



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, April 20, 2026
5:00 p.m.
Farr Regional Library
1939 61st Avenue, Greeley, CO 80634

1.0 OPENING OF MEETING AT 5:00PM

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
Trustee Lisa Taylor
Trustee Patty Bodwell

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia
HPLD Staff: Rita Kadavy, Kristen Bodine, Erin Neufeld, Eric Ewing, Marjorie Elwood,
Natalie Wertz, Niamh Mercer, Rick Medrano, Dt. Matthew Hortt and Kim Parker
Guests: Steve Miller and Quentin Rockwell

Vice-Chair 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 Gerri Holton

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 5:0

1.3 Approval of Consent Agenda

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MOTION to approve the consent agenda: Trustee Jenna Evans

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

1.4 The Good We Do

Dr. Horts reported that this is a celebratory year for HPLD. Eighty-five years ago, in 1941, Weld County started bookmobile services, and the first stop was in Grover. It was the first mobile unit in the state and started a legacy that has carried on to this time. Another reason to celebrate is that forty years ago, in 1986, the District was formed. Dr. Horts thanked Cindy Welsh, HPLD's Archives Librarian, for her work in researching and providing the information.

The District is also getting ready to roll out a new service and will be the first in the world to do so, by partnering with Photomyne to digitize photos and negatives. Patrons will be able take a page of photos and individually digitize each one.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Farr Regional Library & Mead Library Manager Introductions (Information) – Dr. Matthew Horts, HPLD Executive Director

HPLD recently hired two new Library Managers: Erin Neufeld for the Farr Regional Library, and Kristen Bodine for the Mead Library. The Board got to learn a little about each of them as they introduced themselves.

The Trustees congratulated the Managers and welcomed them to their new roles.

For Information Only. No Action Needed.

2.2 Trustee Resignation and Recruitment (Action) - Dr. Matthew Horts, HPLD Executive Director

Trustee Nakamura resigned his position on the board, and so staff will start recruitment procedures to fill the Region 4 (Greeley, Evans, Garden City) vacancy for the remainder of the term, which ends on December 31, 2026. The chosen candidate will also be able to apply for the second term, which will run from January 1, 2027 through December 31, 2030.

The recruitment process will include posting Notices in newspapers, online, and in the libraries, and sending letters to the Establishing Bodies and previous interviewees.

MOTION to approve the release of recruitment materials: Trustee Gerri Holton

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

2.3 Election of Board Officer(s) (Action) - Dr. Matthew Horts, HPLD Executive Director

After talking with the Trustees following Trustee Nakamura's resignation, staff propose the following slate of officers.

Chair: Michael Wailes

Vice-Chair: Deana Lemos-Garcia

Secretary/Treasurer: Lisa Taylor

MOTION to approve the proposed slate of officers: Trustee Jenna Evans

SECOND: Trustee Patty Bodwell

DISCUSSION: None

VOTE: 5:0

2.4 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
Following discussion with the Board, the following board committees were suggested.

- a. Executive Committee
 - Chair Michael Wailes
 - Vice-Chair Deana Lemos-Garcia
- b. Finance
 - Secretary/Treasurer Lisa Taylor
 - Trustee Jenna Evans
- c. Foundation
 - Chair Michael Wailes
 - Secretary/Treasurer Lisa Taylor
- d. Governance
 - Vice-Chair Deana Lemos-Garcia
 - Trustee Gerri Holton
- e. Materials Reconsideration
 - Trustee Gerri Holton
 - Trustee Jenna Evans
- f. Construction Projects
 - I. DSS Library and Archive
 -
 - II. Mead
 - Chair Michael Wailes

MOTION to approve the Committee Assignments: Secretary/Treasurer Lisa Taylor

SECOND: Vice-Chair Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

2.5 PLAR Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

The District is required to compile information for the Public Library Annual Report and submit it to the Colorado State Library each year in March. The State then puts the information into the larger Federal Institute of Museum and Library Services (IMLS) report. The result is that the information is used to determine state funding and grants.

Some highlights of this year's results of 2025 data points compared to 2024's data include a huge jump in Wi-Fi Sessions, a 14% decrease in physical materials and 13% increase in e-materials being checked out, a 45% increase in programs' attendance, and a very large jump in Outreach exposure and engagement.

The comparison of 2024 and 2025 data points that were presented to the Board can be seen in the [Board Packet](#).

After discussion with the Board, Dr. Hortt said he will go back and look at the 2023 circulation numbers and report his findings next month.

For Information Only. No Action Needed.

2.6 Policy Updates (Action) – Dr. Matthew Hortt, HPLD Executive Director

- a. Finance Policy
 - Last November, the Board directed staff to add URA/TIF guidelines to the Finance Policy, and so it was included. After further review, no other changes were made.
- b. Public Statement Policy
 - Marjorie Elwood reported that this policy was reviewed, and no changes were made.

- c. Proctoring Policy
“Exam” was added to the title, making it the Exam Proctoring Policy, and staff clarified that it is subject to staff availability. Also, procedural information was taken from the policy and moved to the Procedures Manual.
MOTION to approve the policy updates: Trustee Gerri Holton
SECOND: Secretary/Treasurer Lisa Taylor
DISCUSSION: None
VOTE: 5:0

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

- a. Construction Updates
DSS
Punch walks have begun, and staff anticipate receiving temporary occupancy on May 1st. The tentative date for the grand opening is June 27th.

Mead
Drywall was scheduled to start this week, but was postponed due to some issues.
The curb and gutter work have started, along with framing for the children’s area feature wall. The anticipated completion date is planned for August of this year.
- b. Workforce Development
Interviews for vehicle staff have begun. The first test stop with the Weld County Food Bank and County Health Department had 112 interactions and 55 surveys completed, with many of them being in Spanish. A lot of great information was gleaned.
In response to questions and discussion, Dr. Hortt reported that the vehicle will be regularly scheduled and will go to rural areas and those needing these services.
Also, staff are updating HPLD’s MOU with the County.

IRC NOCO has started referring people to the Riverside Library for workforce-focused *Book A Librarian* appointments.
- c. Literacy
Readcon is this Friday, April 24th, from 5:30 to 8:30pm, at LINC. Three local authors will be featured.

Staff are gearing up for this year’s Summer Reading Adventure.

Preparations continue for the upcoming Signature Author event, featuring Danny Trejo, that will be held on August 15th.
For Information Only. No Action Needed.

3.0 DIRECTOR’S REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. May 18, 2026
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
The Raymer Mercantile project with HPLD’s Public Computer Center will hold their grand opening on April 25th, 9:00am to 2:00pm, at 199 Center Street, Raymer.

Milliken Library's grand opening will be held on May 9th from 9:00am to noon.

The 13th annual Naturalization Ceremony will take place on June 29th, 9:00 to 11:00am, at Centennial Village.

Based on direction received and requests from the member libraries, staff are working with the members to get their input on district standards. They are doing so through a Strategic Planning questionnaire that branch and member staff are completing. The members expressed their gratitude to the board for their direction to include them.

Carnival in the Stacks will be the HPLD Friends & Foundation new fundraiser, replacing the Innovation Luncheon to allow participation by the larger community. There will be two events in August: the first at LINC, and the second at Erie. LINC's event will be an 18+ mini-golf experience, and the construction partnership sector are building the mini-golf holes. There will also be analog and digital games for the participants to play.

The Erie event will be a family-friendly evening that will also include mini-golf and analog carnival games. The plan is to offer families a low-key way to enjoy the library after hours. More information to come next month.

4.0 BOARD COMMENTS

4.1 Chair Wailes thanked everyone for attending the meeting in person. He also thanked the team for all their hard work, and he's looking forward to all the grand openings and events coming up.

4.2 Vice-Chair Lemos-Garcia thanked Dr. Horts for his The Good We Do report. She welcomed Erin Neufeld and Kristen Bodine, and thanked Marjorie Elwood for the policies' updates.

4.3 Secretary/Treasurer Taylor gave a shoutout to the HPLD front-line staff who are serving the patrons. She loved hearing about the bookmobile 85 years ago and seeing that Weld County has a history of innovation and access. And lastly, she gave a shoutout on the PLAR.

4.4 Other Board Members

Trustee Evans thanked Erin Neufeld for hosting, and she congratulated her and Kristen on their new roles. She's looking forward to Readcon and other events.

Trustee Holton would like to see more early marketing for the Signature Author event. She announced a Chihuahua beauty contest that the Fort Lupton Public and School Library is holding on May 1st for Cinco de Mayo. She also asked if they should be concerned about IMLS funding. Dr. Horts replied that he will give a report at the next meeting.

Trustee Bodwell is excited about all the events coming up, especially New Raymer. She thinks it's great for the rural areas to have HPLD outreach and support, and she's excited about the workforce mobile unit.

5.0 ADJOURNMENT OF REGULAR SESSION AT 6:10PM AND CONVENING OF EXECUTIVE SESSION AT 6:25PM

5.1 C.R.S. § 24-6-402(4)(f) Personnel Matters– Dr. 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 – Dr. Hortt’s performance appraisal: Chair Michael Wailes

SECOND: Secretary/Treasurer: 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 6:25pm on April 20, 2026, for the sole purpose of discussing Dr. Matthew Hortt’s Performance Appraisal. Attending were Chair Michael Wailes, Vice-Chair Deana Lemos-Garcia, Secretary/Treasurer Lisa Taylor, Trustee Jenna Evans, Trustee Gerri Holton, Trustee Patty Bodwell, Legal Counsel Bill Garcia, Dr Matthew Hortt, Eric Ewing 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)(f). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 7:10pm.

6.0 RECONVENING AND ADJOURNMENT OF REGULAR SESSION AT 7:12PM.

Upcoming meetings:

May 18, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Lisa Taylor

HPLD Board Secretary/Treasurer

Lisa Taylor

Kim Parker

Recording Secretary

Kim Parker