



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Minutes**  
**Monday, July 15, 2024**  
**5:00 p.m.**  
**Erie Community Library**  
**400 Powers St, Erie, CO 80516**

**1.0 OPENING OF MEETING AT 5:10PM**

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

- Chair Mary Heberlee
- Vice-Chair Joyce Smock
- Secretary/Treasurer Nick Nakamura attended virtually
- Trustee Deana Lemos-Garcia
- Trustee Teresa Nuñez was excused
- Trustee Gerri Holton
- Trustee Michael Wailes

Quorum was established.

HPLD Staff: Dr. Matthew Hortt, Marjorie Elwood, Ian Holmes, Rebecca Barkley, Rick Medrano, Tim Ruth, Natalie Wertz, and Kim Parker

Guest: Tony Brewer

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

Item 2.1 was changed from an Action item to Information.

**MOTION** to approve the amended agenda: Trustee Michael Wailes

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

1.3 Approval of Consent Agenda

- a. June 17, 2024 Regular and Executive Sessions Meeting Minutes
- b. July 8, 2024 Work Session Meeting Minutes

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

**SECOND:** Trustee Deana Lemos-Garcia

**DISCUSSION:** None

**VOTE:** 5:0

- 1.4 The Good We Do  
Dr. Hortt reported on a recent joint work session board meeting that included all the Member Libraries' Boards and Staff. The topics that Dr. Hortt covered during the meeting were Colorado Legislature SB24-233 including Initiatives 50 and 108, District Services, Technology History overview, and Standards and Service Level Agreements. Feedback was that participants would like to meet more often, so staff are looking at doing the combined meetings twice each year.
- 1.5 Public Comment  
No public comment.

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Appointment of Director to the Weld Library Finance Corporation (Information) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt explained that the Weld Library Finance Corporation, which was formed in 1999 with the Mill Levy Override and was an oversight committee to oversee the bonds and certificates of participation that were issued. There is a vacant seat because Dr. Bruce Broderius, who had served on the committee since its inception, passed away recently. Dr. Hortt recommended that the vacant seat be filled by Ryan Roth, who has a finance background and is now doing public relations for Allo Fiber. Because Mr. Roth could not attend this meeting, a vote will be moved to the August meeting.

Furthermore, staff will fill an additional position because the Board recently approved adding a third person to the committee. Staff are recruiting for the position and invited the Board to suggest potential candidates.

### **INFORMATION ONLY, NO ACTION NEEDED**

- 2.2 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

The Grover Library project is on schedule and on budget, and is set to receive temporary occupancy on September 11<sup>th</sup>, with an expected opening date to be in October or November. The Town is asking the District to install Kentucky Bluegrass, rather than natural grass, at the Library. However, the cost is prohibitive.

The DSS archives and expansion development design has been turned into the City Planners. This project is also on track and on budget.

The Mead Library is a little over budget at this time, so changes will be made to ensure that it stays within the budget.

CVR and Farr Refreshes are moving forward, as the architectural and design teams are working on conceptual designs.

### **INFORMATION ONLY, NO ACTION TO BE TAKEN**

- 2.3 Investment Advisor RFP (Action) - Dr. Matthew Hortt, HPLD Executive Director

In 2018, an Investment Advisor RFP was issued which had a four-year extension in the contract, making it due at the end of last year. The Finance Committee has determined that it is now time to put the RFP out there again, and they recommend that the Board approve it.

**MOTION** to approve issuing the RFP for investment services: Trustee Gerri Holton

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

2.4 Salary Survey Recommendations (Action) - Dr. Matthew Hortt, HPLD Executive Director

To stay competitive with both salaries and benefits, the District historically has brought in a third-party consultant every few years to evaluate positions and salaries, taking each job description and comparing it to market. The salary survey was recently done again; and as expected, salary increases are recommended. The Board questioned the reasons for the difference in percentages of proposed salary increases, and after discussion with Matthew Weatherly, the consultant, and Dr. Hortt, the motion was made.

**MOTION** to approve the proposed salary survey recommendations: Trustee Deana Lemos-Garcia

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** Chair Heberlee asked for a roll call vote.

Vice-Chair Joyce Smock: NO

Secretary/Treasurer Nick Nakamura: YES

Trustee Deana Lemos-Garcia: YES

Trustee Gerri Holton: YES

Trustee Michael Wailes: YES

**THE RESULT OF THE VOTE:** 4:1

2.5 Mountain View Fire & Rescue Development Agreement (Action) - Dr. Matthew Hortt, HPLD Executive Director

Nick Nakamura recused himself at 5:53pm. due to being a possible supplier to the project.

HPLD has an agreement with Mountain View Fire & Rescue (MVF&R) for the Mead property for the library and fire station, and the two entities are negotiating an IGA with the Town. They now need a site development agreement, and MVF&R will continue to take the lead in this because they require more specific construction for emergency needs. Once the IGA is in place, the project will be able to move forward.

**MOTION** to approve the agreement with the Mountain View Fire & Rescue District: Trustee Michael Wailes

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 4:0

Secretary/Treasurer Nick Nakamura reentered the room virtually at 5:59.

- 2.6 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Marjorie Elwood, HPLD Associate Director of Public Services
- a. Lost & Found Policy
- The proposed changes eliminate procedural information, moving it to the Procedures Manual, and add verbiage from other libraries' policies that staff feel would reduce HPLD's liability.
- MOTION** to approve the updated Lost & Found Policy: Secretary/Treasurer Nick Nakamura
- SECOND:** Trustee Deana Lemos-Garcia
- DISCUSSION:** None
- VOTE:** 5:0

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
- a. August 19, 2024 RS

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

A couple of minor Policies wording updates were done to clean up language that could be confusing. They were not brought before the Board for approval because they don't change the meaning or HPLD's practices in any way.

Dr. Hortt and Chair Mary Heberlee went to Bruce Broderius' funeral, and Dr. Hortt spoke of Dr. Broderius in a video that was shown in place of a eulogy.

CALCON24 registration is open and there is a Trustees track. The event will take place on September 5<sup>th</sup> in Breckenridge, and more information will be sent to Trustees.

Dr. Hortt recently gave a couple of tours of LINC: one for Greeley's new Economic Development staff, and the other for the Estes Valley Library leadership team.

Board applications have started coming in. Three have been submitted for Region 1, and none for Region 5 yet.

Dr. Hortt will meet with Snap-on Tools in Wisconsin next week to talk about a possible partnership with the library. They offer about 80 different certifications on a number of topics, not just tool related, and Snap-on underwrites all the certifications so there is no cost to students. They primarily partner with schools, but are looking at working with libraries. If it is decided that HPLD will proceed with the partnership, their staff will be trained as instructors.

This year's Naturalization Ceremony will be held on Thursday, July 25<sup>th</sup> at 9:00am at Centennial Village. Dr. Hortt extended an invitation for anyone interested in attending, and he recognized Tim Ruth and his team for making it happen. The virtual link will be sent to Trustees.

The sale of Lincoln Park has been completed. The only things left to do are to remove the temporary fence and HPLD sign.

He finished his comments by recognizing Ian Holmes, Erie Library Manager, Rebecca Beckley, Erie Patron Services Supervisor, and Rick Medrano, Outreach Manager, who were all in attendance.

#### 4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee reported that on July 12<sup>th</sup> she went to the Grover Library site to look at the area to be landscaped; she was pleased with the joint meeting with the Member Boards; as was mentioned earlier, she went to Bruce Broderius' funeral; and she is spending more time at Northern Plains Public Library and trying to set up time at Eaton Public Library.
- 4.2 Vice-Chair Joyce Smock complimented the Erie Library facility and thanked Tony Brewer for being there. She echoed that the Naturalization Ceremony is phenomenal, and highly recommended it to everyone. She was glad we are doing the salary survey and increases, but was concerned about the sustainability of it.
- 4.3 Secretary/Treasurer Nick Nakamura was sorry that he could not be in Erie for the meeting. He has been there before and it's awesome.
- 4.4 Other Board Members
- Trustee Deana Lemos-Garcia thought the combined boards meeting went well, and thanked Ian and Rebecca for hosting the meeting in their beautiful building. Also, she agreed that it's important to take care of our employees through the salary survey and increases.
  - Trustee Gerri Holton was glad we are doing the salary increases. She shared that Thomas Samblanet, Fort Lupton Library Manager, is leaving the library and expressed how great he is.
  - Trustee Michael Wailes thanked Ian and Rebecca for hosting the meeting and complimented the great facility. He also suggested that staff contact the state demographer's office to ask them to bring their presentation to a future combined boards meeting.

#### 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 – Lochbuie Claim

**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 – Lochbuie Claim: Trustee Gerri Holton

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:38pm on July 15, 2024 for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lochbuie Claim. Attending were Board Trustees Mary Heberlee, Joyce Smock, Nick Nakamura, Deana Lemos-Garcia, Gerri Holton, and Michael Wailes; Legal Counsel William Garcia; and HPLD's 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 7:12p.m.

#### 6.0 ADJOURNMENT AT 7:29PM

There being no further business, the meeting is adjourned.

Upcoming meetings:

August 19, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

*Nick Nakamura*

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HPLD Board Secretary/Treasurer  
Nick Nakamura

*Kim Parker*

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Recording Secretary  
Kim Parker