



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, September 16, 2024
5:00 p.m.

HPLD Administration & Support Services Building
2650 W. 29th Street, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:10PM

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
Trustee Teresa Nuñez attended virtually
Trustee Gerri Holton
Trustee Michael Wailes

Quorum was established.

Also Attending were:

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

Legal Counsel William Garcia

Guests: Tony Brewer, Kristi Plumb

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

Dr. Hortt requested that item 2.1 be moved to 2.3.

MOTION to approve the agenda as amended: Trustee Gerri Holton

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

- 1.3 Approval of Consent Agenda
a. August 19, 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: 6:0

- 1.4 The Good We Do
Dr. Hortt recapped this summer's successful Summer Reading Adventure for ages 0 through 18. The goal was to have 3,750 participants, and the District is pleased to announce that there were 4,855 registered. This year's project was about trying new things, and 1700 participants visited a library or the bookmobile, 1500 played a game with friends or family, 1450 read a book cover to cover, and 1400 looked outside to watch for wildlife, to name a few of the activities. Two hundred twenty-four people responded to a survey at the close of the program, and 91% of the respondents learned something new, 90% enjoyed reading more, 85% read more often during the event, and 92% wanted to use the library more.

- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Owner's Rep Request from Milliken Library Project (Action) - Dr. Matthew Hortt, HPLD Executive Director & Dan Spykstra, Wember Inc.
In 2019, the HPLD Board approved the Member Libraries' use of HPLD's contracted Owner's Representative Services within the guidelines that were established. The former middle school in the Johnstown/Milliken school district is being remodeled and will become the new elementary school. Not all the space will be used for the new school, and it has been proposed that some of the extra space be converted into a Milliken public library. Some of the opportunities the new building would provide are more programming, such as cooking programs in the Home Ec classroom; meeting rooms; and a larger library than the current space. Even though it would be in the school, it would function as a public library, not a school library.

Also, the Board had approved an Owner's Rep Task Order for Hudson for this year, but it has not been utilized. Hudson has requested that the dollars be rolled over into the 2025 budget.

Staff recommend that the Board approve Milliken's Owner's Rep request up to \$100,000 and renew the approval of Hudson's Owner's Rep Task Order.

MOTION to approve the Owner's Rep Task Order for the Milliken Library project and renew the approval of the Hudson Library's Owner's Rep Task Order from 2024: Trustee Michael Wailes
SECOND: Secretary/Treasurer Nick Nakamura
DISCUSSION: None
VOTE: 6:0

- 2.2 Carbon Valley Regional Library Refresh Contract (Action) - Dr. Matthew Horts, HPLD Executive Director
PCL is doing the construction on both the CVR and Farr remodels. Staff have been working with Legal Counsel, Wember, and PCL to get the contract to a place where it can be presented to the Board, but the parties have not been able to agree on using the term “suspend the contract” vs. “terminate the contract” in article 14. The scenarios are not likely to take place; but if the District agrees make this change, that will be the new normal and it could open up the possibility of liability in the future.
After discussion, the direction from the Board is to stay with the term “suspension”, not “termination”, in this contract.
MOTION to approve the contract as written: Trustee Michael Wailes
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0
- 2.3 Closure of Farr and Carbon Valley Regional Libraries for Remodeling (Action) - Dr. Matthew Horts, HPLD Executive Director
By closing the buildings for up to 3 weeks during remodel, as was done at Centennial Park Library’s refresh, the District would save \$10,000 to \$18,000. This is especially important because moving the stacks will cost four times higher than it did for CP’s remodel.
MOTION to approve the closure of Carbon Valley and Farr Regional Libraries for up to three weeks during construction: Secretary/Treasurer Nick Nakamura
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 6:0
- 2.4 New Raymer MOU/Lease (Information) - Dr. Matthew Horts, HPLD Executive Director
The New Raymer Mercantile building that will house the Public Computer Center will lose its insurance without a lease between the Friends of Raymer and HPLD. Dr. Horts recommended rewriting the MOU to enter into an annual lease for \$1,200 per year, the amount of the library support fund in the MOU. Dr. Horts asked for feedback from the board.

Direction from the Board is to create a lease with Raymer.
INFORMATION ONLY, NO ACTION TO BE TAKEN
- 2.5 Town of Mead IGA (Action) - Dr. Matthew Horts, HPLD Executive Director
Secretary/Treasurer Nick Nakamura recused himself at 6:10pm.
The Town of Mead has agreed to the changes HPLD proposed for the IGA, so staff recommends approving it .
MOTION to approve the IGA with the Town of Mead: Trustee Gerri Holton
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 5:0
Secretary/Treasurer Nakamura reentered the meeting at 6:12pm.
- 2.6 Hill-N-Park MOU (Action) - Dr. Matthew Horts, HPLD Executive Director
Discussion was continued from last month’s board meeting, resulting in unanimous support of the Hill-n-Park MOU.

MOTION to approve the Hill-N-Park MOU and direct the Executive Director to sign it:
Trustee Deana Lemos-Garcia

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

- 2.7 HPLD Vision and Values (Information) - Dr. Matthew Hortt, HPLD Executive Director
In 2020, the Board approved a new Mission and Vision for the District, but Values have not been addressed until now. The proposed version includes both Baldrige principals, an outward-facing component, and library values, which are an inward-facing component. After discussion, Trustees asked that this be tabled until next month to allow time to think about it. Dr. Hortt will make some of the changes that were suggested and send them to the Board.
INFORMATION ONLY, NO ACTION TO BE TAKEN

- 2.8 Policy Updates – Security Cameras (Action) - Dr. Matthew Hortt, HPLD Executive Director
The updates are being made because of the sunset of the Patriot Act and the subsequent adoption of the U.S. Freedom Act. The changes allow employees to let their manager know if the U.S. Freedom Act has been used to request library records. The Patriot Act did not allow that.
MOTION to approve the recommended policy amendment: Trustee Deana Lemos-Garcia
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 6:0

- 2.9 Preliminary tax revenue for 2025 (Information) - Dr. Matthew Hortt, HPLD Executive Director
Preliminary tax revenue numbers indicate a 20% reduction in revenue next year. Even with the reductions, revenue will still be higher than the operating budget.
INFORMATION ONLY, NO ACTION TO BE TAKEN

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. October 7, 2024 RS
The Vision and Values discussion will be added to next month’s agenda.

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Yes!fest attendance was up by 200 people from last year.

LINC will host the Governor’s Colorado Workforce Development Council quarterly meeting.

Planning continues on the Carbon Valley and Farr refreshes.

The opening of the Grover Library is anticipated to be in early November. The responses from the community have been good so far.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee reported that interviews for the two Board open slots will be held next month. She went to Yes!fest, which was really exciting, and she was amazed at the number of people there. She's been attending Northern Plains Public Library board meetings, and it appears that there will be changes at the Eaton library.
- 4.2 Vice-Chair Joyce Smock was delighted to see the Outreach vehicles tonight. And it will be interesting to see the vending machine up and running in Galeton.
- 4.3 Secretary/Treasurer Nick Nakamura went to Yes!fest, and he gave kudos to the LINC staff because it was a great event. Also, the Finance Committee met last week to take a first look at next year's budget.
- 4.4 Other Board Members
- Trustee Deana Lemos-Garcia reported that the Friends & Foundation Innovation Luncheon will be held on October 1st.
 - Trustee Teresa Nuñez reported that interviews for Friends & Foundation board will be held on September 27th. Also, Carbon Valley Regional Library's arts and music festival will be held at the end of the month, and she has a Vintage Childrens Books display, which consists of about 100 books from as far back as the 1800s, in the library.
 - Trustee Gerri Holton attended Bob Grand's memorial service. It was very nice and a meaningful day. Also, she'd like to have a former board trustees gathering.
 - Trustee Michael Wailes attended Yes!fest, which was super exciting. It was great seeing how engaged the kids were, and he added that we should take this on the road.

5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4) at 7:01

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – litigation filed by Rosa Granado

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 from legal counsel regarding litigation filed by Rosa Granado:
Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

An Executive Session of the High Plains Library District was convened at 7:01pm 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 from legal counsel regarding litigation filed by Rosa Granado. 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's Dr. Matthew Hortt and Natalie Wertz. 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 7:55p.m.

6.0 ADJOURNMENT AT 7:56PM

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

October 7, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Nick Nakamura

HPLD Board Secretary/Treasurer
Nick Nakamura

Kim Parker

Recording Secretary
Kim Parker