



**High Plains Library District Friends & Foundation  
Board of Directors  
Regular Session  
November 6, 2023  
District Support Services  
LINC 501 8<sup>th</sup> Ave. Greeley, CO 80631  
4:00pm**

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/842411693>

**1.OPENING OF MEETING**

**Meeting Opened: 4:01pm**

1.1. Roll Call and Pledge of Allegiance

Present via voice conference: Teresa Curtis, Julie Forland, Kelley Carmichael Casey, Matthew Starr, Mandy Schnirel, Annie Epperson

Excused: Gerri Holton

Staff Present: Foundation Director Niamh Mercer, Development Coordinator Christina Hardman, Friends and Foundation Associate Sorrel Sudtelgte, Finance Manager Natalie Wertz, Executive Director Matthew Hortt

Guests present via video conference: AnaLicia Anastasi, Carolyn Valencia, Lisa Varra, Olivia Pratt, Kate Merrell, and Naomi Nguyen

1.2. Approval of Agenda (Action)

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

Second: Director Carmichael Casey

Vote: Unanimously approved 6;0

1.3. Approval of May 8, 2023 Minutes (Action)

Motion: Secretary/Treasurer Forland moved to approve the minutes as presented.

Second: Director Schnirel

Vote: Unanimously approved 6;0

1.4. Public Comment

No Public Comment

**2.ITEMS FOR ACTION/INFORMATION**

2.1. Board of Directors Icebreaker (Information)

The Board of Directors discussed how they plan to give to their community this season of giving.

## 2.2. Nomination of Board Members (Information)

The Nomination Committee interviewed one candidate and do not recommend them for open the Board position.

## 2.3. Board Designated Fund Report (Information)

Board Designated Fund Project Leads and their designees presented their quarterly reports.

## 2.4. Distribution of Board Designated Funds (Action)

Motion: Director Starr moved to approve the distribution of Board Designated Funds as presented.

Second: Director Epperson

Vote: Unanimously approved 6;0

## 2.5. 2024 Meeting Schedule (Action)

Director Carmichael Casey opened a discussion regarding the 2024 Meeting Schedule and locations. The Board discussed options for future meeting locations.

Foundation Director Mercer purposed a new Board Meeting Schedule as follows: January 29, 2024, 4:00pm Regular Session DSS, May 6, 2024, 4:00pm Regular Session, 5:00pm Working Session Carbon Valley Region Library, August 5, 2024, 4:00pm Regular Session in the South County, and November 4, 2024, 4:00pm Regular Session DSS.

Motion: Director Carmichael Casey moved to approve the amended 2024 Meeting Schedule.

Second: Director Epperson

Vote: Unanimously approved 6;0

## 2.6. 2024 Budget (Action)

Motion: Director Carmichael Casey moved to approve the 2024 Budget as presented.

Second: Director Schnirel

Vote: Unanimously approved 6;0

## 3.FINANCE REPORT Natalie Wertz, Finance Manager

Finance Manager Natalie Wertz provided an updated Friends & Foundation Finance Report to the Board.

## 4.FOUNDATION REPORT Niamh Mercer, Foundation Director

Foundation Director Mercer provided an update on the Innovation Luncheon which occurred on October 17, 2023, and raised \$16,650. Staff will share the Innovation Luncheon video with the Board in a monthly Board Report.

Mercer gave an update on the End of Year giving. Giving began with a \$220 gift from NorCO Women in Business. Colorado Gives Day gifts can be scheduled from November 1 through December 5. Postcards, appeal letters, social media and email campaigns have begun and will continue through Colorado Gives Day on December 5<sup>th</sup>.

Mercer thanked the Friends Committee for their feedback on the Pilot Donor Survey. Mercer thanked Director Epperson for their support through a peer-to-peer fundraising campaign for Colorado Gives Day.

## 5.BOARD COMMENTS

Chair Curtis reported on the work she has recently done on the Finance and Nomination Committees. Curtis shared that she is happy working with the Friends & Foundation.

Secretary/Treasurer Forland thanked Foundation Director Mercer and the Finance Committee for all their work on the budget and the Requests for Funding Support. She is pleased to see the reach and work of the Friends & Foundation.

Director Carmichael Casey thanked the staff for all the work they do. She stated what a pleasure is to work and support the Friends & Foundation.

Director Starr reflected upon his time with the Board and stated that he is impressed with how the Friends & Foundation has grown. Particularly their work funding LINC.

Director Epperson was struck by the level of professionalism the team has and feels fortunate to work with such a team. She thanked the team for the help she received in her first year as a Board Member.

Director Schnirel thanked Foundation Director Mercer for all her incredible work. She stated that she is impressed with the team, and that she enjoys hearing about the branch libraries and the work they do.

## 6.ADJOURNMENT

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

Second: Director Schnirel

Vote: Unanimously approved 6;0

**Meeting Closed: 5:03pm**

*Christina Hardman*

Christina Hardman

Recording Secretary

02/05/2024 21:19 UTC

*Julie Forland*

Julie Forland

Secretary/Treasurer

02/05/2024 21:40 UTC