of the prohibitive costs of extending utilities before the area can be developed, which make it impossible to develop without Tax Increment Financing (TIF).
They also pointed out that the IGA must be considered and presented by the end of June, and that a benefit of this will be to provide employment and affordable housing opportunities in the area.
Board Direction was for Dr. Hortt, Legal Counsel William Garcia, and the Finance Committee to bring back a recommendation to the Board at the May meeting.
- 2.2 Carbon Valley and Farr Regional Libraries' Wember Task Orders (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Quentin Rockwell, Wember Inc.
Planning has started for remodels on both the Carbon Valley Regional Library (CVR) and the Farr Regional Library; and Wember, HPLD's Owner's Rep, has overseen both projects through their On-Call Contract. It is now time to transfer the projects to formal projects, and Wember has proposed two add-services requests for the projects that amount to \$56,000 for CVR and \$32,000 for Farr.
MOTION to accept and approve the Owner's Rep add-service requests:
Secretary/Treasurer Nick Nakamura
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 6:0

- 2.3 Awarding of Carbon Valley and Farr RFPs for Architects and Construction (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Quentin Rockwell, Wember Inc.
- HPLD received two RFP submissions for Architect and three submissions for Construction Manager at Risk, and the RFP Review Committee interviewed all of them. All submitting firms were qualified and interviewed well.
- The RFP Review Committee recommends VFLA for Architect and PCL for Construction Manager at Risk. Both are new organizations to work with HPLD.
- MOTION** to approve the recommendation of the RFP Review Committee and direct Staff to negotiate a contract with VFLA and PCL and direct the Executive Director to sign the contract once it has been reviewed by Legal Counsel: Secretary/Treasurer Nick Nakamura
- SECOND:** Trustee Deana Lemos-Garcia
- DISCUSSION:** There was discussion about the Motion as presented.
- VOTE:** 6:0
- 2.4 Mead Project Budget (Action) - Dr. Matthew Hortt, HPLD Executive Director
- At 6:32p.m., Secretary/Treasurer Nick Nakamura recused himself from the room because of possibly being a supplier to the project.
- The 2024 Capital Improvement Budget includes \$7,500,000 for the Mead Library Project, which was an estimate. Dr. Hortt reported that through the project's design and development, the proposed total cost for the Mead project is \$14,662,800 with hard construction costs at \$9,000,000. Also, the Guaranteed Maximum Cost of the project for construction will be set and approved following the completion of Design Development and Construction Documents. He added that staff are still working on the site development agreement with the town of Mead and the fire district, and that could change the cost. Chair Mary Heberlee shared that she went to the proposed site with Dr. Hortt, and it's a beautiful mountain view. She added that this has been in discussion for at least twenty years.
- MOTION** to approve the updated Mead Library Budget: Trustee Michael Wailes
- SECOND:** Vice-Chair Joyce Smock
- DISCUSSION:** None
- VOTE:** 5:0
- Secretary/Treasurer Nick Nakamura returned to the meeting when the discussion ended at 6:46pm.
- 2.5 Library Support Plan for New Raymer and Briggsdale (Action) - Dr. Matthew Hortt, HPLD Executive Director
- Since 2021, HPLD staff have been in discussion with New Raymer about putting a Public Computer Center in the Mercantile that they are converting to museum. They have asked the District to lease the room for the PCC for \$1,000. Staff suggested a library support fund for \$1,200, instead of a lease. Dr. Hortt recommended approving the support for both New Raymer and the Briggsdale Community Library to allow them to expand library services in the region.
- The Trustees expressed support for this. Dr. Hortt said the next step is to go out and look at the Mercantile building, and then write an MOU similar to Briggsdale's.
- He will share the information with the Board.

MOTION to approve the library support for New Raymer and the Briggsdale Community Library and direct Staff to negotiate and sign an agreement for the PCC and fund with New Raymer and update the PCC agreement with the Briggsdale Community Library:

Trustee Teresa Nuñez

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

- 2.6 Lincoln Park Property Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
Following the Board’s direction on April 1st to do so, staff, Legal Counsel, and HPLD’s real estate broker made amendments to the City of Greeley’s bid for the Lincoln Park property. The City then made a counteroffer. Their amendments run counter to the wishes of the Board, so Legal Counsel Bill Garcia will talk with them.

Board Direction was for Dr. Hortt and Legal Counsel Bill Garcia to continue to discuss this with the City and report back to the Board. Also, to hold a virtual Executive Session Board Meeting on Monday, April 22nd, at 5:00pm to discuss the matter.

- 2.7 PLAR Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
Staff completes and submits the Public Library Annual Report (PLAR) to the state each year, and then the State compiles all the libraries’ information and forwards it to the Federal Institute of Museum and Library Services, who uses the data to form a basis for state funding and grants. HPLD’s PLAR results show that the doomsday reports about libraries are not coming to fruition, because the numbers are up from last year.

For Information Only – No action is needed

- 2.8 Staff Day Date (Action) - Dr. Matthew Hortt, HPLD Executive Director
The 2024 All-Staff Day had planned to incorporate a speaker from out of town, but they could not find a date that worked for both the speaker and the District. Therefore, staff propose the All-Staff Day for February 28, 2025. If approved, the date will be incorporated into the 2025 calendar and all HPLD facilities will be closed to the public on that day.

MOTION to approve the proposed staff day: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

3.0 DIRECTORS REPORT

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

a. May 20, 2024 RS

Update to the agenda as presented: add Erie I-25 Gateway discussion.

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

HPLD made national news when *Psychedelics*, a 1970’s book on psychedelic drugs, was returned to the Riverside Library 36 years, 9 months, and 13 days late. It was returned with a note that read, “Sorry so late – it’s been a long, strange trip”.

AARP, who did tax returns in the HPLD DSS meeting room, completed 849 full tax returns and 226 state-only returns at DSS this tax year.

Jefferson County Public Library staff voted to unionize and join the AFSCME Cultural Workers Union. Denver Public Library also unionized a couple of years ago, but with a different, smaller group.

HPLD's Marketing Department won two *Blue Pencil and Gold Screen Awards* from the National Association of Government Communicators. Both awards pertain to their work for LINC.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee went to Mead and sat in on a planning meeting there. She also went to Northern Plains Public Library and will go to the Eaton Public Library.
- 4.2 Vice-Chair Joyce Smock appreciates the funds for New Raymer and Briggsdale.
- 4.3 Secretary/Treasurer Nick Nakamura reported that the finance committee met on Thursday and all updates have already been shared in this meeting. He suggested that maybe we should look at the disposition policy and perhaps auction off the Lincoln Park building for Friends.
- 4.4 Other Board Members
 - Trustee Deana Lemos-Garcia told Matt she appreciated the statistics he shared and looks forward to reading the additional statistics.
 - Trustee Teresa Nuñez liked hearing more about Erie Gateway project and appreciates the fact that we will use new contractors and architects.
 - Trustee Gerri Holton had nothing new to share.
 - Trustee Michael Wailes said he, too, didn't have anything new to share.

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 – Re-entry Policy
 - MOTION** to adjourn from Regular Session and enter into Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), for the sole purpose of receiving legal advice on specific legal questions from an attorney: Trustee Michael Wailes
 - SECOND:** Secretary/Treasurer Nick Nakamura
 - DISCUSSION:** None
 - VOTE:** 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 7:37pm on April 15, 2024 for the sole purpose of receiving legal advice on specific legal questions from an attorney regarding HPLD's Re-entry Policy. Attending were Board Trustees Mary Heberlee, Joyce Smock, Nick Nakamura, Deana Lemos-Garcia, Teresa Nuñez, Gerri Holton, and Michael Wailes; Legal Counsel William Garcia; and HPLD staff Marjorie Elwood and Dr. Matthew Hortt. 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 session was adjourned at 8:05p.m. and the regular session reconvened.

6.0 RECONVENING OF REGULAR SESSION AT 8:05PM

- 6.1 Roll Call and Pledge of Allegiance
 - All were Present unless noted:
 - Chair Mary Heberlee
 - Vice-Chair Joyce Smock
 - Secretary/Treasurer Nick Nakamura

Trustee Deana Lemos-Garcia
Trustee Teresa Nuñez was excused
Trustee Gerri Holton
Trustee Michael Wailes
Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Marjorie Elwood, and Kim Parker

7.0 ADJOURNMENT AT 8:07PM

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

May 20, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

Glenn A Jones M.D. Memorial Library, 400 S. Parish Avenue, Johnstown, CO 80534

Nick Nakamura

HPLD Board Secretary/Treasurer
Nick Nakamura

Kim Parker

Recording Secretary
Kim Parker