



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, December 9, 2024
LINC
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:03

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 attended virtually

Trustee Deana Lemos-Garcia

Trustee Teresa Nuñez attended virtually

Trustee Gerri Holton

Trustee Michael Wailes attended virtually

Quorum was established.

Also Attending were:

Legal Counsel William Garcia

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

Guests: Jenna Evans, Lisa Taylor,

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: Trustee Gerri Holton

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

- 1.3 Approval of Consent Agenda
a. November 18, 2024 Regular Session Meeting Minutes
MOTION to approve the consent agenda: Trustee Deana Lemos-Garcia
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 6:0
- 1.4 The Good We Do
The annual food drive for the Weld Food Bank that HPLD participates in was held in October. Eight locations participated and brought in more than 780 pounds of food.
- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introduction of New Trustees (Information) - Dr. Matthew Hорт, HPLD Executive Director
Dr. Hорт introduced Jenna Evans, Region 1 candidate, and Lisa Taylor, Region 5 candidate, who the Selection Committee and Establishing Bodies chose to serve on the Board. The ratification process is underway; when ratified, they will serve on the Board from January 1st through December 31st, 2028 and will then have the option to run again for another four-year term.
INFORMATION ONLY, NO ACTION TO BE TAKEN
- 2.2 Final Budget Overview (Action) – Dr. Matthew Hорт, HPLD Executive Director
Natalie Wertz, HPLD Finance Manager, led the discussion. The main revenue source is taxes, and the mill levies are staying the same at 3.177 for 2025. The 2025 proposed budget shows a decrease in net revenues of \$13,749,751, or 19.48%, and net assets are down by \$16,655,453. After Ms. Wertz went over the details, Dr. Hорт added that the District is still in very strong financial position.
The details can be found [here](#).
The proposed budget has been reviewed by the Finance Committee and is being recommended for approval.
MOTION to open the public hearing: Vice-Chair Joyce Smock
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 6:0

Chair Heberlee asked if there were any members of the public who would like to comment on the budget. There were no comments.

- MOTION** to close the public hearing: Trustee Gerri Holton
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0

MOTION to approve the budget and adopt resolution 24-3: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 24-4 and appropriate sums of money: Secretary/Treasurer Nick Nakamura

SECOND: Trustee Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 24-5 to set the Mill Levy for Weld County: Vice-Chair Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 24-6 and set the Mill Levy for Boulder County: Secretary/Treasurer Nick Nakamura

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 6:0

- 2.3 Member Library List of Services – Owner’s Representative Reimbursement Guidelines Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

HPLD has had guidelines for Member Library reimbursements for owner’s rep fees since September 2019. Recently, Member Libraries questioned the requirement to use the contracted on-call owner’s rep on contract, and last month the Trustees decided that the requirements will stay the same and directed staff to make the policy clearer and bring it back to the board. Dr. Hortt presented the amended guidelines, which can be found [here](#).

MOTION to update the policy: Trustee Gerri Holton

SECOND: Trustee Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

- 2.4 Friends of Raymer MOU/Lease (Action) - Dr. Matthew Hortt, HPLD Executive Director
New Raymer had requested that HPLD install a public computer center (PCC) in an historic mercantile building, and an MOU was prepared by HPLD staff and legal counsel. Later, staff was notified that New Raymer needed a lease, instead of the MOU. Legal Counsel recommended that a gross commercial lease be used, and prepared a lease that mirrors the MOU. The PCC will be reviewed annually for usage numbers, and staff will share that information with the board.

MOTION to approve the Raymer MOU and Lease and direct Dr Hortt to sign it: Trustee Gerri Holton

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

2.5 Request to Create a Restricted Library Card (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt explained that the District received a request to create a restricted library card that would keep a 16-year-old from checking out graphic novels. The materials management system does not offer that option, and it would take considerable time to build a system that could provide that service. In addition, it would require changing the circulation policy and Board approval. An alternative option was presented to the family for the child's card to require the parents' approval in order to check out an item, but they did not agree to it. The District's stance is to encourage and expect families to be involved with their children's library use, and staff's recommendation is to keep the circulation policy as currently written.

MOTION to keep the circulation policy as written: Trustee Gerri Holton

SECOND: Trustee Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

2.6 Outgoing Trustee Recognition (Information) - Dr. Matthew Hortt, HPLD Executive Director Chair Mary Heberlee, Region 5 Trustee and Board Chair, and Teresa Nuñez, Region 1 Trustee, will both complete their terms on December 31st. Dr. Hortt thanked them for their service and presented parting gifts.

INFORMATION ONLY, NO ACTION TO BE TAKEN

3.0 DIRECTORS REPORT

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

a. January 13, 2025 RS

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

December 10th is Colorado Gives Day, and Dr. Hortt passed out cards with details. He encouraged everyone to consider giving to the cause of their choice, and recommended the HPLD Foundation.

Farr Regional Library's refresh will start on January 6th and may take up to the full month of January to complete. The library will be closed as we know it, but will offer curbside pickup, copying and mobile printing, Book-a-Librarian appointments, and a small collection during that time. The hours for these services will be limited to Monday through Thursday: 9:00am to 5:00pm, Friday and Saturday: 10:00am to 5:00pm, and Sunday: 1:00 to 5:00pm.

The DSS expansion project is still waiting for a legal description of the new drainage pattern in order to get building permits, because there were changes made to the natural drainage during the Hope Springs project.

To follow up on last month's direction from the Board to support the *Special Districts' Grant Accessibility Act*, staff sent correspondence to Senators' Bennet's and Hickenlooper's office, asking them to support the Act.

At the first of the year, staff will send links to Trustees for online board training.

Dr. Hortt reminded the Board of the *Current- and Former-Trustees Get-Together* on Friday evening at 5:30.

A former Trustee, Bob Grand, was always pushing for the District to do better; and from that, Dr. Hortt created a Library Confidence Indicator that was taken from the Consumer Confidence Indicator and rewritten for library use. It asks if the HPLD Libraries have value to them and their community, and more. Over the last few years, the number of responses has grown dramatically, and the ratings, which started strong, have improved. He added that it's good to see the confidence the community has in the District.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee reported that she is proud of what HPLD has done in literacy and workforce development. She's also pleased that the District has repurposed buildings and expanded services in rural areas, including Kersey, Grover, Briggsdale, and New Raymer.
- 4.2 Vice-Chair Joyce Smock welcomed the new board members and thanked Mary for being a cheerleader for the outside areas and Teresa for her service. She said, "We have hope and people working hard for 2025."
- 4.3 Secretary/Treasurer Nick Nakamura thanked Mary for her service and leadership, and Teresa for her service, and welcomed the new trustees. He commended LINC Innovation Librarians for starting to offer programs in Spanish, and Hudson Public Library for participating in the recent Keenesburg parade.
- 4.4 Other Board Members
 - Trustee Deana Lemos-Garcia welcomed the new trustees and thanked Mary and Teresa for their time and legacies, and the paths they've made for the Trustees.
 - Trustee Teresa Nuñez expressed gratitude to all the Trustees. She added that this is a fantastic board with great people. Matt is a great leader who has a wonderful way of handling everything with strong grace. Kim was like a lifeline who took care of her through communications since going remote. She also enjoyed Natalie, who is very smart and made things easy for her to understand when she was on the finance committee. When on the Foundation, it was a pleasure to work with Niamh. She enjoyed working with Mary and appreciated her longevity, along with Joyce's and Gerri's, who both have great insight. She appreciated Barb Wright Wisner and the administrative staff for their help. She also appreciated Legal Counsel Garcia, who, again, made things easy to understand. She closed by saying that this year's newer trustees have been great additions to the board, and Lisa and Jenna will be fantastic.
 - Trustee Gerri Holton welcomed Lisa and Jenna, and thanked Mary and Teresa for their perspectives. She also gave a shoutout to the budget committee and finance staff for their work on the 2025 budget and said, "Well done!"
 - Trustee Michael Wailes welcomed the new board members and added that his first year on the board went fast. He also thanked Mary and Teresa for their service: Mary for her input and leadership, and Teresa for her input.

Chair Heberlee called for a recess at 6:27pm.

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

- 5.1 C.R.S. § 24-6-402(4) (f) Personnel Matters – Matthew Hortt’s Performance Appraisal
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)(f), for the sole purpose of discussing personnel matters - Matthew Hortt’s performance appraisal: Vice-Chair Joyce Smock
SECOND: Trustee Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:47pm on November 18, 2024 for the sole purpose of discussing personnel matters - Matthew Hortt’s performance appraisal. Attending were Board Trustees Mary Heberlee, Joyce Smock, Deana Lemos-Garcia, Gerri Holton, and Michael Wailes; Legal Counsel William Garcia; 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 executive session was adjourned at 7:12p.m.

6.0 RECONVENING OF REGULAR SESSION AT 7:15PM

- 6.1 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 was excused
Trustee Gerri Holton
Trustee Michael Wailes was excused
Quorum was established.

7.0 ADJOURNMENT at 7:18PM

- There being no further business,
MOTION to adjourn the meeting: Vice-Chair Joyce Smock
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 4:0

Upcoming meetings:

January 13, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Deana Lemos-Garcia

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Kim Parker

Recording Secretary
Kim Parker