



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, March 16, 2026
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 unless noted:
Chair Nick Nakamura was excused
Vice-Chair Michael Wailes
Secretary/Treasurer Deana Lemos-Garcia
Trustee Jenna Evans
Trustee Gerri Holton was excused
Trustee Lisa Taylor
Trustee Patty Bodwell

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt, Ian Holmes, Marjorie Elwood, Elena Rosenfeld, Natalie Wertz, Kim Parker

Guests: Quentin Rockwell and Steve Miller

Vice-Chair Michael Wailes 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 Lisa Taylor

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

1.3 Approval of Consent Agenda

a. February 16, 2026 Regular and Executive Sessions Meeting Minutes

MOTION to approve the consent agenda: Trustee Jenna Evans

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

1.4 The Good We Do

Dr. Hortt wished a happy birthday to the Trustees who had a birthday since the last meeting or will have one in the next couple of days.

Also, The Workforce Center of Weld County's *Young Adult Job Fair* was held at the Island Grove Regional Park Event Center on March 11th, and 950 youth attended, which was an all-time high. HPLD was well represented; with staff helping participants with resumes before meeting with employers, and the district's computers being set up for them to apply for jobs on the spot. He thanked the HPLD Workforce Development Librarians and staff from Centennial Park Library, who were there making all of it happen. Also, Dr. Hortt talked with Congressman Gabe Evans about the library district while they were there. It was a great event!

Secretary/Treasurer Lemos-Garcia asked if HPLD gathers information on how many young adults actually get jobs from the event and was told that the district does not, but that the County does. Dr. Hortt told her that staff will look into that.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager

Ms. Wertz reported that it is audit season again, and Anderson & Whitney, Public Accountants, will be onsite starting March 17th. They are required to provide to HPLD's governing body a letter of communication that spells out the planned scope and timing of the audit. Ms. Wertz presented an overview to the Board, and the letter is in the [Board Packet](#).

For Information Only. No Action Needed.

2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
Marjorie Elwood, HPLD Associate Director, presented the updated policies. For more information, you can find the red-lined and recommended policies in the [Board Packet](#).

The policies being updated at this time follow:

a. Policy Process

Changes were made to clarify the wording and update roles and responsibilities.

b. High Plains Library District Introduction

Historical information was updated, thanks to Cindy Welsh, HPLD Archivist Librarian, who was able to find specific dates and information in the district's institutional archives.

c. Governance Policy

The wording, link to Colorado Library Law, and service area definitions were updated.

d. AI Policy

This is a new policy that was written in response to AI being used as a tool in the workplace. It was kept high-level, and the use of AI by library departments will be addressed in the procedure manual.

MOTION to approve the policy updates: Trustee Lisa Taylor

SECOND: Trustee Patty Bodwell

DISCUSSION: None

VOTE: 4:0

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

a. Construction

DSS archive and expansion is on budget and schedule, and is expected to get temporary occupancy on April 13th. Furniture delivery will be delayed by three weeks, but will not

delay the grand opening of June 27th.

While giving a tour of the new building to Cheri Witt-Brown, the CEO of Greeley-Weld Habitat for Humanity (HfH), she shared that HfH plans to hold a Hope Springs Block Party on May 30th to celebrate the completion of the first street of 55 homes. She asked that HPLD staff give tours of the new library & archives during the event. Dr. Hortt let the Trustees know that staff will let them know the details once they are set.

Mead's box walk is complete, paving of the road has been pushed back to late spring or early summer, and it is anticipated that the building's construction will be complete in August.

b. Workforce Development

April 6th will be the first stop of the temporary fill-in Mobile Workforce Development Vehicle, which will be parked with Weld County Employment Services' vehicle and the Weld Food Bank mobile food pantry. Weld County has identified Karina Ragland as their staff member who HPLD will work with through the testing phase. Also, the County's contract department has asked that the library district update our MOU with them, so work is being done on that.

c. Literacy

The District continues to work on this very important part of the strategic plan. Readcon is scheduled for April 24th at LINC.

Staff are working to get ready for Summer Reading Adventure (SRA).

Also, preparations are being made for the Signature Author event on August 15th, which will bring in Danny Trejo as the author.

For Information Only. No Action Needed.

3.0 DIRECTORS REPORT

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

a. April 20, 2026 RS

Trustee Taylor asked for a report on the first stop of the workforce development vehicle

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

House Bill 26-1209 legislation would have dropped the property tax revenue cap from 5.25 to 4%, but it failed to move forward out of committee. Staff are grateful for that.

Staff and the Member Libraries have been working on the Public Library Annual Report, and the numbers are being compiled at this time. The report should be done long before the deadline.

The District has hired two new library managers: Erin Neufeld for Farr, and Kristen Bodine for Mead.

Last week, HPLD received the Distinguished Budget Presentation Award for Government Finance Officers Association, the highest recognition for government budgeting.

Staff received an invitation from the Friends of Raymer for the grand opening of the public computing center and their small library on April 25th, from 9:30am to 3:00pm.

Dr. Hortt received an invitation to speak to the Pawnee School Board on March 24th to talk about the bookmobile stops there.

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Wailes thanked the team who does the policies work. He thanked Natalie and her team for all the work on the budget. Also, he attended the Milliken Wall Signing event, and it was exciting to see a lot of community show up and their excitement about it. He also saw that BlackRock has a \$100,000,000 workforce development initiative and that they are issuing grants, so that may be something we can look into.
- 4.2 Secretary/Treasurer Lemos-Garcia congratulated Natalie, and said as Treasurer, she can understand how we can get this award. She thanked Matt for the update on the young adult job fair. She has heard from young adults that they had a great time and had a lot of opportunities to explore. Also, as always, she appreciated the policy review. Also, her three-year-old grandson got a library card and checked out his first book at LINC, which warms her heart.
- 4.3 Other Board Members
- Trustee Evans reiterated the same: congratulations on the budget and thank you for the policy updates; she knows it takes hours of work. She also thanked the marketing team for the Readcon bag of goodies. She's looking forward to digging into it.
 - Trustee Taylor added her gratitude to staff. She realizes how many hours of work and the tediousness that goes into the policies. She sends good vibes when the auditors are onsite. Her cousin and his 4th-grade and 6th-grade children visited Lisa from Florida, and they loved LINC. She is grateful that one of the top attractions in town is a library,
 - Trustee Bodwell visited New Raymer, and they were training volunteers on how to use the equipment. It's exciting that they have the PCC. She also thanked Natalie for the budget and told Marjorie and staff 'kudos' for figuring out the AI policy.

5.0 ADJOURNMENT OF REGULAR SESSION AT 5:41PM AND CONVENING OF EXECUTIVE SESSION AT 5:56PM

- 5.1 C.R.S § 24-6-402(4)(e) - Determining positions relative to matters that may be subject to negotiations – Member Library IGA

MOTION to adjourn the HPLD Board Meeting Regular Session and move into Executive Session per section 24-6-402(4) of the Colorado Revised Statutes for the sole purpose of determining positions relative to matters that may be subject to negotiations regarding the Member Library IGA: Trustee Lisa Taylor

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

An executive session of the Board of Trustees of the High Plains Library District convened at 5:56pm on March 16, 2026 for the sole purpose of determining positions relative to matters that may be subject to negotiations regarding the Member Library IGA as authorized by C.R.S § 24-6-402(4). Attending were Board Trustees Michael Wailes, Deana Lemos-Garcia, Jenna Evans, Lisa Taylor, and Patty Bodwell; Legal Counsel Bill Garcia; and HPLD staff Matthew Hortt and Natalie Wertz. During the executive session, the Board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 6:31pm

6.0 RECONVENING OF REGULAR SESSION AT 6:32PM

6.1 Roll Call and Pledge of Allegiance

The following Trustees were present:

Vice-Chair Michael Wailes
Secretary/Treasurer Deana Lemos-Garcia
Trustee Jenna Evans
Trustee Lisa Taylor
Trustee Patty Bodwell

7:0 ADJOURNMENT at 6:33PM

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Deana Lemos-Garcia

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 4:0

Upcoming meetings:

April 20, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

Farr Regional Library, 1939 61st Avenue, Greeley, CO 80634

Lisa Taylor

HPLD Board Secretary/Treasurer
Lisa Taylor

Kim Parker

Recording Secretary
Kim Parker