



BOARD OF TRUSTEES

Regular Session Minutes

Monday, January 13, 2025

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:02 PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Trustee Joyce Smock

Trustee Nick Nakamura

Trustee Deana Lemos-Garcia arrived at 5:04pm

Trustee Jenna Evans

Trustee Gerri Holton was excused

Trustee Michael Wailes

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hortt, Natalie Wertz, Niamh Mercer, Ian Holmes, Mallory Pillard, and Kim Parker

Legal Counsel William Garcia

Guests: Tony Brewer; Julian Jacquin from the City of Erie

Dr. Matthew Hortt 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 asked that item 2.4 be moved up to 2.3

MOTION to approve the agenda as amended: Trustee Nick Nakamura

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

a. December 9, 2024 Regular and Executive Sessions Meeting Minutes

MOTION to approve the consent agenda: Trustee Michael Wailes

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

1.4 The Good We Do

HPLD's social media team recently posted on Facebook the question, "I didn't know the library offered that, and I like it and wish the community knew about it". They had over 75 responses, which included Specialty Checkout, Experience Passes, 3-D Printer, Children's play area, Hoopla and Libby, weaving classes, genealogy classes, book binding, plant library and seed library, free faxing, the treehouse at Centennial Park, jigsaw puzzle exchange, and Dungeons & Dragons games. From the survey, the team also received requests for the following services: to do Canva and eBay classes, additional sewing classes, notary services, and offer a laminating machine for the public.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Oath of Office and Ethics Policy (Action) - Dr. Matthew Hортt, HPLD Executive Director

Per Colorado Revised Statutes, civil officers are required to take an oath of office annually, and library trustees are considered civil officers. Therefore, Legal Counsel Bill Garcia led the Trustees in the Oath, and, because HPLD Trustees also review and sign an ethics policy, read the Ethics policy into the record. The Trustees then signed the Oath and Ethics statements.

Trustee Lisa Taylor asked, "If constitutional changes are made, will the Board change the policy?" Dr. Hортt replied that it would be reviewed at that time and changes would most likely be made.

2.2 Election of Board Officers (Action) - Dr. Matthew Hортt, HPLD Executive Director

Dr. Hортt led a discussion to set the 2025 Board Officers. Prior to this meeting, Trustees were asked if they were interested in serving in an officer position; and from that, the proposed slate of officers were presented:

Chair: Nick Nakamura

Vice Chair: Joyce Smock

Secretary/Treasurer: Deana Lemos-Garcia

MOTION to approve the proposed slate of officers: Trustee Michael Wailes

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

2.3 Erie Town Center URA (Action) - Dr. Matthew Hортt, HPLD Executive Director

The Town of Erie has proposed a Town Center Urban Renewal Area Proposal and Tax Increment Financing to develop an area just south of the Erie Community Library. Their request is that HPLD enter into a revenue sharing agreement with the Town for the defined area. As proposed, the District would share 100% of the tax revenue in the URA for a 25-year term. Based on the 25-year property tax projections for the URA, the District would be sharing \$692,000 in tax revenue.

MOTION to approve the Erie Town Center Urban Renewal Area Proposal and TIF Agreement and direct the Executive Director to sign it: Trustee Michael Wailes

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

- 2.4 2.4 Selection of Board Committees (Action) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt led a discussion on the committees and who would like to be on which one(s). After discussion, the following committees were suggested:

Standing Committees

- a. Finance: Deana Lemos-Garcia and Michael Wailes
- b. Foundation: Lisa Taylor and Michael Wailes
- c. Governance: Joyce Smock and Jenna Evans

Ad Hoc Committees

- d. Materials Reconsideration: Gerri Holton, Lisa Taylor, and Jenna Evans
- e. Construction Committees
DSS Archives:
Mead: Michael Wailes

MOTION to accept the committee assignments as discussed: Trustee Lisa Taylor

SECOND: Vice Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

- 2.5 Wember Facilities Master Plan Task Order (Action) - Dr. Matthew Hortt, HPLD Executive Director

It is time to update the existing Facilities Master Plan, and staff worked with Wember to develop the scope for updating the plan that will evaluate the District's demographics and anticipated growth. Wember put together a task order, and staff are pleased with the proposal. It is within the budget of \$50,000, which has already been budgeted for, and staff recommend that the Board approve the task order.

MOTION to approve the task order and direct the Executive Director to sign it:

Secretary/Treasurer Deana Lemos-Garcia

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 5:0

- 2.6 Mead Project Master Plan Amendment (Action) - Dr. Matthew Hortt, HPLD Executive Director
Chair Nick Nakamura recused himself from the Mead discussion at 5:51pm, due to possibly becoming a supplier to the project.

HPLD has an agreement with the Mountain View Fire District (MVFD) for the Mead Project that says MVFD will lead the site development and construction, and that the two parties will share the site development costs 50/50. Dr. Hortt recommended that the Board approve the action taken by MVFD to expand their existing contract with Fransen Pittman to do the work, rather than go through the RFP process. Doing so is expected to lower the project cost by approximately \$800,000. Both parties' Legal Counsels have approved the action, and staff asks that the Board approve of not doing the RFP.

MOTION to approve the action: Trustee Lisa Taylor

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

Chair Nick Nakamura returned to the meeting after the discussion ended at 5:58pm.

- 2.7 Policy Updates (Action) – Dr. Matthew Hорт, Executive Director
Staff have drafted updates to HPLD’s policies on Service Animals, Flags, and Photography and Video. Dr. Hорт explained what the changes were and why they were made.
MOTION to approve the recommended policy amendments: Vice Chair Joyce Smock
SECOND: Trustee Lisa Taylor
DISCUSSION: None
VOTE: 5:0

- 2.8 Construction Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director
DSS expansion will start in March, because it is anticipated that the final building permit will be received next month. Construction will go through the spring of 2026.

Mead construction will start site work and general conditions in March, and continue through the fall of 2026.

Carbon Valley Regional Library’s construction will start on February 25th and run to April 25th.

Construction at the Farr Regional Library started in January, and it is expected to continue through February 25th. Even with the remodel going on, staff are providing services. On the first day of lobby service, 216 patrons were there.

For Information Only – No action is needed

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
a. February 17, 2025 RS

- 3.2 District Updates – Dr. Matthew Hорт, HPLD Executive Director
HPLD All Staff Day will be held on Friday, February 28th at UNC’s University Center. All branch libraries will be closed to allow all employees to attend, and Trustees are invited.

Glenn A Jones, M.D. Memorial Library has started on their new library project in Milliken and the School district has provided the lease agreement. Also, G.A. Jones Library will host Craig Johnson, author of the Walt Longmire mystery novels.

HPLD staff have been working on a partnership with Snap-on Tools, who connected the District with Alabama Flight Works. Thanks to funding from the HPLD Friends & Foundation, staff ordered a *Build It Better* STEAM-focused kit for K - 5th grades. It will come with curriculum that was based on input from Amazon and Airbus; and children’s programming, such as Storytimes, will be tied to the curriculum to instill learning at an early age.

In a partnership with Eaton Public Library, a book vending machine was put up in Galeton at the fire station. The public will now be able to check out books in their community outside of business hours.

Trends and Data from last year:

The number of patrons going into LINC went up by 600 people per month over last year: 2023 numbers averaged 21,600 people per month, and 2024 averaged 22,236 per month. Also, there were 5,730 uses of innovation and makerspaces in the district. Grover had 651 patrons visit in the first two months, with 471 items checked out.

District-wide, the overall door count went up by approximately 142,000 patrons last year, bringing the total to over 1,000,000, and circulation went up by 65,000 items.

4.0 BOARD COMMENTS

- 4.1 Chair Nakamura thanked the Trustees for their trust in his leadership. He said there's a lot going on this year, and we will keep up the trajectory.
- 4.2 Vice-Chair Smock said the numbers that were just shared are staggering. While sitting downstairs before the meeting and asking, "What do you like about this library?", it's fun to see everyone light up. She was also pleased with Grover's numbers, and welcomed the new Trustees.
- 4.3 Secretary/Treasurer Lemos-Garcia welcomed the new members. She shared that she's excited to be part of the Finance Committee and the Board Officers.
- 4.4 Other Board Members
- Trustee Evans said she is excited and grateful to be here. She added that she donated to the Foundation during their fundraiser, and she was impressed when she received a thank you card in the mail and a phone call within days.
 - Trustee Wailes welcomed the new members, and said he enjoyed the Board dinner in December. The new Milliken location of the Glenn A Jones MD Library could possibly be open when school starts next year, and he attended the Colorado Association of School Boards' Legislative Review Committee, and he'll keep the board posted on anything that may cross over to libraries.
 - Trustee Taylor expressed that she appreciates being here and looks forward to where we are headed. She also appreciates the Officers for their willingness to serve and leadership, she's grateful for the HPLD staff: those on the front lines and those who are steering the ship, and Dr. Hорт for his great leadership.

5.0 ADJOURNMENT AT 6:25PM:

There being no further business,

MOTION to adjourn the meeting: Vice Chair Joyce Smock

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

Upcoming meetings:

February 17, 2024, 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