



**HPLD FOUNDATION  
WORK SESSION - ORIENTATION**

Monday, February 11<sup>th</sup>, 2019  
HPLD Administration Building  
2650 9th St., Greeley, CO 80631  
4:00 p.m.

**1.0 OPENING OF MEETING**

**1.1 Roll Call**

Meeting called to order at 4:05pm.

Present: Chair John Damsma, Vice Chair Gerrie Holton, Secretary/Treasurer Bob Grand, Director Joyce Smock, Director Mary Roberts.

Staff: Foundation Director Abby Yeagle, Executive Director Matthew Hortt, Finance Manager Natalie Wertz, Development Associate Niamh Mercer

Guests: Mindy Marshall, Alan Lott

**1.2 Approval of Agenda**

Motion: Director Smock moved to approve the agenda as presented.

Second: Director Roberts

Approved: Unanimously approved 5:5

**1.3 Public Comment**

No public comment.

**2.0 FOUNDATION OVERVIEW**

**2.1 History**

Foundation Director Yeagle discussed the Foundation's history, goals, and purpose. Yeagle noted that though our mission and vision may change, our purpose remains the same.

**2.2 Mission and Vision:**

Foundation Director Yeagle elaborated upon the Foundation's mission to: cultivate information, inspiration and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries. Yeagle described how the Foundations solicits funding on behalf of the District so that it may disperse funds to the District in support of programs such as 1,000 Books before Kindergarten, Summer Reading and the Teen Tour.

**3.0 FOUNDATION BOARD ROLES AND RESPONSIBILITIES ABOVE**

**3.1 Governance**

Foundation Director Yeagle reviewed Foundation Bylaws and Board of Director obligations.

**3.2 Policies**

Foundation Director Yeagle informed the Board of Directors that policy

administration includes: ensuring all legal requirements for conducting business are met, adopting, amending, and operating within the bylaws, creating policies that insure the organization fulfills its mission and complies with law and best practices, developing a strategic plan, and reviewing the organization's mission, vision and purpose. Foundation staff will advise the Board, ensure implementation of Board policies, make recommendations to the board and prepare documents for Board meetings.

### **3.3 Finance**

Foundation Director Yeagle spoke of financial management. The Board of Directors are expected to ensure financial stability and solvency, review and approve annual financial documents, develop and approve financial policies, review quarterly statements, manage and maintain Foundation investments. Staff will work with the Board to develop annual finance documents, provide regular financial statements, ensure implementation of financial policies, oversee daily financial transactions, and provide explanations of financial variances.

Finance Manager Wertz noted that the entire board is responsible for the Foundation's finances. The Foundation's 990 will be audited in late April 2019.

### **3.4 Fundraising**

Foundation Director Yeagle described contributions to Foundation fundraising efforts including: gifts of time, in-kind, personally significant monetary gifts, event attendance, and assistance in the identification of potential donors and sponsors. Staff will develop fundraising plans and strategies, evaluate fundraising opportunities, communicate with donors and grantors, ensure proper donor acknowledgment, thank donors and patrons.

### **3.5 Public Relations**

Foundation Director Yeagle imparted the importance of ensuring a positive image of the Foundation and District within the community. Throughout 2019 the Board of Directors will also provide guidance for annual report development with staff support. Staff will serve as the public face of the organization, inform the board of opportunities to participate in community and revenue-producing activities, develop communication pieces, and plan marketing efforts.

## **4.0 NEXT STEPS**

### **4.1 Signed Conflict of Interest Policy**

Recently appointed Vice Chair Holton and Director Roberts each signed the Conflict of Interest Policy.

### **4.2 Signed Roles and Responsibilities**

Recently appointed Vice Chair Holton and Director Roberts each signed Roles and Responsibilities.

## **5.0 BOARD COMMENTS**

Vice Chair Holton asked how the Foundation determines what programs to support.

Foundation Director Yeagle informed the Board that both the Board of Directors and Foundation Staff work together to determine which new programs will receive funding from the Foundation. Currently the Foundation supports 1,000 Books Before Kindergarten, Summer Reading Adventure, Teen Tour, and Writer in Residence.

Director Smock enjoyed the orientation and is excited to move forward.

Director Roberts is excited to learn more about the programs we support during her time on the Board of Directors.

Secretary/Treasurer Grand noted that exciting things are happening in the District and Foundation.

Vice Chair Holton asked what the Foundation's level of involvement was for the District Signature Author Event.

Foundation Director Yeagle replied that the Writer in Residence Program has traditionally been the Foundation's outlet for local authors. Yeagle noted that there are multiple opportunities within the program for the District.

Chair Damsma said that the Foundation is a work in progress and continues to develop with the District. Damsma stated that it is an exciting time to be part of the Foundation and support the District.

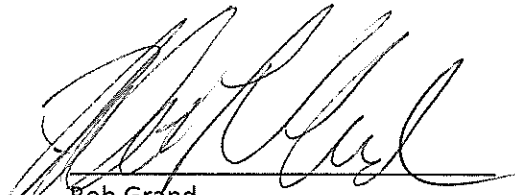
**6.0 ADJOURNMENT**

Motion: Secretary/Treasurer Grand moved to adjourn the meeting.

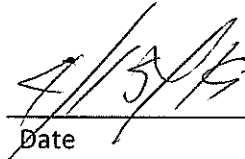
Second: Vice Chair Holton

Vote: Unanimously approved 5:5

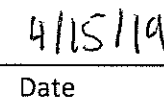
Time: 4:27pm



Bob Grand  
Secretary/Treasurer

  
Date

Niamh Mercer  
Recording Secretary

  
Date