



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, January 12, 2026
5:00 p.m.
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:

Trustee Jenna Evans
Trustee Gerri Holton
Trustee Michael Wailes
Trustee Nick Nakamura arrived at 8:02pm
Trustee Lisa Taylor
Trustee Patty Bodwell
Trustee Deana Lemos-Garcia was excused

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia
HPLD Staff: Dr. Matthew Hortt, Eric Ewing, Rebecca Libersat, James Melena, Niamh Mercer, Natalie Wertz, Kim Parker

Dr. Matthew Hortt 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 Nick Nakamura
DISCUSSION: None
VOTE: 6:0

1.3 Approval of Consent Agenda

December 8, 2025 Regular and Executive Sessions Meeting Minutes
MOTION to approve the consent agenda: Trustee Lisa Taylor
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 6:0

1.4 The Good We Do
Peter Derk, HPLD eMarketing Specialist, posted a picture of a cat on social media, and it generated interest, so he called it the High Plains Library District Spokescat. He then invited people to submit a photo and description of their cat that could be used to promote the library district's collections, events, and services. He also said he would personally pledge \$2 to the Humane Society for every cat that was submitted through January 9th. As of January 8th, he had received 185 different images, and numerous interactions and engagement. In fact, the first one brought over 1100 interactions. The numbers continue to stay strong.

1.5 Public Comment
Paul Wember, owner of Wember, Inc, HPLD's Owners Rep construction management team and sponsor of CALCON, said 'thank you' to everyone in the room for allowing them to work with HPLD. He started working with the organization before it became the High Plains Library District, and he built and remodeled many of the HPLD Libraries. As a young architect, he got to work on Farr and CP, then build Erie and CVRL, and later renovated them, along with many of the other buildings. He again thanked everyone for working with Wember.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Oath of Office and Ethics Policy (Action) - Dr. Matthew Hortt, HPLD Executive Director
Per Colorado Revised Statutes, the office of Library Board Trustee is considered a "civil officer" and so Trustees are required to take an Oath of Office. HPLD practice has also been for Trustees to review and sign an Ethics Statement at the beginning of each year.
Legal Counsel Bill Garcia led the Trustees in reciting the Oath of Office and asked them to review and sign the Ethics Statement. Both documents will be linked to the HPLD website under the Trustees' photos.

For Information Only. No Action Needed.

2.2 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
a. Chair – Nick Nakamura
b. Vice-Chair – Michael Wailes
c. Secretary/Treasurer – Deana Lemos-Garcia
Prior to this meeting, staff reached out to the Trustees to find out who was interested in serving as an officer. From that feedback, the proposed slate of officers, listed above, was generated. It is the recommendation of staff that the Board approve the slate as proposed.

MOTION to approve the proposed slate of officers: Trustee Gerri Holton

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

2.3 Selection of Board Committees (Action) - Dr. Matthew Hortt, HPLD Executive Director
The Board sets committee assignments each year to prepare for focused work. As part of the responsibilities of the Vice-Chair position, Michael Wailes will be on the Governance Committee. Also, the Secretary/Treasurer, Deana Lemos-Garcia, will be on the Finance Committee. In addition to that, staff asked Trustees what positions they were interested in. From that feedback and further discussion in the meeting, the following committees were created.

Standing Committees

- a. Finance Committee: Secretary/Treasurer Deana Lemos-Garcia and Trustee Lisa Taylor
- b. Foundation: Vice-Chair Michael Wailes and Trustee Lisa Taylor

- c. Governance Committee: Vice-Chair Michael Wailes and Trustee Gerri Holton \

Ad Hoc Committees

- d. Construction Projects
I. DSS Library and Archive
II. Mead
- e. Materials reconsideration: Trustee Jenna Evans and Trustee Gerri Holton
MOTION to approve the committee assignments: Trustee Jenna Evans
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0

2.4 Policy Updates (Action) - Dr. Matthew Hортt, HPLD Executive Director

- a. Genealogy Collection policy
b. Criteria for Collection policy
c. Self-published Works policy
d. Social Media Policy
e. Community Relations & Marketing

Staff review and update policies on a regular basis, and are presenting five policy updates at this time. The Criteria for Collection policy was reviewed, and no changes were made. After board discussion, the Genealogy policy will be amended and brought back next month with the recommended changes. The other policies listed had minimal changes. The changes in the policies can be seen in the [board packet](#).

MOTION to approve policy updates B through E: Trustee Lisa Taylor
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 5:0

2.5 Strategic Plan Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

- a. Construction Updates
- The DSS3 building envelope is mostly closed up, except for a couple of garage doors that need to be installed. The drywall is up, and most accent walls have been painted. The project is on budget and on schedule.
 - At Mead, the foundation has been poured, and the fireplace stack was installed. They have been working on getting the steel beams and decking in place, and have started framing the building.
- b. Workforce Development
- Staff members are preparing and testing stops for the vehicle and are still collecting surveys. The chassis is complete, and the HPLD team hopes to highlight the vehicle at the Greeley Stampede.
- c. Literacy
- Literacy is always a priority, and staff have already started planning this year's summer reading adventure.

Elena Rosenfeld has a strategic plan survey that will be sent to the Trustees.

For Information Only. No Action Needed.

3.0 DIRECTOR'S REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
- a. February 16, 2026
Staff will add the Genealogy policy to the existing agenda

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

- Over the holiday break, Dr. Hortt got a phone call from the Town of LaSalle, asking how they can get a library, and they asked that he let our Board know of their interest.
- Wember, Inc. has had a couple of staff changes, and the district has a new owners rep.
- The box truck for I.T. and Facilities that was budgeted for this year will cost \$3,000 to \$4,000 more than planned.
- Dr. Hortt met with the superintendent of the Pawnee School District and put together some options to get the bookmobile back into the school, and the desire is to work together to make it happen.
- The Prairie School District Principal is open to meeting with Dr. Hortt, but a meeting has not been set up yet.
- The HPLD Friends & Foundation reported that from Colorado Gives Day they received 65 gifts, totaling \$11,548. The wrap up report is in the board packet.
- The Events & Experiences semi-annual report is also in the packet. They interacted with 6,211 patrons, checked out over 900 books, and made 96 new library cards in the last six months
- There will be a stud signing event at the Mead Library in early February. More details to come.

4.0 BOARD COMMENTS

- Chair Nakamura thanked the board for their faith in his leadership on this board, and said he will be happy to mentor for transition if someone else is interested. His wife did a regional judicial event at LINC, and the state director came and was surprised and impressed. As a result, the state-wide judicial event may be held here.
- Vice-Chair Wailes toured the new Milliken library that is under construction, which is exciting. They hope to be open in the summer, and are repurposing many of the old materials.
- Trustee Evans congratulated the Foundation for doubling their CO Gives Day numbers from last year. Also, her family is enjoying the board games that they are checking out at Erie.
- Trustee Holton gave a shoutout to Niamh and Christina, of the Foundation, for always being so put together and doing great work, and to the PopUp for doing great things for outreach. Ft. Lupton is also putting together a strategic plan, and is doing an onboarding and having a strategic planning workshop with the State Library.
- Trustee Taylor said there's so much to be thankful for, and gave a shoutout to the Foundation and Niamh for their diligence and follow up: its not just about how to get that dollar, it's about how to keep that donor engaged. Also, she gave a shoutout for the HPLD social media. It is on-point and always witty, always fun. She really loves the intellect and humor, and the great way it engages the community. She also told a story about returning a book that was so overdue that the district had turned off her Hoopla. She returned it while on her way to the airport when the library was not open, and checked the next day - and her Hoopla was already reactivated. She thought, "God bless these HPLD employees!" Finally, she shared how pumped she is about the workforce vehicle. That's going to be a game-changer for people in terms of access and support.
- Trustee Bodwell is excited to be here and learn about what goes on. She's ready to get her feet wet and is especially concerned about the bookmobile in Pawnee and Prairie because kids need the bookmobile. She's also very excited about the workforce mobile unit.

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4)(f) Personnel Matters – Matthew Hortt’s Performance Appraisal
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) (f), Personnel Matters – Matthew Hortt’s performance appraisal: Vice-Chair Michael Wailes
SECOND: Trustee Lisa Taylor
DISCUSSION: None
VOTE: 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:05pm on January 12, 2026, for the sole purpose of discussing Matthew Hortt’s performance appraisal. Attending were Chair Nick Nakamura, Vice-Chair Michael Wailes, Trustee Jenna Evans, Trustee Gerri Holton, Trustee Lisa Taylor, Trustee Patty Bodwell, Legal Counsel Bill Garcia, and HPLD staff Natalie Wertz and Eric Ewing.

6.0 RECONVENING OF REGULAR SESSION AT 6:34PM

- 6.1 Roll Call
 The following Trustees were present:
 Chair Nick Nakamura
 Vice-Chair Michael Wailes
 Trustee Jenna Evans
 Trustee Gerri Holton
 Trustee Lisa Taylor
 Trustee Patty Bodwell
 There was a quorum.

- 6.2 Action Salary Adjustment
MOTION to award Dr. Hortt a 5% merit salary increase retro to January 1, 2026:
 Trustee Lisa Taylor
SECOND: Vice-Chair Michael Wailes
DISCUSSION: None
VOTE: 5:0

7.0 ADJOURNMENT AT 6:35PM:

- There being no further business,
MOTION to adjourn the meeting: Vice-Chair Michael Wailes
SECOND: Trustee Jenna Evans
DISCUSSION: None
VOTE: 5:0

Upcoming meetings:

February 16, 2026 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

Kim Parker

Recording Secretary
 Kim Parker