



**High Plains Library District Friends & Foundation
Board of Directors
DRAFT Regular Session
May 2, 2022
District Support Services
2650 W. 29th, St., Greeley, CO 80631
4:00pm**

This meeting will also be streamed virtually via GoToMeeting:

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

1. OPENING OF MEETING

Meeting Opened: 4:00PM

1.1. Roll Call and Pledge of Allegiance

Present: Gerri Holton and Joyce Smock

Present via voice conference: Julie Forland, Melanie McGinn, and Matthew Starr

Staff Present: Foundation Director Niamh Mercer, Development Associate Christina Hardman, and Districtwide Events and Experience Supervisor Amy Ortiz, Finance Manager Natalie Wertz

Guests: Alanna Moses with Anderson & Whitney

Absent: Brecken Arnold, Kelley Carmichael Casey, and Andrea Kaumann

1.2. Approval of Agenda (Action)

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

Second: Vice Chair Smock

Vote: Unanimously approved 5;0

1.3. Approval of February 28th, 2022 Minutes (Action)

Motion Secretary/Treasurer Forland moved to approve the February 28th, 2022 Minutes as presented.

Second: Director McGinn

Vote: Unanimously approved 5;0

1.4. Public Comment

No public comment.

2. ITEMS FOR ACTION/INFORMATION

2.1. Board of Directors Icebreaker (Information)

The Board discussed what their favorite library program, event, or service they have recently attended or used.

2.2. 2022 Writer in Residence Introduction (Information)

Rob Walker introduced himself and discussed his plans as Writer in Residence. He briefed the Board on the programs he and HPLD staff are planning including a screenwriting workshop. He would like to visit every single library during his residency.

2.3. Board Designated Fund Update (Information)

Foundation Director Niamh Mercer gave an update of the Beam Signing on behalf of Executive Director Matthew Hortt. Districtwide Events and Experience Supervisor Amy Ortiz discussed the Summer Reading Adventure performances and marketing. She also provided a recap on Signature Author Series event that took place on April 16th, 2022.

Foundation Director Mercer gave an update on Widening the Window on behalf of Carolyn Valencia.

2.4. Friends & Foundation Terms of Reference (Information)

The Board was provided a sheet of paper with common acronyms used at the District.

2.5. 2021 Audit and 990 (Action)

Guest Alana Moses presented the 2021 Audit Report.

Director Starr asked how the current financial climate will potentially impact the Foundation's investments. Finance Manager Natalie Wertz answered that she will abide by the Investment Policy that was voted on by the Board and Finance Committee. Vice Chair Smock said that we may need to prepare for our investment to go down. Alana Moses stated that is hard to foresee but things can change at the drop of a hat. Finance Manger Wertz is expecting it to go down at the end of the year.

Motion: Director Starr motioned to approve the 2021 Audit and 990.

Second: Director McGinn

Vote: Unanimously approved 5;0

2.6. RFP for Audit Services (Action)

Finance Manager Wertz stated that the District's contract with Anderson & Whitney has expired and they would like to include the Foundation in the District's RFP. Director Smock asked if we have more than auditor reply to the RFP. Finance Manager Wertz said last year we got two responses.

Motion: Director McGinn

Second: Director Starr

Vote: Unanimously approved 5;0

2. FINANCE REPORT Natalie Wertz, Finance Manager

Finance Manager Natalie Wertz provided an updated Finance Report for the Foundation. Director Starr asked if Stifel Nicolas provided a professional opinion on the market forecast. Finance Manager Wertz said they communicate regularly with her and provide updates through email with their team of economists. Director Starr asked if Wertz's opinion to hold onto investments was based on the investor's opinion. She said it is based on the investor's opinion. Director Starr asked if there is any way to move the funds to mitigate losses over the next year. Wertz stated she would need a directive from the Board to update the Investment Policy. Vice Chair Smock asked if they would have to meet as a Board if something catastrophic were to happen. Wertz said the Finance Committee would meet and then the Board would need to vote. Chair Holton stated she feels comfortable about the chain of command.

4. FOUNDATION REPORT Niamh Mercer, Foundation Director

4.1. HPLD Friends & Foundation Rebrand Report and Membership

Foundation Director Niamh Mercer provided an update on the rebrand.

4.2. Fundraising Update

Foundation Director Niamh Mercer provided an update on fundraising.

4.3. Volunteer Update

Foundation Director Niamh Mercer provided an update on volunteering. Vice Chair Smock asked if the Volunteer Coordinator would work for the Foundation or District. Mercer stated that they would be employed by the District and work under the Foundation. Director McGinn asked how many volunteers the District has. Mercer stated that we are still collecting the data, but it is less than 100.

4.4. Committee Update

Foundation Director Niamh Mercer provided an update on the Committees.

5. BOARD COMMENTS

Chair Holton stated that adding the Friends branch to the Foundation has created a lot of work.

Vice Chair Smock stated that a lot of progress has been made and she is glad that we may have more help by hiring a volunteer coordinator.

Director McGinn applauded the work being done and the organization of everything and stated that we are here to support the staff.

Secretary/Treasurer Forland applauded Development Associate Christina Hardman and her work on transferring data to a new donor database software.

Director Starr stated that the fundraising committee reached out to donor and personally thanked them for their donation and the impact.

6. ADJOURNMENT

Motion: Chair Holton moved to adjourn the meeting.
Second: Secretary/Treasurer Forland
Vote: Unanimously approved 5;0

Meeting Closed: 5:19PM

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