



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, November 18, 2024
Eaton Public Library
132 Maple Avenue, Eaton, CO 80615

1.0 OPENING OF MEETING AT 5:01PM

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 was excused

Trustee Deana Lemos-Garcia

Trustee Teresa Nuñez attended virtually until 6:00p.m.

Trustee Gerri Holton

Trustee Michael Wailes

Quorum was established.

Also Attending were:

Legal Counsel William Garcia

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

Guests: Daniel Carey from Eaton Public Library,
Dan Spykstra, Quentin Rockwell, and Brooke Kardos from Wember, Inc

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 Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

- 1.3 Approval of Consent Agenda
- a. October 7, 2024 Regular Session Meeting Minutes
 - b. November 4, 2024 Special Session Meeting Minutes
 - MOTION** to approve the consent agenda: Trustee Gerri Holton
 - SECOND:** Vice-Chair Joyce Smock
 - DISCUSSION:** None
 - VOTE:** 5:0

1.4 The Good We Do

Dr. Hortt reported that at Grover’s grand opening on November 2nd, there were 110 attendees, 25 new library cards issued, and 68 items checked out. During their first week, November 5th through 9th, 28 people visited and 21 items were checked out. During their second week, 37 people went to the library, which included 30 people who attended a *Wizardly Wands* program, and 24 items were checked out. The numbers have exceeded staff’s expectations.

Rick Medrano, HPLD’s Outreach Manager, added that the number of visitors has been in the double digits every day this week. Trustee Wailes asked about 24-hour access, and Dr. Hortt replied that it may start in January.

- 1.5 Public Comment
No Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 New Member Library Director Introduction (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt introduced Beth Gudmestad, Fort Lupton Public and School Library’s new Director, and Lisa Bugbee, Northern Plains Public Library’s new Director.
INFORMATION ONLY, NO ACTION TO BE TAKEN
- 2.2 Trustee Appointments (Information) – Dr. Matthew Hortt, HPLD Executive Director
Interviews for new Trustees were held on Oct 25th for the Region 1 and Region 5 positions, because Teresa Nuñez’ and Mary Heberlee’s terms will end on December 31st. The selection committee, which consisted of representatives from HPLD’s Establishing Bodies and HPLD Board Governance Committee, chose Jenna Evans to represent Region 1 and Lisa Taylor to represent Region 5. The ratifications are underway.
INFORMATION ONLY, NO ACTION TO BE TAKEN
- 2.3 2025 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
The 2025 proposed Board Calendar was presented by Dr. Hortt. He explained that the reason the calendar does not follow the traditional practice of moving to a different library every other month is because of construction happening in the first half of the year and the need to be able to possibly schedule an executive session for each meeting. Some of the libraries do not have that capacity.

MOTION to approve the Board Meeting Calendar for 2025: Trustee Gerri Holton
SECOND: Trustee Michael Wailes
DISCUSSION: None
VOTE: 5:0

- 2.4 HR7525 / S4673 – the Special District Act (Action) - Dr. Matthew Hortt, HPLD Executive Director

The *Special District Grant Accessibility Act* bill will allow libraries and districts to receive federal funding directly, rather than it having to go to the CO State Library and then be sent to libraries. Because the Act will directly impact HPLD financially, staff recommend that the Board direct them to add HPLD as a supporter of the National Special Districts Coalition site and generate letters of support. During discussion, Dr. Hortt was asked about the negatives and the impact on Member Libraries, and responded that there is no negative to it and Member Libraries will benefit from it.

MOTION to add HPLD as a supporter on the NSDC site and generate letters of support:
Trustee Deana Lemos-Garcia
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0

Staff will email a copy of the letter of support to the Trustees.

- 2.5 Guaranteed Maximum Price Approval for Carbon Valley Regional Library Remodel (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Guaranteed Maximum Price (GMP) for the Carbon Valley remodel has been set at \$863,334.00, which is within the budget of \$880,000.00. If approved by Trustees, construction can begin as early as Christmas Eve this year.

MOTION to approve the GMP and direct the Executive Director to sign the document:
Trustee Deana Lemos-Garcia
SECOND: Trustee Michael Wailes
DISCUSSION: None
VOTE: 5:0

- 2.6 Guaranteed Maximum Price Approval for Mead Library (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Guaranteed Maximum Price (GMP) for the Mead Library is \$9,000,000: the exact budget amount.

MOTION to approve the GMP and direct the Executive Director to sign the document:
Vice-Chair Joyce Smock
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0

- 2.7 Member Library List of Services – Owner’s Representative Reimbursement (Action) - Dr. Matthew Hорт, HPLD Executive Director
- In 2019, staff received direction from the Board to pay to cover owner’s rep fees for their construction projects if they use Wember, HPLD’s contracted owner’s rep, and follow specific guidelines. Some Member Directors have now raised concerns about some of the requirements in the guidelines. Dr. Hорт asked the Trustees to provide direction. The guidelines are listed in the Board Packet and can be found at <https://www.mylibrary.us/wp-content/uploads/2024/11/HPLD-Board-Packet-11.18.24-RS-and-ES.pdf>.

After discussion, the following direction was given.

DIRECTION FROM THE BOARD: Keep the guidelines as is and add verbiage to them to clarify that HPLD’s Owner’s Rep must be used, then bring the changes to the Board to approve.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
- a. December 9, 2024 RS
- An item may be added to review a New Raymer lease for their PCC.
- 3.2 District Updates – Dr. Matthew Hорт, HPLD Executive Director
- Dr. Hорт attended the Briggsdale Arts and Crafts Fair, which supports the Briggsdale Library.

HPLD hosted a Naturalization party at LINC that was put on by their Outreach team and the NOCO Immigrant & Refugee Center. The party celebrated those who went through the citizenship program that HPLD and the IRC offers. Dr. Hорт reported that twenty-nine students from the program have received their naturalization paperwork so far this year.

Colorado Gives Day is December 10th, and HPLD’s Friends & Foundation provided information on how to give.

Staff is looking at Dec. 13th to have a Board social event for Trustees, former Trustees, and their guests. Information will be sent to them.

60 Plus Rides has invited the District to be a partner and help spread the word in order for them to attract more volunteers and users.

Dr. Hорт let the Board know that the Hill & Park Senior Center project is running into internet connection issues, and they are working on solutions.

The Friends & Foundation Night at Erie was rescheduled to November 20th at 5:00p.m. because of the snowstorm that prevented them from having it when it was originally scheduled.

4.0 BOARD COMMENTS

- 4.1 Chair Heberlee went to Grover and Briggsdale and has been spending a lot of time at Northern Plains Public Library. She is pleased with what we are doing to help Briggsdale, Grover and New Raymer.
- 4.2 Vice-Chair Smock said she's glad that CVR and Mead have starting dates for construction and she thanked everyone who was at Grover.
- 4.3 Other Board Members
Trustee Gerri Holton commented on how important libraries are to our communities. Ft. Lupton just had a Day of the Dead celebration, which is a coming together and honoring of communities. Trustee Nunez was also there.
Trustee Michael Wailes said he was pleasantly surprised at the number of people at the Grover grand opening. On another note, he was sitting next to two guys at a luncheon the other day. He never would have guessed that they were library patrons; but they got on the topic of LINC, and it was fascinating to hear two guys who don't look like library guys talk about libraries.
Trustee Teresa Nuñez left the meeting at 6:00p.m.

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 case
- 5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado case
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 case and Granado case: Vice-Chair Joyce Smock
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 4-0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:15pm on November 18, 2024 for the sole purpose of receiving legal advice on specific legal questions from an attorney regarding the Lochbuie case, which started at 6:18 and ended at 6:34p.m., and the Granado case, which started at 6:34p.m. and ended at 7:02. Attending were Board Trustees Mary Heberlee, Joyce Smock, Deana Lemos-Garcia, Gerri Holton, and Michael Wailes; Legal Counsel William Garcia; and 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 executive session was adjourned at 7:03p.m.

Upcoming meetings:

December 9, 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