



BOARD OF TRUSTEES
Regular Session Minutes
Monday, September 15, 2025
Carbon Valley Regional Library
7 Park Avenue, Firestone, CO

1.0 OPENING OF MEETING: 5:00pm

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura attended virtually – arrived late

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes attended virtually – arrived late

Trustee Lisa Taylor attended virtually

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt, Christina Hardman, Melanie Goldman, Marjorie Elwood,

Rick Medrano, Natalie Wertz

Guests: Tony Brewer

Vice Chair Joyce 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: 5;0 approved

1.3 Approval of Consent Agenda

August 18, 2025 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Secretary/Treasurer Deana Lemos-Garcia

SECOND: Trustee Gerri Holton

DISCUSSION: none

VOTE: 5;0 approved

1.4 The Good We Do

Dr. Matthew Hortt discussed recent feedback about the HPLD Newsletter from two patrons. The first patron appreciated the playful inviting tone and stated it was “the email I didn’t know I needed.” The second patron stated they loved the newsletter for its interesting articles and they “love to see my tax dollars so well spent.”

1.5 Public Comment

No public comment.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 St. Vrain Sanitation Line Agreement (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt shared the progress on the St. Vrain Sanitation Line Agreement regarding the new library build in Mead. The Mead Fire District has signed the agreement. The city of Mead was thought to have needed to sign the agreement as well but that was proved false. The project can continue with only the Fire District’s signature. With this signature, construction on the sanitation line that will run onto the property can begin. Construction can also begin on paving the road to the new library. The asphalt team are about to shut down for the season, so it is important this work begins immediately.

Vice Chair Joyce Smock asked if the fire department signed the same exact agreement as the city of Mead would have if their signature was needed. Dr. Hortt stated yes. Vice Chair Smock confirmed with Dr. Hortt that the Fire District have signed the agreement. Dr. Hortt confirmed.

Trustee Gerri Holton asked if the city of Mead must sign the agreement and Dr. Hortt said no, they don’t. Dr. Hortt explained that the city was involved initially but doesn’t need to continue.

MOTION to approve the Sanitary Sewer Agreement: Trustee Lisa Taylor

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: none

VOTE: 5;0 approved

Chair Nick Nakamura joined the meeting at this time.

2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director

a. Pandemic Disease Policy

Marjorie Elwood shared the origin of the Pandemic Disease Policy and that it needed to be updated. Library Patron Tony Brewer researched various library policies across the country and state to see how their policies complied with the Health Department. The updated policy changes some of the language for clarity.

MOTION to approve the updated Pandemic Disease policy: Chair Nick Nakamura
SECOND: Trustee Jenna Evans

DISCUSSION: Trustee Gerri Holton asked if there could be a conflict of local authority and District policies. Dr Hortt stated that this can be hard to predict but if it did occur then best practice would be to err on the side of the safest policy. Trustee Holton asked if “prioritize staff safety” should be changed to 1st rather than it’s current place in 2nd. Trustee Jenna Evans asked why the policy doesn’t state that the District will default to the governing county’s safety directives. Dr. Hortt stated that the District is bound by local authority but during the 2020 pandemic the county allowed the District to set it’s own Covid-19 policy. Trustee Lisa Taylor recalled two times where the county health director shared that the county commissioners appreciated the District’s policy language stating that in the event of conflicting directives, HPLD will err on the safety of the public.

Trustee Gerri Holton requested a friendly amendment to change the first and second policy directive discussed earlier to prioritize siding on the safest policy. Chair Nakamura accepted the amendment.

VOTE: 6;0 approved

2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

a. Construction Updates

Dr. Hortt provided updates on District Support Services remodel and construction. He stated the staff in the remodeled building will move back in during mid-October. The staff in the new building will move in March of 2026. The temporary U.S. Bank rental will end it’s lease in October. The new building is on schedule and on budget. The construction on the Mead library is moving forward with onsite owner and contractor meetings scheduled.

b. Workforce Development

Dr. Hortt shared the downpayment on the Mobile Workforce Vehicle has been processed. He provided information on NC3 which Trustee Taylor had requested in the previous meeting. He stated the District is now part of NC3. NC3 provides stackable workforce development certifications and offers a variety of programs at different skill levels. Trustee Evans asked what kind of careers would the Snap On program help. Dr. Hortt stated it provides an entry level education to multiple fields and would allow for more specialized education with stackable certifications. Trustee Taylor stated the stackable programs help candidates stand out during the interview process as it shows their drive to improve. She is glad with how the District has invested in workforce development.

Dr. Hortt stated the District is working with Aims Community College to insure we are not competing with their workforce development programs. Secretary/Treasurer Lemos-Garcia stated this program gives people the chance to explore different opportunities without risk. Trustee Evans asked how patrons will know this program is available. Dr. Hortt stated the best way to reach the correct audience is being surveyed and CRM will create a campaign based on this data. Trustee Holton asked if this program is available now and Dr. Hortt stated yes.

Vice Chair Joyce Smock asked how the workforce development companies found out about the District. Dr. Hortt shared he found out about NC3 and Snap On Tools at a conference. Vice Chair Smock asked Dr. Hortt to clarify what “stackable” means in regard to the certificates. Dr. Hortt stated the trainings can build on each other to create a specialized path of education. Trustee Evans asked the age requirement. Dr. Hortt stated middle schoolers and up can use the

program. Trustee Evans stated the District should advertise this offering to high schools with the information that it is a tax payer funded service.

Trustee Michael Wailes joined the meeting at this time.

c. Literacy

Dr. Hortt invited everyone to YES!Fest taking place on Saturday, September 20th. He shared statistics on 2025's Summer Reading Adventure.

For Information Only – No Action Needed

2.0 DIRECTOR'S REPORT

2.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. October 13, 2025 RS

Dr. Hortt reviewed the drafted agenda for the next board meeting. Trustee Evans asked for the Erie Community Library expansion to be on the agenda. Trustee Taylor asked for a recap on the HPLD Friends & Foundation Innovation Luncheon fundraiser to be on the agenda.

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

Dr. Hortt announced the Baldrige conference is in Denver this year and he will be attending. It takes place on October 13th.

There is a citizenship celebration hosted by HPLD's Outreach team and IRC this Friday October 3rd at 5 – 8pm at the IRC. The ceremony is specific to the people who have gone through IRC's program. 38 people will be celebrating becoming American citizens.

HPLD's IT team is in process of updating computers in libraries, event spaces, and meeting rooms throughout the District.

Dr. Hortt read a letter from Emma, a project manager for Mexican American History Project, regarding their book launch. The team collected oral histories for the book in the conference room of DSS. Emma thanked library staff for their help throughout the book launch that took place August 27th. She stated the book wouldn't have been possible without the support of the District. They had about 300 people attend.

Chair Nick Nakamura left the meeting.

BOARD COMMENTS

4.1 Chair Nick Nakamura was not present to share.

4.2 Vice-Chair Joyce Smock

Vice Chair Smock shared that she is amazed at what is going on with this library district. She stated there are lots of good things coming. She stated the citizenship partnership and workforce development is awesome.

4.3 Secretary/Treasurer Deana Lemos-Garcia

Secretary/Treasurer Lemos-Garcia thanked Carbon Valley Regional Library for hosting the board meeting. She enjoyed the live music that was preformed after the previous month's board meeting at LINC. She thanked Christina Hardman for taking minutes in Kim Parkers place. She was thankful for the feedback of the Mexican American History Project book launch.

4.5 Other Board Members

Trustee Jenna Evans

Trustee Evans thanked Carbon Valley Regional Library for hosting the meeting. She enjoyed hearing about the workforce development updates. She is looking forward to YES!Fest this year as she has never been before.

Trustee Gerri Holton

Trustee Holton thanked Carbon Valley Regional Library for hosting the meeting. She reminisced on when Carbon Valley Regional Library had the best used books for sale and the best tea in the meeting room. She appreciated the workforce development updates and stated that innovation of library staff keeps libraries open. She enjoyed the music program at LINC after the previous board meeting. At the Fort Lupton School & Public Library, they have created a fort for Dia Los Muertos and invited everyone to go take a look. She also shouts out Hudson Library's book clubs titled Book Banter and Not Your Grandma's Book Club.

Trustee Michael Wailes

Trustee Wailes apologized for not making the meeting in person. He stated the YES!Fest ads look great. He reminded everyone the Innovation Luncheon is coming up and he is looking forward to it.

Trustee Lisa Taylor

Trustee Taylor stated she loves Carbon Valley Regional Library. She provided a shout out to the new policies and to all the staff members who are working on it. She stated that policies don't always provide a huge impact but they matter. She thanks the staff for being so diligent on that front.

3.0 ADJOURNMENT AT 5:56PM:

Vice Chair Joyce Smock adjourned the meeting.

Upcoming meetings:

October 13, 2025 at 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

Christina Hardman

Recording Secretary
Christina Hardman