



**BOARD OF TRUSTEES
Regular Session Minutes
Monday, October 13, 2025
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631**

1.0 OPENING OF MEETING AT 5:01PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura was excused

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes attended virtually

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

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

Vice- Chair Smock 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 Gerri Holton

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 4:0

1.3 Approval of Consent Agenda

September 15, 2025 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Jenna Evans

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 4:0

- 1.4 The Good We Do
Matt highlighted and showed photos from Yes!fest, HPLD's annual STEAM event that was held throughout the LINC Library Innovation Center. As in previous years, it was once again a huge hit with 1,984 attendees.
- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Town of Frederick – Miner's Park URA (Action) - Dr. Matthew Horts, HPLD Executive Director & Max Daffron, Economic Developer Town of Frederick
Max Daffron explained that the Town of Frederick is working on an Urban Renewal project called Minor's Park Town Center that will include up to 1,000 multi-family rental units, senior housing, and retail. Public infrastructure improvement could cost \$34,000,000 to \$38,500,000, and is therefore a great candidate for urban renewal help.
Originally, Firestone had asked for 100% tax deferment for 25 years, and the District countered with 50%. The ask is now for 75% deferment. The cost to HPLD would come to around \$2,300,000 over the course of the 25 years.

Trustee Holton suggested that we create a strategy or policy with a plan and determine oversight. Dr. Horts replied that staff and the Board can talk about that and work through it with a study session. Trustee Taylor agreed that more strategic conversation is a good idea, and she can see how this can boost workforce development. Vice-Chair Smock supported the 50% deferment, and added that 25 years is a concern to her. Dr. Horts suggested possibly putting a cap in place. Trustee Taylor asked staff and legal counsel to recommend a cap. Dr. Horts suggested a \$2,300,000 cap, but offered to go to legal counsel if Trustees would like him to. Trustee Holton asked that the Finance Committee consider this and bring back a recommendation.

MOTION to table this to next month and have the Finance Committee and Legal Counsel bring back a proposal: Trustee Lisa Taylor

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

- 2.2 Preliminary Budget (Action) - Dr. Matthew Horts, HPLD Executive Director, and Natalie Wertz, Finance Manager
Natalie Wertz presented the proposed budget for 2026 with revenues of \$57,746,973 and expenditures of \$64,317,828, for a decrease in net assets of \$6,570,855. The proposed budget can be found [here](#).

Because of discussion last month about budgeting for Erie's second location next year rather than in 2027 as planned, Dr. Horts added that the Finance Committee recommends that budgeting remain in 2027 instead of 2026. When asked why, he and Ms. Wertz answered that work needs to be done with the Town of Erie on taxing properties, staff capacity doesn't allow it, and planning must be done to strategically find a spot for the new location and determine the right size for the building.

The proposed budget has been reviewed by the Finance Committee and is being recommended for approval.

MOTION to accept the proposed budget and schedule the public hearing and final vote for the December 8, 2025 board meeting: Trustee Lisa Taylor

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 4:0

- 2.3 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director

Eric Ewing presented the timeline and plan for the Trustees to complete the Executive Director performance appraisal.

For Information Only – No Action Needed

- 2.4 Deferred Compensation 457(b) Plan Amendment - Catch-up Contributions (Action) - Eric Ewing, HPLD Human Resources Associate Director

Along with a 401(a) retirement plan, the District offers employees who are 60 to 63 years old the opportunity to save pre-tax dollars for retirement through a 457(b) deferred compensation plan. Two changes are being made to the 457(b): (1) a higher catch-up contribution will be allowed, and (2) as of January 2027, employees earning \$145,00 or more will be ineligible to participate.

MOTION to approve and adopt this amendment to the Deferred Compensation 457(b)

Plan: Trustee Gerri Holton

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 4:0

- 2.5 Member Library IGA Services 2026 (Action) - Dr. Matthew Hорт, HPLD Executive Director
As part of the District's IGAs with Member Libraries, a list of services is provided to the Members. The changes for next year include a new non-third-party clause; updating and cleaning up language; and a new safety improvement fund.

MOTION to approve the list of services: Trustee Lisa Taylor

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 4:0

- 2.6 Strategic Plan Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director

a. Construction Updates

Staff are returning to the DSS building this week, and the lease at US Bank and the Carson property, which houses the Outreach vehicles, will end at the end of this month. Also, the DSS new addition is on time and on budget.

Mead construction and site plan project are underway. The sewer agreement has been signed, and they are trying to get paved before spring.

b. Workforce Development

The Workforce Vehicle is being built, and staff picked colors for it last week. Also, a survey is being shared with community, and the District is getting great responses from it. Dr. Hорт gave a shout-out to the Pop-Up team for their work with that.

Furthermore, a number of staff participated in the Workforce Symposium last month and manned a table of information, plus provided laptops for the presenters to use.

c. Literacy

As Dr. Hорт reported in the Good We Do, Yes!fest was a success.

3.0 DIRECTOR'S REPORT

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

a. November 17, 2025 RS

In addition to the agenda items listed in the board packet, staff will add the Firestone URA discussion, which was rolled over from this meeting, and the safety guidelines. Trustee Taylor asked if there can be discussion on how to talk through investments and/or agreements in a later meeting.

3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

A contingent of staff and a Trustee attended the Baldrige conference in Denver, and around 50 members of the conference will tour LINC and the City of Fort Collins.

HPLD partnered with the Immigrant and Refugee Center of Northern Colorado to host a Citizenship Celebration, which was well-attended. Trustees Nakamura and Wailes attended, along with Dr. Hortt and others.

Dr. Hortt attended Ft Lupton Public and School Library's Dia de Muertos at the historic Fort Lancaster.

There was only one applicant for the Region 6 Trustee position: Patty Bodwell from Briggsdale. The Establishing Bodies agreed to forego the interview and are going straight to ratifications.

HPLD staff are meeting with the town of Erie about the recreation center expanding into the library parking lot. Dr. Hortt will share the results of the meeting with Trustees next month.

Niamh Mercer, HPLD Friends & Foundation Director, announced that over \$20,000 was raised at the Innovation Luncheon, and she thanked everyone who helped. She also shared that Colorado Gives Day will be on Dec. 9th, and invited everyone to support the Foundation through that platform.

4.0 BOARD COMMENTS

4.2 Vice-Chair Smock said she was amazed at Yes!fest, and all the interactions, presentations, discussions, instructions, and so on. She gave a shout out to everyone who put it together.

4.5 Other Board Members

Trustee Jenna Evans attended Yes!fest for the first time, and her boys loved it. It was really well-organized. Great job to everyone who organized it and executed it.

Trustee Gerri Holton said she is in awe of everyone who put together the budget because it is a huge task, and she thanked HR for putting together the policies that take care of the staff. She also thanked Dr. Hortt for all he does after hours.

Trustee Lisa Taylor expressed appreciation for Dr. Hortt and the entire HPLD team who have been displaced because of DSS construction. She also appreciates the fact that Member libraries are able to maintain some autonomy. She appreciates Dr. Hortt and the team for listening to the Members and working on collaboration and relationships. She also gave a shout out to the Pop-Up team for listening to the community.

Trustee Michael Wailes reported that the Innovation Luncheon had a good turnout. The work that Niamh and Christina do, and what they did with the Innovation Luncheon, is and was very impressive. Also, the Citizenship celebration had an impressive turnout as well, and he

congratulated everyone who worked on it. He enjoyed learning about the citizenship process while he was there.

5.0 EXECUTIVE SESSION

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

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

MOTION to adjourn from Regular Session and enter into 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 – Lochbuie Claim, and Granado Claim: Trustee Lisa Taylor

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 4:0

At 7:19pm on October 13, 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 on the Lochbuie Claim. The discussion ended at 7:49pm.

At 7:49pm, the executive session continued for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Granado Claim.

Attending the entire session of both topics were Vice-Chair Joyce Smock; Trustees Jenna Evans, Gerri Holton, Michael Wailes, and Lisa Taylor; Dr. Matthew Hortt; and Legal Counsel William Garcia. The discussion ended at 8:05pm.

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

6.0 RECONVENING OF REGULAR SESSION AT 8:06PM

6.1 Roll Call

All Trustees were Present unless noted:

Chair Nick Nakamura was excused

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes was excused

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt and Kim Parker

7.0 ADJOURNMENT AT 8:07PM:

There being no further business,

MOTION to adjourn the meeting: Trustee Gerri Holton
SECOND: Trustee Jenna Evans
DISCUSSION: None
VOTE: 4:0

Upcoming meetings:

November 17, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Farr Regional Library, 1939 61st Avenue, Greeley, CO 80634

Deana Lemos-Garcia

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Kim Parker

Recording Secretary
Kim Parker

Document Reference : 8cd1101f-d70f-41fc-a3ea-3b31990228c4

Document Title : HPLD Board Minutes 10.13.2025 RS and ES

Document Region : Northern Virginia

Sender Name : Kim Parker

Sender Email : kparker@highplains.us

Total Document Pages : 6

Secondary Security : Not Required

- Participants
- 1. Deana Lemos-Garcia (dlemosgarcia@highplains.us)
 - 2. Kim Parker (kparker@highplains.us)

Document History

Timestamp	Description
11/18/2025 02:21PM US/Mountain	Sender downloaded document.
11/18/2025 02:23PM US/Mountain	Document sent by Kim Parker (kparker@highplains.us).
11/18/2025 02:23PM US/Mountain	Email sent to Deana Lemos-Garcia (dlemosgarcia@highplains.us).
11/18/2025 02:23PM US/Mountain	Email sent to Kim Parker (kparker@highplains.us).
11/18/2025 02:42PM US/Mountain	Document viewed by Deana Lemos-Garcia (dlemosgarcia@highplains.us). 74.254.4.118 Mozilla/5.0 (iPhone; CPU iPhone OS 18_6_2 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/18.6 Mobile/15E148 Safari/604.1
11/18/2025 02:42PM US/Mountain	Deana Lemos-Garcia (dlemosgarcia@highplains.us) has agreed to terms of service and to do business electronically with Kim Parker (kparker@highplains.us). 74.254.4.118 Mozilla/5.0 (iPhone; CPU iPhone OS 18_6_2 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/18.6 Mobile/15E148 Safari/604.1
11/18/2025 02:42PM US/Mountain	Signed by Deana Lemos-Garcia (dlemosgarcia@highplains.us). 74.254.4.118 Mozilla/5.0 (iPhone; CPU iPhone OS 18_6_2 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/18.6 Mobile/15E148 Safari/604.1
11/18/2025 02:42PM US/Mountain	Email sent to Kim Parker (kparker@highplains.us).
11/18/2025 04:09PM US/Mountain	Document viewed by Kim Parker (kparker@highplains.us). 107.1.216.226 Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/142.0.0.0 Safari/537.36
12/01/2025 03:44PM US/Mountain	Document viewed by Kim Parker (kparker@highplains.us).