



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, December 8, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:03pm

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia attended virtually and arrived at 5:10pm

Trustee Jenna Evans

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, 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 Michael Wailes

DISCUSSION: None

VOTE: 5:0

- 1.3 Approval of Consent Agenda
November 17, 2025 Regular and Executive Sessions Meeting Minutes
MOTION to approve the consent agenda: Trustee Lisa Taylor
SECOND: Trustee Jenna Evans
DISCUSSION: None
VOTE: 5:0

- 1.4 The Good We Do
Dr. Hortt said that in building community, the library is not only a place for books, but also a place for events. In November, the Erie Community Library hosted the *Daughters of the American Revolution's* "Let's party like it's 1776" VIP event and revolutionary experience that included an interactive exhibit. Over 900 people were able to go through the exhibit, and examples of the experience were a reenactment of the Green Mountain Boys and someone playing King George. Also, Dr. Hortt talked with their Historian, who was very interested in HPLD's Archives.

- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introduction of new Trustees (Information) – Dr. Matthew Hortt, HPLD Executive Director
HPLD went through the recruitment process for a Region 6 Trustee, because Trustee Smock will be term-limited on December 31st, and were fortunate to have a great candidate who was appointed by the committee and ratified by the establishing bodies. Dr. Hortt introduced Patty Bodwell, who said she got involved with High Plains Library District through the Briggsdale Community Library, where she is president. When she first went to Briggsdale, the library had no wi-fi; and through communicating with Trustees and staff, they now have computers, a MondoPad, and a copier/printer.

For Information Only. No Action Needed.

- 2.2 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager
The final valuation was received and some changes were made in abatements since the October board meeting, resulting in the following numbers.
The mill levy for 2026 is set at 3.039 for operations. Total revenues come to \$57,812,027, expenditures for operations are \$34,516,935, capital outlay is \$17,820,900, and distributions to Member libraries are \$12,458,884. That results in a decrease in net assets of \$6,984,692.

The adjustments to abatements include carrying over \$250,000 for the IT capital budget for new equipment in Milliken, because it is being carried over from 2025, and increasing reimbursements to the member libraries for the safety improvement program that the board approved last month.

Secretary/Treasurer Deana Lemos-Garcia joined the meeting at 5:10pm.

MOTION to open the public hearing: Trustee Gerri Holton
SECOND: Trustee Michael Wailes
DISCUSSION: None
VOTE: 6:0

Chair Nakamura asked if there were any members of the public who would like to comment on the budget.

There were no comments.

MOTION to close the public hearing: Trustee Gerri Holton

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

MOTION to approve the 2026 budget and adopt resolution 25-1: Trustee Michael Wailes

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 25-2 and appropriate sums of money: Trustee Michael Wailes

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 25-3 to set the Mill Levy for Weld County: Trustee Michael Wailes

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

MOTION to adopt resolution 25-4 and set the Mill Levy for Boulder County: Trustee Lisa Taylor

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

- 2.3 457 Plan Update (Action) - Dr. Matthew Hорт, HPLD Executive Director
Changes to the Deferred Compensation 457(b) plan were brought to the Board in October and were approved, and now there are a couple of additional changes to address. Instead of the plan starting on 1/1/27, as it was presented in October, it will actually start on 1/1/26. Also, a restriction on when employees could modify their contribution amount was removed.

Staff recommended that the Board approve the amendments.

MOTION to approve the 457(b) deferred compensation amendments: Trustee Michael Wailes

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

- 2.4 Strategic Plan Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director
Construction is continuing to make progress at DSS building 3 and Mead, and both projects are on schedule and within budget. There had been some concerns about the Mead Library being a part of the area HOA, but that was resolved.

Workforce Development: The Workforce Vehicle plans to be delivered in the second quarter of 2026. There was a great article in BizWest about it, thanks to the Weld Trust, and staff are

grateful for all the support that the Weld Trust has provided for the project. Also, staff continue to gather survey results.

Literacy initiatives continue to stay strong.

For Information Only. No Action Needed.

2.5 Outgoing Trustee Recognition (Information)

Dr. Hortt recognized Trustee Joyce Smock, who was on the board since before he started working at HPLD. He remarked that she served in many capacities and has been the cog who held them together throughout her time with the board.

Trustee Smock said the pleasure has been all hers, and reflected that Matt has led this organization in ways that surprised her, and now look at all that has been done in the last eight years.

Chair Nakamura thanked Joyce for all her guidance when he was a new member, and has enjoyed sitting next to her in the meetings.

Trustee Evans, too, has enjoyed sitting by her and getting to know her, she thanked Joyce for everything, and said she will miss her.

Trustee Holton said she appreciates and admires Joyce so much and went into detail about specifics.

Trustee Wailes said he is really sad for the District because she brings a passion to the things she's involved with, and it will be missed.

Trustee Taylor appreciates how Joyce shows up all the way around, not just literally, and how she cares deeply about HPLD and takes time to ask questions. She recognized how Joyce thinks critically and has the heart and soul for staff and patrons. Trustee Smock said HPLD has hired good people, and that is the key.

For Information Only. No Action Needed.

3.0 DIRECTOR'S REPORT

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

a. January 12, 2026

Dr. Hortt went over the January 2026 agenda and asked if anyone wanted him to add anything. Trustee Taylor asked that Niamh Mercer, HPLD Friends & Foundation Director, report on CO Gives Day and year-end giving.

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

Staff talked with the Pawnee School District, and the superintendent asked that they put together a proposal on how the two entities can work together. The Outreach team has been working on that, and Dr. Hortt and Marjorie Elwood should be getting a copy of the proposal, which will outline how parents can be more involved, soon. They will review it and submit it to the superintendent, who will present it to their Board at the next meeting.

Staff also heard from Prairie School District, and they expect to set up a meeting.

Today, LINC hosted staff from DIA, who were there to tour the facility and look at their makerspace and workforce development, because DIA is planning to put in a makerspace and are trying to work on workforce development for aeronautics.

Also, the LINC Manager gave a tour for NASA and UNC's Monfort School of Business because they are looking at forming some kind of partnership and want to pull HPLD into it.

Tomorrow is Colorado Gives Day, and Dr. Hortt encouraged everyone to support their favorite non-profit. Of course, he put a plug in for HPLD's Friends & Foundation.

The person who recorded the closing announcements at LINC is the same person who records the announcements for the Emmies, and she enjoys doing her recordings at LINC's recording studio.

4.0 BOARD COMMENTS

4.1 Chair Nakamura thanked Joyce again for her service to the District, and wished everyone happy and safe holidays.

4.2 Vice-Chair Smock has been thinking about the bookmobile situation. We don't want to ban and censure, but we do want to have people who use common sense and discretion. It's been a wonderful ride. She also thanked Legal Counsel Garcia for all he has done.

4.3 Secretary/Treasurer

4.5 Other Board Members

Trustee Evans gave a shout out to Joyce again, thanked Natalie and her staff for all the work on the budget,

Trustee Holton was glad to see former-Trustee Mary Heberlee at the meeting because it means it's not the last time she will see her. She said she really enjoys working with the current board, and thanked Natalie all her work on the budget and said because of it, she feels very secure. She also said 'good luck' to Niamh Mercer.

Trustee Wailes thanked Natalie and her staff, along with Joyce, for their service. He also thanked anyone who gave support to an employee at Johnstown who needed it.

Trustee Taylor thanked Joyce and gave a shout out to all HPLD staff: both at admin and in branch libraries and member libraries. She also shared recent interactions where the other party gave a shout out to LINC: this week she had two separate check-ins with Weld Trust grantees, and they both gave a shout out to HPLD. The first one, the IRC of Northern Colorado, said they had 49 new US citizens in 2025, and that would not have been possible without the help of HPLD. The second one, a check-in call with Young Americans Center, asked her if she had been to LINC and told her how easy it is to work with them and what a big help it is to be able to use their space.

Chair Nakamura announced that there will be a fifteen-minute recess.

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: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:15pm on December 8, 2025, for the sole purpose of discussing Matthew Hortt's performance appraisal. Attending were Chair Nick Nakamura; Vice-Chair Joyce Smock; Trustees Jenna Evans, Gerri Holton, Michael Wailes, and Lisa Taylor; Dr. Matthew Hortt; and Legal Counsel William Garcia.

During the executive session, the Board discussed Matthew Hortt's performance appraisal, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4) (f). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action.

6.0 RECONVENING OF REGULAR SESSION AT 6:40PM

6.1 Roll Call

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor

7.0 ADJOURNMENT AT 6:48PM:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

Upcoming meetings:

January 12, 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