



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Minutes**  
**Monday, June 17, 2024**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:01PM**

1.1 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 was excused  
Trustee Teresa Nuñez attended virtually  
Trustee Gerri Holton was excused  
Trustee Michael Wailes

Quorum was established.

Legal Counsel William Garcia

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

Guests: Alanna Moses, Tony Brewer, Quentin Rockwell

**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: Vice-Chair Joyce Smock

**SECOND:** Trustee Michael Wailes

**DISCUSSION:** None

**VOTE:** 4:0

- 1.3 Approval of Consent Agenda
- a. May 20, 2024 Regular Session Meeting Minutes
  - b. Mead and DSS Construction Manager at Risk Contracts
  - c. CVRL and Farr Regional Library Architecture Contract
- MOTION** to approve the consent agenda: Vice-Chair Joyce Smock  
**SECOND:** Trustee Michael Wailes  
**DISCUSSION:** None  
**VOTE:** 4:0

- 1.4 The Good We Do
- Dr. Hortt shared an update on the LINC Capital Campaign. HPLD’s Community Relations and Marketing department worked with the HPLD Friends & Foundation team on the campaign and submitted it to the National Association of Government Communicators (NAGC). The group was awarded first place, the Blue Pen Award, for the *Promotional Campaign for less than \$100,000*, and second place for the graphic arts design. Kudos to the Marketing and Friends & Foundation teams. To put it in perspective, other organizations who submitted work were the US Army, Social Security Administration, and USDA, among others.

Also, HPLD Associate Director Marjorie Elwood and Librarian Lynde McCaleb went to the Grover Rodeo and talked to over 80 people about the Grover Library. Dr. Hortt recognized Lynde for all her work with the Grover community.

- 1.5 Public Comment  
No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Annual Comprehensive Financial Report (Action) Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney
- Natalie Wertz introduced Alanna Moses, from Anderson and Whitney, who went over the results of the ACFR financial report. Alanna also pointed out the *Certificate of Achievement for Excellence in Financial Reporting* that was presented to HPLD by the Government Finance Officers Association.
- MOTION** to accept the ACFR as presented: Trustee Michael Wailes  
**SECOND:** Secretary/Treasurer Nick Nakamura  
**DISCUSSION:** None  
**VOTE:** 4:0
- 2.2 Board Recruitment (Action) - Dr. Matthew Hortt, HPLD Executive Director
- Two positions’ terms are ending on 12/31: Region 1, held by Trustee Teresa Nuñez, and Region 5, held by Chair Mary Heberlee. Trustee Nuñez is eligible to run again for the position, and Mary Heberlee will be term limited. Dr. Hortt shared the recruiting process and timeline.
- MOTION** to approve the release of the recruitment materials: Secretary/Treasurer Nick Nakamura  
**SECOND:** Trustee Michael Wailes  
**DISCUSSION:** None  
**VOTE:** 4:0
- Chair Mary Heberlee added that even though she is being termed out, the term limits are important and healthy.

- 2.3 Friends of Raymer MOU (Action) – Dr. Matthew Hortt, HPLD Executive Director  
Since 2021, staff have been talking with the Friends of Raymer about converting a Mercantile historic building into a local history center and including a Public Computer Center, similar to what the District provides to the Briggsdale Library. An MOU, comparable to Briggsdale’s, has been drafted. Dr. Hortt said that because of the revenue cap that just was put in place by the state legislature, this funding will be more important than ever for these locations.  
**MOTION** to approve the proposed MOU and direct the Executive Director to sign it: Vice-Chair Joyce Smock  
**SECOND:** Secretary/Treasurer Nick Nakamura  
**DISCUSSION:** None  
**VOTE:** 4:0

- 2.4 Policies Updates (Action) – Dr. Matthew Hortt, HPLD Executive Director, Legal Counsel Bill Garcia, and HPLD Associate Director Marjorie Elwood  
Much of the policies’ updates are driven by Colorado Senate Bill 24-216: *Standards for Decisions Regarding Library Resources*.  
*Reconsideration of Library Resources Policy* is a new policy because of the new legislation. A big change in HPLD’s procedure is that reconsiderations will now be public information, and the patron’s name will not be redacted. The law also sets specific standards that will have to be followed, and they are included in the policy. One example is that when an item is under reconsideration, it will stay in circulation rather than being pulled during that time.  
Another new policy is the *Archival Policy*.  
Additionally, several policies were updated. They are the *Scope of Collection Policy*, *Artwork Policy*, *Meeting Spaces* (formerly titled *Meeting Rooms*), *Specialty Checkout Policy*, *Circulation Policy*, and *Fines and Fees Policy*.  
**MOTION** to approve the updated policies: Trustee Michael Wailes  
**SECOND:** Vice-Chair Joyce Smock  
**DISCUSSION:** None  
**VOTE:** 3:1  
Nick Nakamura voted against the updates. He expressed that his vote was not in protest of Staff’s work, but was in protest of local control.

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director  
a. July 15, 2024 RS  
Chair Mary Heberlee requested that a Mead and Grover Update be added.
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director  
Dr. Hortt shared with a heavy heart that Bruce Broderius passed away on June 1<sup>st</sup>. He was a huge part of the community and a great education- and libraries- champion. He was instrumental in getting the District’s Mill Levy Override passed for libraries. He was heavily involved in Chautauqua, and was a professor and the Dean of Education at UNC. He also served on HPLD’s Weld County Finance Corporation: an oversight committee appointed to oversee the bond associated with the mill levy. His passing was a great loss to the community and libraries.

The Summer Reading Adventure (SRA) is doing well.

Elena Rosenfeld, HPLD’s Community Engagement and Strategies Manager, is working with Annie Epperson, from UNC, and Carol Satersmoen, from Aims Community College, on a conference paper

on the partnership between HPLD, UNC, and Aims' Libraries. The article, [\*It's a Three-Winged Circus\*](#), is now located in the UNC's Archive Library.

HPLD Staff have been contacted by the Colorado Workforce Development Council (CWDC) because they want to meet at LINC in September. The Council includes Governors, Deputy Governors, and State Officials.

A review of the Lochbuie dismissal case was done, and staff are waiting for the results.

Closing on the Lincoln Park Library property is scheduled for July 8<sup>th</sup>.

The District has been talking to a company who is creating an application that could record lessons we've learned and experiences we've had, and use an AI tool to search for how we solved things in the past. In the future, there's the possibility of partnering with other organizations as well.

#### **4.0 BOARD COMMENTS**

- 4.1 Chair Mary Heberlee wants to support this app thing because we have learned some big lessons, and if we can keep future Directors and Boards from making the same mistakes we've made in the past, it will be a good thing. She's proud of our progress and the way we are expanding services. At Mead, we are using our resources in a responsible way.
- 4.2 Vice-Chair Joyce Smock is also excited about Mead, and she's learned that patience is a virtue in construction projects. She is glad we are supporting New Raymer, Briggsdale, and Grover, and she's impressed that there were 80+ people at Grover.
- 4.3 Secretary/Treasurer Nick Nakamura asked if we should name a building after Bruce Broderius. He also reported that the Finance Committee met last week, and the salary survey that was recently done recommends an increase to almost everyone.  
There was some discussion about what building to name after Bruce Broderius. Trustee Nakamura suggested possibly the DSS expansion. Chair Heberlee agreed that it is a good idea to name the DSS expansion after Bruce.
- 4.4 Other Board Members  
Trustee Teresa Nuñez appreciates the policies updates.  
Trustee Michael Wailes reported on an exciting potential: with the new Johnstown High School, their middle school is moving into the old high school, and the elementary school will move into the middle school. They have proposed having the Glenn A. Jones, MD Memorial Library put a public library into the elementary (current middle) school. He stressed that it is still in the possibility stage.

#### **5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)**

**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) (e), for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Town of Mead Intergovernmental Agreement:

Trustee Michael Wailes

**SECOND:** Secretary/Treasurer Nick Nakamura

**DISCUSSION:** None

**VOTE:** 4:0

Secretary/Treasurer Nick Nakamura recused himself from the Executive Session and left the room at 6:58p.m.

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:58pm on June 17, 2024 for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Town of Mead Intergovernmental Agreement. Attending were Board Trustees Mary Heberlee, Joyce Smock, Teresa Nuñez, and Michael Wailes; Legal Counsel William Garcia; and HPLD staff Natalie Wertz 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 7:29p.m.

**6.0 ADJOURNMENT AT 7:29PM**

There being no further business, the meeting is adjourned.

Upcoming meetings:

July 15, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Erie Community Library, 400 Powers St, Erie, CO 80516

*Nick Nakamura*

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HPLD Board Secretary/Treasurer  
Nick Nakamura

*Kim Parker*

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Recording Secretary  
Kim Parker