



**High Plains Library District Foundation
Board of Directors
Regular Session
February 28th, 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 at 4:15PM

1.1. Roll Call and Pledge of Allegiance

Present: Gerri Holton, Joyce Smock, Andrea Kaumann, Melanie McGinn, Matthew Starr, Kelley Carmichael Casey

Present via voice conference: Julie Forland

Staff Present: Executive Director Dr. Matthew Hortt, Foundation Director Niamh Mercer, Development Associate Christina Hardman, MOVE Librarian Carolyn Valencia, Districtwide Events and Experience Supervisor Amy Ortiz

Guests: Brecken Arnold

Guests via voice conference: Brittany Raines, Dorothy [last name not provided]

1.2. Approval of Agenda (Action)

Motion: Vice Chair Smock moved to approve the agenda as presented.

Second: Director Kaumann

Vote: Unanimously approved 7;0

1.3. Approval of December 6, 2021 Regular Session Minutes (Action)

Motion: Director Starr moved to approve the December 6, 2021 Regular Session Minutes as presented.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

1.4. Public Comment

No public comment.

2. ITEMS FOR ACTION/INFORMATION

2.1. Nomination of New Members (Action)

The Board nominee Brecken Arnold introduced herself.

Motion: Director Kaumann moved to accept Brecken Arnold to the HPLD Foundation Board of Directors.

Second: Vice Chair Smock

Vote: Unanimously approved 7;0

Brecken Arnold will now be referred to as Director Arnold. She is now a voting Board Member.

2.2. Board Designated Fund Reports (Information)

Executive Director Dr. Matthew Hortt gave a presentation on the Library Innovation Center that is currently being constructed.

Director McGinn asked if the Lincoln library is moving into LINC. Dr. Hortt answered yes.

Director Starr asked what the square footage of the event space will be. Dr. Hortt did not have the number off hand but ensures it will be large enough to host large scale events.

Director Starr asked if the rocket launcher will be similar to the ones at the Children Museum. Dr. Hortt said yes.

Districtwide Events and Experience Supervisor Amy Ortiz gave the Board an update on the Signature Author Series and Summer Reading Adventure.

Chair Holton asked if we will be advertising the Signature Author Series so the community will know how to engage with the programs. Chair Holton also asked how the Foundation Board can be involved or volunteer for the programs.

Amy Ortiz stated that the advertising will go live on March 7th beginning with the launch of the website. The event will be featured on Facebook. The majority of the HPLD libraries will be hosting watch parties that will air the Signature Author Series event.

Director Carmichael Casey asked if all libraries are hosting watch parties. Amy stated that the majority are and apart from Lincoln Park Library as they do not have the space to accommodate it.

MOVE Librarian Carolyn Valencia gave an update to the Board about Widening the Window.

Director McGinn asked if the program is only at certain libraries. Carolyn Valencia stated that since she works for MOVE Outreach, she does not have a designated library for the program. The program meets on the 1st Saturday of the month within the D6.

Director Starr stated the District website does not have the link for Signature Author Series working on the calendar. Mercer clarified that the link won't work until the website is launched on March 7th.

2.3. 2022 Meeting Schedule (Action)

Motion: Secretary/Treasurer Forland moved to approve option one on the 2022 Meeting Schedule.

Second: Director Carmichael Casey

Discussion: Director Kaumann asked if we are always going to be meeting at DSS. Foundation Director Mercer stated that this is the easiest option for the Library Managers as they do not have to accommodate both the Foundation Board and the District Board of Trustees. Dr. Hortt stated that if we need to adjust the schedule to work around the District Board of Trustees we can.

Director Smock asked if the time of 4p.m. works for everyone. Director Kaumann stated that it does.

Vote: Unanimously approved 7;0

2.4. 2022 Committees (Action)

Motion: Director Carmichael Casey moved to approve name change of the Friends Committee to the Volunteer Committee and new additions of committee members.

Second: Director Starr

Vote: Unanimously approved 7;0

2.5. Writer in Residence (Information)

Foundation Director Mercer gave a briefing of the Writer in Residence program at the request of the Finance Committee.

Director Smock stated that she is concerned that we don't see work getting published consistently and especially for the price that we're paying the residents. She thinks we can spread the money around.

Director Starr thinks it's a great program and would be sad to see it go away and that we should give the Residents more work. He stated they could have to write a monthly blog. He stated we need to get something back from the Residents. He thinks it would be a great achievement to become a Writer in Resident and that we should publicize the program more. He stated could talk about requirements for content schedule. He believes things like that are reasonable requests.

Chair Holton thinks that writing is an aspect that we miss. She stated we need to the author create writing workshops. She likes the program.

Director Carmichael Casey stated that we don't do programming, but we originated the committee. What is our role in that?

Mercer stated that the Foundation staff oversees the volunteer selection committee. Previously the libraries had a committee. Districtwide Events and Experience Supervisor Amy Ortiz who is creating programming for the Writer in Residence could create a committee for it next year.

Chair Holton clarified that we are not voting.

Vice Chair Smock pointed out the differences between 9 months vs 6 months. She stated she liked the blog and community events. She asked are we paying them to publish or to create programming or both.

Director Starr doesn't think it's a bad idea to move away from their personal project and steer more towards library lovers. He stated that the Foundation could rewrite the requirements to reflect the actions to get behind the mission.

2.6. Bylaws, MOU and Policy Updates (Action)

2.6.1. Bylaws

Motion: Director Carmichael Casey moved to approve the rebranded Bylaws

Second: Director Kaumann

Discussion: Director Smock asked if the change from Friends to Volunteers in the Bylaws going to change things?

Mercer stated that it is covering the volunteer side of Friends.

Vote: Unanimously approved 7;0

2.6.2. MOU

Motion: Director McGinn moved to approve the rebranded MOU.

Second: Director Starr

Discussion: Director Carmichael Casey asked if the MOU is separate from the volunteer

policies. Mercer confirmed. Chair Holton asked if legal changes were edited in addition to the rebranded changes. Mercer confirmed they were. Director Starr asked who the Foundation's legal council is. Dr. Hortt stated Bill Garcia is the District's and Foundation's legal council.

Vote: Unanimously approved 7;0

2.6.3 Anti-Discrimination Statement

Motion: Director Carmichael Casey moved to approve the rebranded Anti-Discrimination Statement

Second: Director Arnold

Vote: Unanimously approved 7;0

2.6.3. Volunteer Policy

Motion: Director McGinn moved to approve the rebranded Volunteer Policy

Second: Secretary/Treasurer Forland

Discussion: Director Starr asked about Section 1 of the Volunteer Policy. He asked what appropriate means in it's context.

Foundation Director Mercer stated the Foundation won't put a volunteer in a paid position.

Vote: Unanimously approved 7;0

2.6.5. Investment Policy

Motion: Director Kaumann moved to approve the rebranded Investment Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.6.6. Foundation Board Assessment of Organizational Effectiveness Policy

Motion: Director McGinn moved to approve the rebranded Foundation Board Assessment of Organizational Effectiveness Policy

Second: Vice Chair Smock

Vote: Unanimously approved 7;0

2.6.7. Gift Acceptance Policy

Motion: Director Starr moved to approve the rebranded Gift Acceptance Policy.

Second: Director Arnold

Vote: Unanimously approved 7;0

2.6.8. Spending Policy

Motion: Director Starr moved to approve the rebranded Spending Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.6.9. Conflict of Interest Policy

Motion: Director Starr moved to approve the rebranded Conflict of Interest Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.6.10. Donor Confidentiality Policy

Motion: Director Starr moved to approve the rebranded Donor Confidentiality Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.6.11. Whistleblowers Policy

Motion: Director Starr moved to approve the rebranded Whistleblowers Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.6.12. Ethics Policy

Motion: Director Arnold moved to approve the rebranded Ethics Policy.

Second: Vice Chair Smock

Discussion: Director Carmichael Casey asked the reason for the change that legal suggested. Foundation Director Mercer stated that the reason for change was that legal saw no reason for the Board to have access to patron records.

Vote: Unanimously approved 7;0

2.6.13. Board Roles and Responsibilities Policy

Motion: Director Starr moved to approve the rebranded Whistleblowers Policy.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

2.7. Procedures (Information)

2.7.1. Volunteer Procedure (Information)

Foundation Director Mercer provided information to the Board regarding the Volunteer Procedure.

2.7.2. Designated Donation Procedure

(Information)

Foundation Director Mercer provided information to the Board regarding the Designated Donation Procedure.

3. **FINANCE REPORT** - Natalie Wertz, Finance Manager

Natalie shared the Foundation Finance Report.

4. **FOUNDATION REPORT** - Niamh Mercer, Foundation Director

Mercer shared the Foundation Report with the Board

4.1. 2021 Foundation Summary

4.2. HPLD Friends & Foundation Rebrand Update

4.3. 2022 Foundation Calendar

Director Starr thinks having a date booked in the calendar for the committees is a good idea.

5. **BOARD COMMENTS**

Chair Holton: This was a marathon meeting. It is so nice to have a full board and thank you for volunteering for the committees.

Vice Chair Smock: We almost had a really long meeting.

Secretary/Treasurer Forlan: Welcome all the new members. It's a great group of people and she is impressed with Niamh, Matt, and Natalie. Welcome to the team and she is delighted to be here.

Director Kaumann: She is working hard on the volunteer committee and it is great that more people joined the committee.

Director McGuinn: Great information was provided

Director Starr: He is looking forward to being on the committee and doing things that will be impactful on the Board.

Director Carmichael Casey: She is impressed with the level of excellence on this board and with the organization

Director Arnold: Appreciate being voted on the Board. She stated there will be a learning curve but she sees the big pay-off of the Foundation's work in the community due to her job.

6. ADJOURNMENT

Motion: Vice Chair Smock moved to end the meeting.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

Meeting adjourned at: 6:25PM

Julie Forland

[Julie Forland \(May 16, 2022 12:41 MDT\)](#)

Julie Forland, Secretary/Treasurer

May 16, 2022

Date

Christina Hardman

[Christina Hardman \(May 16, 2022 13:39 MDT\)](#)

Christina Hardman, Recording Secretary

May 16, 2022

Date