



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

**1.0 OPENING OF MEETING at 5:00PM**

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present:

Chair Nick Nakamura  
Vice-Chair Joyce Smock  
Secretary/Treasurer Deana Lemos-Garcia  
Trustee Jenna Evans attended virtually  
Trustee Gerri Holton  
Trustee Michael Wailes  
Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia  
HPLD Staff: Dr. Matthew Hortt, Marjorie Elwood, Eric Ewing, Natalie Wertz, Niamh Mercer, 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: Vice-Chair Joyce Smock

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

1.3 Approval of Consent Agenda

October 13, 2025 Regular and Executive Sessions Meeting Minutes

**MOTION** to approve the consent agenda: Trustee Michael Wailes

**SECOND:** Trustee Lisa Taylor

**DISCUSSION:** None

**VOTE:** 6:0

1.4 The Good We Do

Dr. Hortt presented the Good We Do

On Oct 16<sup>th</sup>, the Weld County Project Connect was held at Island Grove Regional Park, and over 1,000 people attended and were helped through services provided by numerous organizations in human services, healthcare, legal, government, and much more. HPLD participated again this year and provided I.T. help, library services, and staff to serve as navigators and a red-shirt lead. It was a great event and had a huge impact on the community.

1.5 Public Comment

No public comment.

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 HPLD 2026 Holiday Schedule (Action) – Eric Ewing, HPLD Human Resources Associate Director

Eric Ewing presented the list of ten days that the District will be closed: nine are paid days off, and one is not. Employees also get two floating holidays that they may take at their discretion. The holiday calendar can be found in the [board packet](#).

**MOTION** to approve the proposed holiday schedule for 2026: Trustee Lisa Taylor

**SECOND:** Secretary/Treasurer Deana Lemos-Garcia

**DISCUSSION:** None

**VOTE:** 6:0

2.2 2026 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director

State Revised Statutes require that regular board meetings be posted and that the 2026 schedule be set at this time of the year. The calendar can be found in the [board packet](#).

**MOTION** to approve the board meeting calendar for 2026: Trustee Gerri Holton

**SECOND:** Trustee Michael Wailes

**DISCUSSION:** None

**VOTE:** 6:0

2.3 Guidelines for URA and TIF Proposals (Action) - Dr. Matthew Hortt, HPLD Executive Director

At last month's meeting, the board directed staff to propose guidelines for considering URA and TIF proposals. The guidelines suggest setting a cap on the TIF, not exceeding 50% of the HPLD mill levy, not contributing more than 5% of the total tax increment, and additional considerations.

**MOTION** to approve and adopt the Guidelines for URA and TIF Proposals: Trustee Michael Wailes  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 6:0

2.4 Town of Frederick – Miner’s Park URA (Action) - Dr. Matthew Hortt, HPLD Executive Director & Ryan Johnson, Assistant Town Manager, Town of Frederick

In last month’s meeting, Frederick presented a proposed URA for Miner’s Park. It asked for a 75% share of the total \$3,000,000 TIF expense. The Board responded by asking staff to create a set of guidelines. As was stated in the 2.3 discussion, above, a 50/50% share was suggested. At 50%, the District’s share would come to around \$1,500,000.

**MOTION** to approve the Miner’s Park URA to follow the guidelines at a 50/50% split: Trustee Lisa Taylor  
**SECOND:** Trustee Michael Wailes  
**DISCUSSION:** None  
**VOTE:** 6:0

2.5 Guidelines for Safety Improvement Fund (Action) - Dr. Matthew Hortt, HPLD Executive Director

As part the District’s agreements with the member libraries, including IGAs and addendums, staff created Safety Improvement Fund Guidelines for reimbursing a member library up to \$20,000 per safety improvement project within a two-year period.

**MOTION** to approve the Safety Improvement Fund Guidelines as presented: Secretary/Treasurer Deana Lemos-Garcia  
**SECOND:** Vice-Chair Joyce Smock  
**DISCUSSION:** None  
**VOTE:** 6:0

2.6 Trustee Appointments (Information)

Trustee Joyce Smock’s 2<sup>nd</sup> term ends on December 31st. The recruiting process for a new Trustee is complete, and the Establishing Bodies have ratified Patty Bodwell for the Region 6 Trustee position starting on January 1, 2026. She plans to attend the December 8<sup>th</sup> board meeting, and will be introduced at that time. She’s a great partner to HPLD through her involvement with the Briggsdale Library.

**For Information Only. No Action Needed.**

2.7 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director  
Construction:

DSS: Staff have returned to the existing building, and there are still punch items to do there. The new building is on track with brick work and stucco on the exterior, and sheet rock inside. Mead: Construction is underway. Paving of the road into the property must be delayed until spring. Another problem was found today: an unknown, older irrigation line was hit, and the water district asked that the work on the property be delayed until all that is worked out.

Workforce Development:

Mobile Unit: building of the unit is in process, and surveys are being distributed. Over 100 surveys have been turned in.

Literacy:

The District continues to provide a variety of support for literacy.

**For Information Only. No Action Needed.**

### **3.0 DIRECTOR'S REPORT**

- 3.1     Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a.       December 8, 2025
  
- 3.2     District Updates – Dr. Matthew Hortt, HPLD Executive Director
  - Dr. Hortt invited the Trustees to The Daughters of the American Revolution's "Let's Party like it's 1776" at the Erie Library on November 22.

There has been interesting publicity on LINC lately: Dr. James Gould made and posted a video, and Greeley Lifestyle did an article in their November issue.

The United Way of Weld County was just given an opportunity to receive an extra 136,000 free diapers from Huggies, but would have to pay the \$5,000 shipping costs. Because HPLD is one of the major distributors of free diapers for United Way, the District funded the shipping and so there will be an extra 136,000 free diapers in the area.

Next year's Innovation Luncheon will change to a Carnival in the Stacks. HPLD's Friends & Foundation will work with the construction sector partnerships to create carnival games and putt-putt golf holes in the LINC stacks for an evening event, and then will be transported to the Erie Library for an all-day family event.

### **4.0 BOARD COMMENTS**

- 4.1     Chair Nakamura thanked everyone for an efficient meeting.
- 4.2     Vice-Chair Smock said she is pleased with the things going on and only two construction projects.
- 4.3     Secretary/Treasurer Lemos-Garcia enjoys working with Joyce and appreciates her contributions, and she thanked Joyce for leading the way for new members of the board. She also appreciates having meetings in other libraries because she may not have visited each one otherwise.
- 4.5     Other Board Members
  - Trustee Evans appreciates listening to the discussions and the fact that there's a lot of thought and discussions going into decisions.
  - Trustee Holton will save her comments for Joyce for next month. She asked about ReadCon, which will take place in April.
  - Trustee Wailes said the Foundation meeting went really well with the discussion of the new format for the fundraiser.
  - Trustee Taylor thanked staff for their work and thoughtfulness on the URA guidelines. Also, at the last Foundation board meeting, they got to hear from all the groups who had received funding from the Foundation and what they accomplished with it. She also promoted Colorado Gives Day.

### **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

5.3 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Prairie & Pawnee School Board Vote

**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, Granado Claim, and Prairie and Pawnee School Boards Votes: Trustee Lisa Taylor

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:31pm on November 17, 2025, for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lochbuie Claim, Granado Claim, and Prairie and Pawnee School Boards Vote.

At 6:31pm on November 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 on the Lochbuie Claim. The discussion ended at 7:14pm.

At 7:14pm, the executive session continued for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Granado Claim. The discussion ended at 7:24pm.

At 7:24pm, the executive session continued for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Prairie & Pawnee School Boards Votes. The discussion ended at 8:05pm.

Attending the entire session of all three topics were Chair Nick Nakamura; Vice-Chair Joyce Smock; Secretary/Treasurer Deana Lemos-Garcia; Trustees Jenna Evans, Gerri Holton, Michael Wailes, and Lisa Taylor; Dr. Matthew Hortt; Natalie Wertz; and Legal Counsel William Garcia.

During the executive session, the Board discussed or received advice regarding the Lochbuie Claim, Granado Claim, and Prairie and Pawnee School Boards Votes, 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 8:07PM**

6.1 Roll Call

All Trustees were Present unless noted

Chair Nick Nakamura  
Vice-Chair Joyce Smock  
Secretary/Treasurer Deana Lemos-Garcia  
Trustee Jenna Evans was excused  
Trustee Gerri Holton  
Trustee Michael Wailes  
Trustee Lisa Taylor

**7.0 ADJOURNMENT AT 8:08PM:**

There being no further business,

**MOTION** to adjourn the meeting: Vice-Chair Joyce Smock

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

*Upcoming meetings:*

December 8, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

*Deana Lemos-Garcia*

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HPLD Board Secretary/Treasurer  
Deana Lemos-Garcia

*Kim Parker*

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Recording Secretary  
Kim Parker