



**BOARD OF TRUSTEES  
Regular Session Minutes  
Monday, June 16, 2025, 5:00 p.m.  
LINC Library Innovation Center  
501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:04PM**

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 attended virtually

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia and Ryan Jenson

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

**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:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

1.3 Approval of Consent Agenda

May 19, 2025 Regular Session Meeting Minutes

**MOTION** to approve the consent agenda: Vice-Chair Joyce Smock

**SECOND:** Trustee Jenna Evans

**DISCUSSION:** None

**VOTE:** 6:0

1.4 The Good We Do

The *National Association of Government Communicators* recognizes excellence in government communications, and for the second year in a row, they awarded HPLD's Marketing Department first place in the *Educational or Promotional Campaign under \$100,000* category. The District's Yes!fest promotions received the prestigious honor this year, which speaks well for the entire Yes!fest team. They also received second place for their Yes!fest graphics design.

The judges gave the submission a perfect score and said that it was absolutely perfect in every way and that it was the best entry they had ever seen. They added that second place didn't even come close and said we should be proud to have them on our team and that the community is lucky to have the amazing professionals serving them.

1.5 Public Comment

No Public Comment

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 Annual Comprehensive Financial Report (ACFR) - (Action) Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney

HPLD Finance Manager, Natalie Wertz, introduced Alanna Moses, Anderson & Whitney CPA, who presented the Annual Comprehensive Financial Report to the Board. She reported that at 2024 year-end, the general fund balance was \$118,823,314, an increase of \$36,907,219 from the previous year, and presented the details of the audit and the audited financial statements. For more information, the financial report can be found [here](#).

They also reported that HPLD was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting.

The Finance Committee has reviewed the annual comprehensive financial report and recommends that Board accept the ACFR as presented.

**MOTION** to approve the ACFR: Trustee Lisa Taylor

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

2.2 Policies Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

a. Copyright & Licensing Policy

HPLD's Copyright Policy was updated and renamed the Copyright & Licensing Policy because of new copyright law and after review of the existing policy. It now states the District's stance on content generated by AI, and it includes more complete information about reproducing content.

**MOTION** to approve the updated Copyright & Licensing policy: Trustee Michael Wailes

**SECOND:** Trustee Lisa Taylor

**DISCUSSION:** None

**VOTE:** 6:0

b. SB 25-276 Response Policy

Dr. Hortt reported that this policy was generated because of the approval and adoption of SB25-276. It specifically addresses how libraries address inquiries from federal government agencies regarding immigration status and documentation status. There's a specific statement that if

public entities don't adopt a statement by September 1<sup>st</sup>, there will be a \$50,000 fine for not taking action.

Legal Counsel Garcia added that this policy involves any situation when federal authorities contact libraries in regard to federal immigration action. The law requires policies specifying when a patron's personal information may be disclosed to federal authorities. In each case, an incident report must be made, and the details are included in the policy.

Legal Counsel Ryan Jensen also said that starting on July 1<sup>st</sup>, the law prohibits libraries from collecting certain personal information from patrons, except as necessary to perform duties.

The policies' details can be found on pages 19 - 23 of the [Board Packet](#).

**MOTION** to approve the new SB 25-276 Response Policy: Trustee Lisa Taylor

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

Trustee Taylor suggested that there are community partners who can benefit from this information, and Dr. Hортt replied that the District is happy to share it. Chair Nakamura pointed out that tonight's Board Packet, which includes the information, is posted on our website.

## 2.3 Strategic Plans Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

### a. Construction Updates

At District Support Services, the mold abatement has been completed and the project is on schedule. If the decision is made to extend the lease for the temporary office space that DSS staff is using, it will need to be done by July 15<sup>th</sup>. It will only be done if absolutely necessary.

For Mead, the Public Improvement Agreement is close to being ready to sign, and HPLD will need to put \$25,000 in a form of escrow for improvement, either getting a letter of credit or putting the money in the bank. Mead's Mayor Whitlow has expressed great gratitude for the upcoming groundbreaking. The groundbreaking will be held on July 11<sup>th</sup> at 10:00a.m.

The Carbon Valley Regional Library and Farr Regional Library refreshes are complete.

### b. Workforce Development

Staff released the RFP for bids on the workforce development mobile unit. and held a pre-bid conference; Dr. Hортt met with staff from Employment Services of Weld County about the mobile unit and received good direction; and staff took the certification training to offer Snap-on tool certification.

### c. Literacy

Summer Reading Adventure has begun, and 4,537 people have registered for it and 226 have completed the Adventure - after only a few weeks.

**For Information Only – No Action Needed**

## 3.0 DIRECTOR'S REPORT

### 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director

#### a. July 21, 2025 RS

### 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director

The HPLD Friends & Foundation Innovation luncheon, a fundraising event to support HPLD's workforce development services, will be held on October 2<sup>nd</sup>, and tickets are on sale now. Flash

ticket sale price is \$65.00 through July 9<sup>th</sup> and then will be \$75.00. Sponsorships are still also available.

The City of Greeley adopted a camping ban. They are issuing warnings and strive to help people, instead of being punitive.

This year's Naturalization Ceremony will be June 27<sup>th</sup> at 9:00a.m. at Centennial Village.

Mead Library Groundbreaking will be held on July 11<sup>th</sup> at 10:00a.m.

#### 4.0 BOARD COMMENTS

4.1 Chair Nakamura said to share his kudos to the Marketing Department for winning the award, and to Natalie for winning the award in the audit.

4.2 Vice-Chair Smock agreed that the feedback for the Marketing Team is magnificent. And she is glad to see that Mead will have a groundbreaking and that it is coming up.

4.3 Secretary/Treasurer Lemos-Garcia concurred with the others, and said she is looking forward to the Mead Groundbreaking.

4.4 Other Board Members

Trustee Evans congratulated Natalie and her team for all the preparation and work they did with the audit, and thank you, Bill, for your presentation

Trustee Holton thanked the leadership for its excellence, and the staff for the Yes!fest campaign and the audit.

Trustee Wailes is not surprised that Marketing got the award, because they do such great work. Their work is always stellar. Also, hats off to Natalie and her team for the work they did with the audit and for winning the government transparency award.

Trustee Taylor echoed what everyone said, and added 'when an auditor says you are so easy to work with, that says volumes about your competency and temperament'. She also thanked Ryan Jensen for working on the 25-276 policy for us, and the entire team for being so mindful with all the policies. She concluded by congratulating Natalie.

Dr. Hortt thanked Marjorie for letting the auditors use her office.

#### 5.0 ADJOURNMENT AT 6:38PM:

There being no further business,

**MOTION** to adjourn the meeting: Trustee Gerri Holton

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 6:0

#### Upcoming meetings:

July 21, 2025, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Hudson Public Library, 100 S. Beech Street, Hudson, CO 80642

*Deana Lemos-Garcia*

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HPLD Board Secretary/Treasurer  
Deana Lemos-Garcia

*Kim Parker*

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Recording Secretary  
Kim Parker