



BOARD OF TRUSTEES

Regular Session Agenda

Monday, February 17, 2025

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

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The meeting can be viewed from your computer, tablet, or smartphone.

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. January 13, 2025 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Board Training (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Building a Better Organization Overview (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Policy Updates (Action) – Dr. Matthew Hortt, Executive Director
 - a. Open Records Policy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. March 17, 2025 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD COMMENTS

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado Claim
- 5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim
- 5.3 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Executive Orders

6.0 ADJOURNMENT

Upcoming meetings:

March 17, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631



BOARD OF TRUSTEES
DRAFT - 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. Hортt 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

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 17 th , 2025
Type of item: Information
Subject: Board Training
Presented by: William Garcia, HPLD Legal Counsel
Recommendation: Item for information only, no action to be taken

Background

HPLD Board Trustees receive introductory training during onboarding, and the Board continues to receive training throughout their time on the Board. HPLD Legal Counsel has prepared and will be presenting a training that covers trustee’s duties and responsibilities.

Staff Recommendation

Item for information only, no action to be taken

2025 High Plains Library District Board of Trustees

Board Worksession-Trustee Duties and
Responsibilities

By

William F. Garcia, Esq.

Highlights of C.R.S. Title 24, Article 18, Part 1

24-18-103 The holding of public office is a public trust. A local government official shall carry out his duties for the benefit of the people of the State. A local government official whose conduct departs from his fiduciary duty is liable to the people of the state as a fiduciary and may be prosecuted by the District Attorney for abuse of trust

24-18-104 A local government official shall not: disclose or use confidential information to further substantially his personal financial interests or accept a gift of substantial value or substantial economic benefit that would tend to improperly influence a reasonable person or that the gift is primarily for the purpose of rewarding him for an official action taken.

Highlights of C.R.S. Title 24, Article 18, Part 1

24-18-104 Examples of prohibited gifts/transactions:

- A loan at a rate of interest lower than commercial rate
- Compensation received for private services rendered at a rate substantially exceeding fair market value
- Acceptance of goods or services for personal benefit by one also providing goods or services to HPLD (unless totality of circumstances indicate transaction is legitimate and fair)
- Acquire or hold interest in a company receiving economic benefit by official action of the board or adverse affect a competitor
- Obtain employment taking advantage unavailable to others within 6 months of leaving office
- Enable an immediate family member to obtain employment, a gift or benefit from giver in position to reward the official.

Highlights of C.R.S. Title 24, Article 18, Part 1

24-18-104 Examples of permitted gifts:

- Campaign contributions (if elected office)
- Unsolicited item of trivial value
- Gift with FMV of \$53 or less (unless by professional lobbyist)
- Unsolicited token or award of appreciation
- Unsolicited educational material, publications or subscriptions
- Reimbursement of reasonable expenses for conventions, meetings, trips, food or beverage at meetings
- Gift from relative or personal friend on special occasion
- Payment for speeches or salary from employment (report speech, appearance or publication payment under 24-6-203(3)(d))

Conflict of Interest

- Actual vs. apparent conflict of interest.
- Disclose by letter to Secretary of State and board
- Disclose 72 hours before matter is presented
- Recuse from participation, discussion or voting. You may vote if necessary for quorum (C.R.S. 24-18-109)
- Strongly recommend that trustee leave room and not engage in discussion or otherwise influence.
- Not a conflict or breach of fiduciary duty to serve on nonprofit board and vote on matters that may pertain to nonprofit. No disclosure other than public announcement required.
- Annual conflict of interest disclosure regarding situations that involve actual or apparent conflicts
- Failure to disclose is a class 2 misdemeanor and can make action voidable and expose trustee to liability

Open Meetings (Sunshine) Law C.R.S. 24-6-401 et. seq.

- HPLD Board of Trustees is a local public body. Any meeting of 3 or more members at which public business is to be discussed or at which formal action may be taken must be noticed. Social gatherings are exempt if public business is not central purpose.
- Email exchanges between trustees on subjects other than public business are not meetings. Otherwise, email exchanges can be considered meetings.
- Notices are to be provided by HPLD as provided by law. Minutes and electronic recordings managed by HPLD.

C.R.S. 24-6-402 executive session

- Certain matters may be discussed in Executive Session. Must strictly follow statutory rules and no final action
- Motion required with statutory authority cited with specificity:
 - 24-6-402(4)(a) purchase, lease, transfer or sale of real property interest
 - 24-6-402(4)(b) conferences with counsel to the board for purpose of receiving legal advice on specific legal questions
 - 24-6-402(4)(c) Matters required to be kept confidential by Federal or State law or rules or regulations-cite specific statute or rule
 - 24-6-402(4)(d) specialized details of security arrangements or investigations
 - 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations, developing strategy or instructing negotiators
 - 24-6-402(4)(f) personnel matters, identifying the person or position to be discussed (not for general personnel policies) person identified may request that the matter be held in open meeting.
 - 24-6-402(4)(g) consideration of any documents protected by the mandatory nondisclosure provision of open records act

Colorado Open Records Act (CORA)

- Recognize that your files, notes, emails, texts and other documents can be subject to production under CORA.
- A CORA request would typically be directed to the Director. If a written request is sent to a Trustee, immediately forward to the Director.
- You will be directed by the Director and/or Counsel regarding the scope of the CORA request. Inform the Director/Counsel staff how much time you will need to respond to the request, whether you feel that the request will produce an excessively large production and whether you feel that some information may be privileged.
- A response to the request is due within 3 working days.
- This is for production, not creation of any document.

Communications Best Practices

- Trustees may not, outside of a regularly scheduled meeting use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate or take action on any Board business. (OML)
- Trustees will refer inquiries from community members, employees and patrons to the Director for resolution.
- The Board President, Director and Community Relations and Marketing Manager are the official spokespersons for the Board of Trustees and District. All inquiries are to be directed to these individuals.
- Unless specifically authorized by the Board, no individual Trustee may speak on behalf of the Board.
- Be visible in your official role at community meetings and events. You are a conduit for and to the District and the community.
- Use HPLD email for Trustee business and check HPLD email regularly (at least daily).

Board Powers and Duties (24-90-109)

The Board of Trustees shall:

- Adopt bylaws, rules and regulations for its own guidance and of the library
- Have custody of all property of the library, including buildings
- Employ a highly qualified Director to manage the day-to-day operations of the Library and evaluate the Director's performance annually
- Submit annually a budget and certify the mill levy
- Adopt a budget and make appropriations for the ensuing fiscal year
- Accept such gifts of money or property for library purposes as deemed expedient
- Hold and acquire land by gift, lease or purchase for library purposes
- Lease, purchase or erect any appropriate building for library purposes

Board Powers and Duties (2)

- Sell, assign or convey any property of the library, real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, or lease any property
- Borrow funds for library purposes by means of a contractual short term loan when moneys are not currently available but will be in the future
- Authorize the bonding of persons entrusted with library funds
- Conduct an annual audit of the financial statements of the District
- Adopt a policy for purchase of library materials and equipment on the recommendation of Director
- Hold title to property given to or for the use or benefit of the library according to the terms of the gift

Board Powers and Duties (3)

- Enter into contracts
- Maintain a current and accurate map of the legal service area
- Make a report showing the condition of the Board's trust, sums of money expended and the purposes of expenditures

The Board of Trustees may:

- allow non-residents to use library materials
- request that an election be held to alter the maximum tax levied

The powers of the Board of Trustees lie in its action as a group. Individual Trustees exercise authority over District affairs only as votes are taken at a legal meeting of the Board.

The Trustee in the Community

- Understand and articulate the library's mission
- Be familiar with and support library services and programs
- Keep the lines of communication open between trustees, Director, the community and local government officials
- Foster community involvement in the library
- Maintain a positive relationship with the Friends and Foundation

The Trustee in the Community (2)

- Understand community needs, library capabilities and the necessity to plan carefully for future library services
- Take every opportunity to build goodwill for the library
- Participate in local and statewide advocacy, stressing the current importance and benefit of libraries
- Focus on policies and practices that permit the Director and staff to run the library efficiently

Questions?

William F. Garcia

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HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 17 th , 2025
Type of item: Information
Subject: Building a Better Organization (BBO) Update
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no action to be taken

Background

As part of the HPLD Strategic Plan, the High Plains Library District has chosen to pursue excellence in the form of adopting the Malcom Baldrige Framework. The District has been working with the Rocky Mountain Performance Excellence Organization to do this work. We have called this initiative, Building a Better Organization (BBO). Staff are providing updates to the Board on where we stand and what to expect. BBO will be a focus of HPLD Staff Day.

Updates

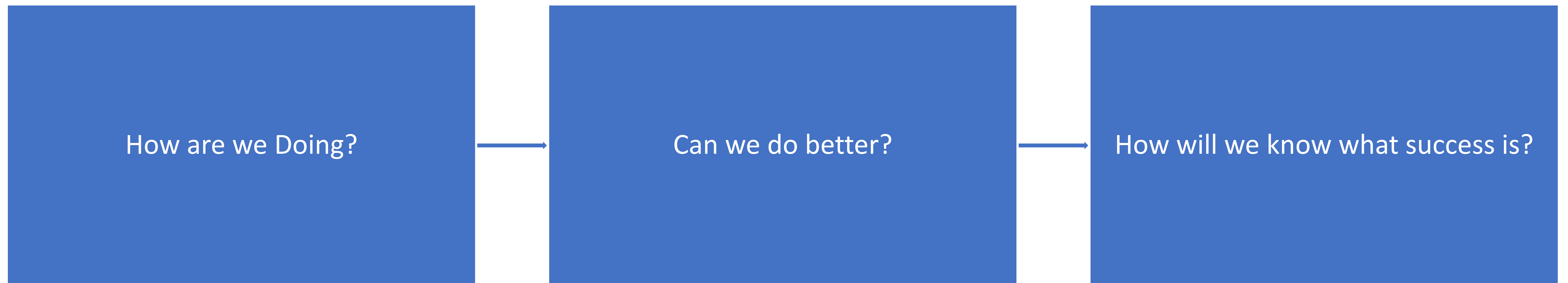
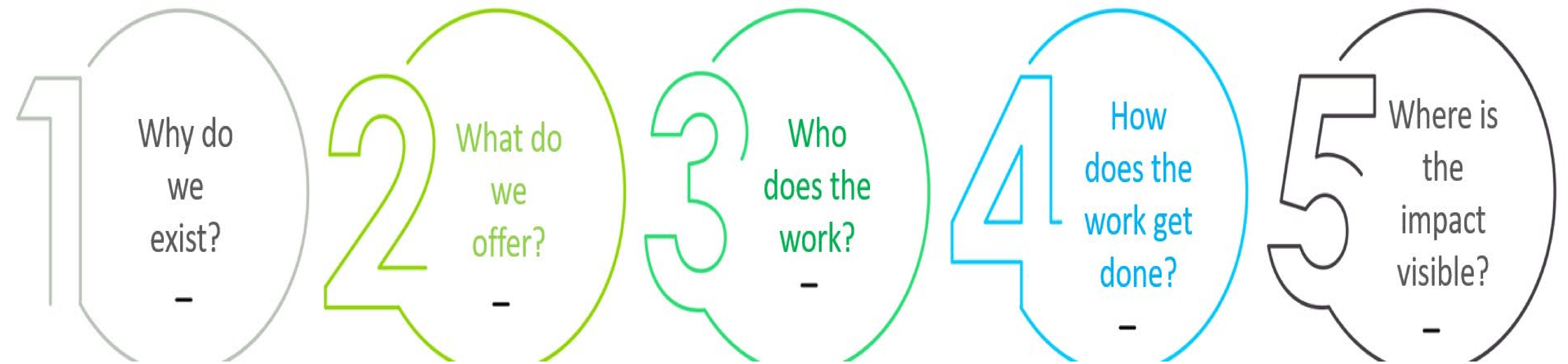
- HPLD has been recognized at the High Plains and Foothills levels by Rocky Mountain Performance Excellence
- Planning is underway for the next 2-3 years of continuous improvement
- Next level of recognition is Timberline
- The focus of staff day is to expand the framework and continuous improvement process to the full organization. At staff day, Staff & the Board will learn more about:
 - The Data HPLD has available and how it can be used
 - What success can look like
 - Why continuous improvement is vital for the future of HPLD
- What to expect: More data and a challenge to use it in our decision making

Recommendation

Information only, no action to be taken

Building a Better Organization







HPLD Data

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 17 th , 2025
Type of item: Information
Subject: Construction Update
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Item for information only no action to be taken

Background

The High Plains Library District has four active constructive projects at varying stages of design and construction. Staff will provide regular updates to the Board on the projects.

Considerations

- DSS Archive and Expansion
 - The project will begin by constructing the new building, then remodeling the existing space
 - Project is on budget
 - Construction set to begin, and staff will vacate the building on March 21st
- Mead Library
 - Construction/site work is anticipated to begin in Mid-April
- Carbon Valley Regional Library (Remodel)
 - Construction is planned to begin on Feb 17th
- Farr Regional Library
 - Project is projected to be completed on Feb 25

Recommendation

Item for information only no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 17 th , 2025
Type of item: Action
Subject: Policy Update - Open Records Policy
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff recommend the Board consider and approve the policy update

Background

This is an update to the current policy. The changes were made to simplify and clarify the wording and to update to current technological practices (substituting flash drives for CDs). In addition, factual errors, such as the cost for research and retrieval, were corrected, and an exception to the privacy of library user records was noted.

Updates

- We anticipate additional changes coming regarding CORA: From the SDA newsletter, January 2025 – there will be the introduction of a CORA bill to extend the deadline for responding to requests, particularly those made “for the exclusive purpose of a commercial or pecuniary gain.” If it passes, we’ll revise the policy and bring it back to the Board.

Recommendation

Staff recommend the Board consider and approve the policy update

Open Records Requests

High Plains Library District is committed to the principle of openness and accessibility. As such, the District commits to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#) and the minimum requirements set forth by the [Colorado State Archives Special Districts Records Management Manual](#).

The following policy is intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the District's records, and to engage effectively with the public.

Requests for public records

Requests will be processed by the Executive Director, who is the designated custodian of records. General emails to the District or inquiries made on the District's social media sites will not be treated as open records requests pursuant to CORA. When practicable, open records requests should be submitted in writing or made via the District's [Open Records Request Form](#), which is available on the High Plains Library District website (MyLibrary.us).

Prior to submitting a records request, please check the District website to determine whether the records sought are already available online.

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information, if known.)
- Preferred method of delivery (email, regular mail, in-person inspection, etc.).

Responses to requests

The Executive Director is responsible for responding to the request in a timely manner. Responses will be provided in the format in which the documents are maintained whenever legally, technologically, or practically feasible. The requesting party will be notified if the requested documents are not available, reside with another agency or if the records are not covered by CORA.

Responses to requests will include information currently in the possession of the District.

If review of original documents is requested, the records custodian may impose certain procedures to protect the integrity of the public record, including supervision by a District employee within the area where the records are stored and/or maintained. The records custodian may also establish a designated area or schedule for a particular time of day to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The District will comply with the reasonable response timelines set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three working days, the requestor will receive notice from the records custodian that additional time, up to seven (7) working days, will be necessary.

The District will only produce documents, within their possession, as permitted by CORA and those which do not exceed the minimal standards set forth by the [Colorado State Archives Special Districts Records Management Manual](#). Documents that are prohibited from Disclosure under CORA will not be released, including but not limited to:

- [C.R.S. §24-72-204\(3\) \(a\) \(V\)](#) Library and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions.
- [C.R.S. §24-72-204 \(3\) \(a\) \(VII\)](#) Library records disclosing the identity of a user as prohibited by section [24-90-119](#).

According to Colorado Revised Statute 24-90-122, Library Law, “A written request for reconsideration of a Library Resource is not a library user record as described in section 24-90-119 (1). A written request for reconsideration of a Library Resource is an open record under the “Colorado Open Records Act”, Part 2 of Article 72 of this title 24...”

Fees charged

High Plains Library District seeks to meet public information requests in the most economical fashion possible. The fees charged by the District will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, costs associated with specialized IT support, and staff time required to research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to [C.R.S. §24-72-205\(6\)](#) there is no charge for the first hour of time for research and retrieval of records.

Copies	
8.5" x 11"	25¢ per page
11" x 17"	25¢ per page
Greater than 11" x 17"	Actual cost of reproduction + research and retrieval time

Electronic Copies	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned	Research and retrieval time
If the record has to be printed and scanned	Research and retrieval time + paper conversion fee
Audio recordings	Research and retrieval time

PDF Records Sent Via Email	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to PDF	Research and retrieval time + paper copy fee

Research and Retrieval	
One hour or less	\$0

More than one hour	\$33.58 per hour
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Mailing Expenses	
Mailing expenses	Actual cost

Deposits

If the fulfillment of a request is likely to incur fees more than \$30.00, the records custodian will attempt to provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. High Plains Library District may require payment of the estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred more than the deposit and will be reimbursed for any estimated costs that are not actually incurred.

Related documents

Websites:

- [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#)
- [Colorado Library Law – Privacy of User Records C.R.S. §24-90-119](#)
- [Colorado State Archives Special Districts Records Management Manual](#)
- [High Plains Library District Open Records Request Form](#)

Procedures:

Open Records Request procedure

Policy History	Open Records Requests
2014 – Mar 17	New. Titled “Public Records Request Guideline.”
2015 – Apr 24	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2019 – Mar 18	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.
2025 – Feb 17	Revision. Removes examples of information that is not routinely included in request responses. Removes reference to compact disc as a format for electronic copies. Specifies that the research and retrieval rate after the first hour is \$33.58 per hour, rather than a flat rate.
Reviewed by	Executive Director



BOARD OF TRUSTEES
DRAFT - Regular Session Agenda
Monday, March 17, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

This is also streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet, or smartphone.

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399313765>

If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: https://hpld.formstack.com/forms/board_questions

The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. February 17, 2025 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
- 2.2 Construction Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Policy Updates (Action) – Dr. Matthew Hortt, Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
 - a. April 21, 2025 RS
- 3.2 District Updates – Dr. Matthew Hорт, HPLD Executive Director

4.0 BOARD COMMENTS

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

April 21, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

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GOALS

GOAL

Goal	Board only updates
<p>*Provide updates to the Board</p>	<p>NEW Marjorie Elwood:</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> • Carbon Valley Library furniture bids • Determining DSS office layouts • Policies & Procedures - Flag, Photography & Videorecording, Service Animals <p>What's Coming Up in the next 30 days?:</p> <ul style="list-style-type: none"> • Carbon Valley Library will be closed for most public services during a three-week closure, starting February 17th. This will allow the louder, more demolition-oriented portions of the refresh to take place while patrons are not in the space. We will still be providing holds pick-up. • Mead Library - We will be starting Owner-Architect-Contractor (OAC) meetings in February, as infrastructure work begins. We are discussing shelving requirements for the new library. • DSS - Current Building: GH Phipps, our construction company, will mobilize into the space April 4th; starting construction April 7th. • DSS New Building (to the South of the current building): · We are still waiting on a permit from the City for the new building, so we're probably looking at a start date for it closer to the end of February. <p>NEW Melissa Beavers:</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> • City of Greeley's Economic Development Department held a full-day Strategic Planning session at LINC Wednesday, January 8. • City of Greeley's Mayor's Task Force on Homelessness met at LINC on Thursday, January 9. • Americorp Digital Navigator Jacqueline Iverson works at LINC 20 hours weekly to meet with patrons to assist with their technology needs and to help bridge the digital divide. The Digital Navigator met with 35 people in January. <p>What's Coming Up in the next 30 days?:</p>

- LINC LA Rob Walker will be presenting "The Children of the Night: Horror is Healthy for Kids" at the CLIC 2025 Virtual Winter Workshop on February 5.
- LINC will be hiring an Exhibits Specialist to help maintain the exhibits and equipment in the Children's Innovation Space.

NEW Elena Rosenfeld:

What's Happened in the last 30 days?:

- **Acts of Connection** – The Healthy Mind and Spirit Committee of Thriving Weld has been proceeding forward with the Acts of Connection initiative this month. Efforts included having a number of Weld County communities declare January as Acts of Connection Month and working with organizations to plan workshops on addressing social isolation and loneliness from both an organizational or personal level. Fort Lupton Public and School Libraries was one of the organizations contacted and they will be working with a program coordinator to bring the workshops into their community this fall.
- **Benefit of Mentoring Work** – The Colorado Association of Libraries (CAL) offers a leadership program for library workers. While serving as a mentor often means sharing my knowledge with others, there are times that mentoring provides learning experiences. This month, Elena Rosenfeld was offered the opportunity to participate in testing a program focused on storytelling with data. Some of the ideas used may be shared with High Plains staff.
- **Copyright and Licensing Update** – Rebecca Libersat and Elena Rosenfeld are working to update the District's Copyright and Licensing policy.

What's Coming Up in the next 30 days?:

- **Library Technology Accessibility Workshop** – the Colorado Alliance of Research Libraries is hosting a session on accessibility and technology. While the focus is for academic libraries, there may be some resources and ideas that will work well for the District.
- **United Way Led Collective Impact Efforts** – As reported earlier, United Way of Weld County updated their strategic plan and decided that they would continue to support Collective Impact efforts. This month, the "Aging Well" group will be meeting to reboot their efforts. In addition, the Early Childhood Council which also leads the "Great by 8" initiative will be meeting to start acting on an updated plan as well. This should result in more energy in both initiatives. It is expected that the "Thrive by 25" and "Weld's Way Home 2.0" efforts will be starting in the next few months.