



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, March 17, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:00PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton attended virtually

Trustee Michael Wailes

Trustee Lisa Taylor was excused

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hortt, Rachael Lanning, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rick Medrano, and Kim Parker

Guest: Tony Brewer

Chair Nakamura read the following statements into record:

High Plains Library District is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth, and honor, avoiding any impropriety or the appearance of impropriety.

At HPLD, we ASPIRE to help build community and be a valued community resource.

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

1.3 Approval of Consent Agenda

a. February 17, 2025 Regular and Executive Sessions Meeting Minutes

MOTION to approve the agenda: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

1.4 The Good We Do

Dr. Hortt's *Good We Do* was about Parisa Kord, Adult Services Library Associate at Erie Community Library. She has been working closely with a couple of visually impaired patrons, and connected them with the Colorado Talking Book Library. Every week, one of the patrons will go into the library to utilize one of the books, an audio book that has Braille tied into it, that she has ordered for them. She also converses with them about what they are reading. Dr. Hortt and Ian Holmes, Erie Community Library Manager, are glad that HPLD has staff who provide those valuable services, and proud of the staff they have and The CO Talking Book Library is provided through the Colorado State Library; and with the Executive Orders that recently came out, if the Institute of Museum and Library Services' funding is limited, the Talking Book Library could possibly be lost.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
Ms. Wertz presented a letter of communication that the auditors are required to present to the Board, since they are the governing body of HPLD. There were no questions raised by the Trustees.

For Information only – No action is needed

- 2.2 Friends of Raymer MOU and Lease Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

Friends of Raymer is a local history group who is rehabbing an old mercantile building into a Local History Center that will include an HPLD Public Computing Center. Their insurance company is requiring that HPLD add the Friends of Raymer as an additional insured on our insurance. Both our insurance company and Legal Counsel have approved the requirements. Therefore, staff recommendation is to approve adding an addendum which adds Friends of Raymer as an additional insured to the existing MOU and Lease.

MOTION to approve the update to the MOU and Lease as presented: Vice-Chair Joyce Smock

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

- 2.3 Temporary Spaces' Leases (Action) - Dr. Matthew Hortt, HPLD Executive Director

- a. Office Space
- b. Vehicle Storage

Regarding plans to remodel the District Support Services (DSS) building and build an addition of a small library, archives space, and additional office space, delays in permitting have led the design team to adjust the phasing of the project. To make up for the delays and stay within budget, it has been determined that staff and vehicles will need to be relocated for six to nine months to allow for the remodeling of the existing space to begin. Space has been identified, and staff have been negotiating the terms and lease amounts but are waiting on draft lease agreements. Due to the timing, staff is asking the Board to consider ranges on the lease costs and authorize staff to complete negotiations and enter into a lease.

Dr. Horts and Legal Counsel are comfortable with both leases, and recommend their approval.

MOTION to approve the terms and proposed range amounts for the leases and direct the Executive Director to complete negotiations and sign the lease agreements: Trustee Michael Wailes

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

- 2.4 Construction Updates (Information) - Dr. Matthew Horts, HPLD Executive Director
Dr. Horts reported that for the DSS Renovation, everyone will be out of the building by March 21st and that the project is on budget. Because of delays in permitting, remodel of the existing building will start before construction of the addition, and then work on both will take place concurrently. On the morning of this meeting, the District received approval for easements, and therefore should be getting the building permit for the new building soon.

Chair Nick Nakamura recused himself for the Mead discussion at 5:23pm.

For the Mead Library, construction was planned to start in April; but there's been a snag, and negotiations have taken a step back. Dr. Horts will meet with the Town Manager in three days, but it's not certain what will happen at this point.

Discussion from the Board was that it has become a pattern for the Town to change the agreement, and what will be next? They disapproved of taking on the expense for the road, and advised Staff to stand firm on what was originally agreed to, and to be willing to pause to give the Town time for a new perspective.

Chair Nick Nakamura returned to the meeting at 5:34pm.

The Carbon Valley Regional Library remodel started construction on February 17th, and they are now open for normal business hours. It is going well.

Most of the work at Farr Regional Library is finished, except for some punch list items.

For Information only – No action is needed

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
a. April 21, 2025 RS

- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

An Executive Order was issued by the federal government that asked for the reduction or elimination of funding to the *Institute of Museum and Library Services*. The District probably will not be impacted by it, because most of their funding goes to the Colorado State Library. Therefore, the overall concern is for services that they provide. Dr. Horts was contacted by Congressman Gabe Evan's office, and he will meet with them in a week to discuss this topic and how HPLD supports workforce development.

Dr. Horts will attend the National Association of Workforce Boards' Annual Forum in Washington D.C. in a week.

CALCON, Colorado Association of Libraries' Annual Conference, will be held from September 3rd through 5th in Breckenridge. There is a tract for Board Trustees, and Dr. Horts invited the Trustees to let him or Kim know if they want to attend.

The Trustees were given a funding snapshot and overview of HPLD's Friends & Foundation for National Support Your Library Day. The information was also provided to staff at All Staff Day. Dr. Horts also shared that April 1st is National Library Giving Day.

4.0 BOARD COMMENTS

- 4.1 Chair Nick Nakamura said, "Kudos on All Staff Day". The speakers were inspiring and appropriate for the message the District was conveying.
He also thanked Rachael Lanning for helping his company with their safety meeting at LINC. She was a very good host.
He was pleased that during the Carbon Valley Regional Library closure, they partnered with the police station and had storytimes there. He also walked through the library, and stated that the remodel was very nice.
And finally, kudos to the Outreach Workforce Development and Experiences And Engagement teams for participating in the Weld County Young Adult Job Fair.
- 4.2 Vice-Chair Joyce Smock repeated the kudos for All Staff Day. She thought it was very good, and she was impressed with the staff's engagement.
- 4.3 Other Board Members
- Trustee Jenna Evans also thought All Staff Day was well run and organized. Also, she is going to as many of the District's libraries as possible to see them and meet the staff. Today she was in the Fort Lupton Public and School Library, and she was impressed with the beauty of the library and the friendliness of the staff, and was even given a tour by one of them.
 - Trustee Gerri Holton also enjoyed All Staff Day very much, including the staff's enthusiasm and the participation by Member Libraries, which is important because they are a significant part of the District.
She asked if there's a way to express concerns about the Executive Order. Matt answered that right now it would be individually, and suggested talking to our Representatives. He added that over the weekend, the Continuing Resolution was passed that continues the funding through September. At that point, more will be known about the impact, but right now it is 'wait and see'.
 - Trustee Michael Wailes did not attend Staff Day, and said about it, "Good Job!"

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado Claim

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Granado Claim: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

Once in Executive Session, Chair or Matt reads the following:

At 5:54pm on March 17, 2025, an executive session meeting of the Board of Trustees of the High Plains Library District was convened for the sole purpose of receiving legal advice on specific legal questions from an attorney – Granado Claim.

Attending were Chair Nick Nakamura; Vice-Chair Joyce Smock; Trustees Jenna Evans, Gerri Holton, and Michael Wailes; Dr. Matthew Horts; and Legal Counsel William Garcia.

During the executive session, the Board discussed or received advice regarding the Granado Claim, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 6:16pm, and reconvened in regular session.

6.0 RECONVENING OF REGULAR SESSION AT 6:24PM

All Trustees were Present unless noted:

Trustee Joyce Smock
Trustee Nick Nakamura
Trustee Deana Lemos-Garcia was excused
Trustee Jenna Evans
Trustee Gerri Holton was excused
Trustee Michael Wailes
Trustee Lisa Taylor was excused

Also Attending were:

HPLD Staff: Dr. Matthew Hortt and Kim Parker

7.0 ADJOURNMENT AT 6:24PM

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 4:0

Upcoming meetings:

April 21, 2025, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Deana Lemos-Garcia

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Kim Parker

Recording Secretary
Kim Parker