



**HPLD Foundation Board of Directors**

**Regular Session**

**August 16, 2021**

**District Support Services**

**2650 W. 29<sup>th</sup> St., Greeley, CO 80631**

**3:00pm**

**This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/868574741>**

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Access Code: 868-574-741

**1.0 OPENING OF MEETING**

**Meeting Began: 3:02 PM**

**1.1. Roll Call and Pledge of Allegiance**

Present: Gerri Holton

Present via voice conference: Joyce Smock, Julie Foreland, Andrea Kaumann, Caleb Jackson

Staff Present: Foundation Director Niamh Mercer, Executive Director Dr. Matthew Hortt, Finance Manager

Natalie Wertz, Development Associate Christina Hardman, MOVE Manager Brittany Raines, MOVE Librarian Carolyn Valencia, District-wide Events and Experiences Supervisor Amy Ortiz, MOVE Librarian Tim Ruth

**1.2. Approval of Agenda (Action)**

**MOTION:** Vice Chair Smock moved to approve the agenda as presented

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

**1.3. Approval of Minutes (Action)**

**MOTION:** Vice Chair Smock moved to approve May 17, 2021 Regular Session minutes as presented.

**SECOND:** Director Kaumann

**VOTE:** 5;0 unanimously approved

**1.4. Public Comment**

No public comment.

**2.0 ITEMS FOR ACTION/INFORMATION**

**2.1. Board of Directors Icebreaker (Information)**

The Board of Director's discussed why they love their library.

Chair Holton loves connecting with the community and believes the library is the heart of the community. She loves that there is information of what is happening in the community and that there is always a lot of activity.

Vice Chair Smock loves that there is easy access to a lot of information

Director Kaumann loves that whenever she visits, there are many intellectually stimulating things to do, and she can relax in front of a fire and get connected with things that she loves.

Secretary/Treasurer Foreland says that she loves the community feel and that they serve all ages and socioeconomic groups with access to books and computers.

Director Jackson agrees with all the above and loves that he can check out a state parks pass.

## **2.2. Board Designated Fund Update (Information)**

Brittany Raines MOVE Manager, Carolyn Valencia MOVE Librarian, Amy Ortiz District-wide Events and Experiences Supervisor, Tim Ruth MOVE Librarian provided updates on programming that received Board Designated funds in 2021.

Chair Holton asked how many families have signed up for the Widening the Window Family Book Club. Carolyn Valencia MOVE Librarian informed the board that they have 3 families and are looking for 5 more.

Chair Holton asked about the future of program and how it can be adapted for organizations like Boys and Girls Club and Girl Scouts. Valencia stated they want to grow the project for immigrant and refugee families, Indigenous populations, and LGBT groups.

Chair Holton stated this would be a great program to get Jason Reynolds involved in. Amy Ortiz informed the board that they are already working on his involvement.

## **2.3. Board Designated Fund Process and Quasi Endowment (Information)**

Foundation Director Niamh Mercer and Finance Manager Natalie Wertz shared a summary of the history of the Foundation's endowment and the process of spending the endowment. The Board of Director's discussed the Board Designated Fund Process and Quasi Endowment.

Vice Chair Smock stated that we have a lot of things that we are not aware of and that the money in the Foundation's Quasi Endowment should be spent to do something good. Chair Holton shared Smock's sentiments and wondered what other projects we could use it for. Foundation Director Mercer informed the Board that if they are interested in funding programs then they would recommend spending it in a less designated way. Programs like Widening the Window would benefit from undesignated funds for operating costs and facilitators. Undesignated funds would also benefit large capital projects in the future such as LINC.

Executive Director Dr. Hortt seconded Mercer's comment and added that funds from grants can be restrictive, and it would be a large help to LINC if funds are less designated. The designation creates an additional layer of complexity.

Chair Holton asked what the process for distributing the Quasi Endowment would look like. Foundation Director Mercer informed the Board that we would use the same process that is currently in place for distributing the Foundation's funds. The recipients would use the Foundation Support Form, then Mercer would bring it to Finance Manager Wertz and Dr. Hortt. From there, they would bring recommendations to Finance Committee and then bring it to the Board at the next meeting. Dr. Hortt noted that it would be good to have a variety of programs for more Foundation exposure. Chair Holton liked the innovation aspect of funding programs.

Vice Chair Smock shared that she would vote to make the funds undesignated. Dr. Hortt suggested we wait for the launch of the Friends program to begin raising a true Endowment as they could work towards the planned giving goal for the future. Chair Holton asked what the amount we could spend out would be. Foundation Director Mercer informed the Board that up to 5% could be spent out. Chair Holton would like to spend out the 5% and would be interested in exploring giving the money to programming for schools.

Secretary/Treasurer Foreland agreed with Dr. Hortt regarding the Friends campaigning for the Endowment and keeping the reserves for anything that may come up in the upcoming months.

Foundation Director Mercer shared with the Board that spending out the funds to the capital projects is a need and will have a lasting effect and that we are anticipating receiving grants for programming.

Vice Chair Smock asked if we are waiting to get more information. Mercer confirmed that we will have more information in the Q4 meeting.

## **2.4. Capital Project Updates (Information)**

Dr. Matthew Hortt, Executive Director, shared an update on District Capital Projects. The presentation featured photos of the renovated Kersey Library and digital composites of the new rooms of the library including meeting and teen rooms. He anticipated the grand opening being on September 25<sup>th</sup>. Dr. Hortt went over a presentation

of LINC. He went into the history of the Lincoln Library. He showed the Board photos of a rendering of LINC, both external and internal, and how the designs represent the features of the area such as water and rolling hills. He also stated that all the equipment, tools, and exhibits for LINC will be mobile so that it can travel to all the libraries in the District.

Chair Holton asked how Dr. Hortt would envision the Foundation's contributions to LINC be represented. Dr. Hortt informed the Board that general capital spending would be the most flexible. He stated that the innovation space or equipment for the innovation space would be at the Foundation's greatest benefit as then they could place a plaque acknowledging the contribution. Foundation Director Mercer will be presenting more information on the capital campaign in the Q4 meeting. Mercer also shared with the Board that they are still nailing down the details on how the donors will be recognized inside of LINC.

## **2.5. Ethics Policy (Action)**

**MOTION:** Director Kaumann moved to approve the signing of the Ethics Policy.

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

## **3.0 FINANCE REPORT-Natalie Wertz, Finance Manager**

### **3.1. Foundation 990 and Audit (Action)**

**MOTION:** Vice Chair Smock moved to approve the Foundation 990 and Audit.

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

## **4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director**

### **4.1. Grants Update**

Niamh Mercer, Foundation Director, shared an update on the Foundation's 2021 grant efforts.

### **4.2. Links for Literacy Update**

Mercer shared an update on the annual Links for Literacy Golf Tournament.

### **4.3. Colorado Gives Day Update**

Mercer shared a Colorado Gives Day update.

### **4.4. Friends Update**

Mercer shared an update on the future Friends group.

## **5.0 BOARD COMMENTS**

Director Kaumann stated the Friends committee is optimistic about the launch of the Friends program in early next year

Secretary/Treasurer Foreland appreciated the Kersey and LINC presentation and it was valuable to her to see what the capital projects look like

Director Jackson was happy to hear about the different efforts that the board has funded

Vice Chair Smock was glad we're questioning the Quasi-Endowment's purpose and appreciates what Foundation Director Mercer and Finance Manager Wertz has done

Chair Holton commended the staff on the research done ahead of time and noted the ALA has a virtual conference the next day and has Trustee workshops. She also suggested CAL conference participation.

## **6.0 ADJOURNMENT**

Motion to adjourn the meeting: Vice Chair Smock

Second: Secretary/Treasurer Foreland

Vote: Unanimous approval, 5:0

**Time Meeting Ended: 4:48 pm**

*Next Meeting: Monday, November 15 Lincoln Park Library 2650 W. 29<sup>th</sup> St. Greeley, CO 80631, 3:00PM*

*Julie Forland*

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Julie Forland, Secretary/Treasurer

12/09/2021 20:18 UTC

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Date

*Christina Hardman*

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Christina Hardman, Recording Secretary

12/09/2021 16:52 UTC

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Date

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Participants

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