



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Minutes**  
**Monday, August 19, 2024**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8th Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:02PM**

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Mary Heberlee

Vice-Chair Joyce Smock

Secretary/Treasurer Nick Nakamura

Trustee Deana Lemos-Garcia

Trustee Teresa Nuñez attended virtually

Trustee Gerri Holton

Trustee Michael Wailes

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hortt, Elena Rosenfeld, Megan Lowery, Natalie Wertz, Niamh Mercer, Rick Medrano, and Kim Parker

Legal Counsel William Garcia

Guests: Ryan Roth and Rand E. Morgan

Chair Heberlee read the following statement 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.*

1.2 Approval of Agenda

Dr. Hortt recommended that item 2.2, *Miner's Park Urban Renewal Area Proposal*, be removed from the agenda because information on the topic was not submitted from the Town of Firestone, even though HPLD's Legal Counsel had reached out to them on April 10<sup>th</sup>, and they replied that they would provide a counter response.

**MOTION** to approve the agenda as amended: Vice-Chair Joyce Smock

**SECOND:** Secretary/Treasurer Nick Nakamura

**DISCUSSION:** None

**VOTE:** 6:0

- 1.3 Approval of Consent Agenda  
a. July 15, 2024 Regular and Executive Sessions Meeting Minutes  
**MOTION** to approve the consent agenda: Trustee Gerri Holton  
**SECOND:** Trustee Deana Lemos-Garcia  
**DISCUSSION:** None  
**VOTE:** 6:0

- 1.4 The Good We Do  
Dr. Hortt reported on the 11<sup>th</sup> annual Greeley Naturalization Ceremony that was held on July 25<sup>th</sup>. Twenty-eight people from seventeen countries received their U.S. citizenship. HPLD's Tim Ruth led the effort with help from the *Immigrant and Refugee Center of Northern Colorado* and staff at the *Centennial Village Museum*, and HPLD's Cindy Welsh stepped in to give the welcome in Dr. Hortt's place.

- 1.5 Public Comment  
Bill Garcia reported that on August 10<sup>th</sup>, the High Plains Fencing Guild held Northern Colorado's first-ever Sanctioned USA Fencing Tournament. The event was held at LINC; and twenty-four fencers competed, with the winner getting a national ranking. He reported that the space was great and technology excellent, which was important because it was streamed live, worked great for them. He thanked Kim Parker for her help in setting up the event and Dr. Hortt for attending and helping in every way.

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Director Appointments to Weld Library Finance Corporation (Action) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt introduced two candidates for open spots on the Weld Finance Corporation.

- Ryan Roth, Allo Fiber's Public Relations and Events Specialist, has a financial background and is an ambassador and very active in our communities, as is demonstrated through his volunteering with Rotary Club and the Greeley and Evans Chambers of Commerce. In fact, he has been named *Ambassador of the Year* by both Chambers.
- Rand E. Morgan is retired after leading the Weld Community Foundation for nine years as President and CEO. While there, he grew the Foundation immensely, and the community is better off for it. During his tenure, he also initiated the idea of putting a Wes Bruce exhibit in LINC; and from that, *Where Water Flows Uphill* became reality. He's a very active community member and supporter, and a visionary of what a community can be.

Staff wholeheartedly recommended both candidates for appointment to the Weld Library Finance Corporation.

**MOTION** to approve the appointments to the Weld Library Finance Corporation:

Secretary/Treasurer Nick Nakamura

**SECOND:** Vice-Chair Joyce Smock

**DISCUSSION:** None

**VOTE:** 6:0

- 2.2 HPLD Friends & Foundation MOU - (Action) Dr. Matthew Hortt, HPLD Executive Director  
This Memorandum of Understanding, which describes the interaction between the two entities and works to benefit the library and community, was recently reviewed and updated with changes to give more freedom to use funds for strategic projects as they change, and clean up volunteer oversight verbiage. The Friends & Foundation Board has approved the updated MOU.  
**MOTION** to approve the revised Friends & Foundation MOU: Secretary/Treasurer Nick Nakamura  
**SECOND:** Trustee Michael Wailes  
**DISCUSSION:** None  
**VOTE:** 6:0
- 2.3 Town of Mead IGA (Action) - Dr. Matthew Hortt, HPLD Executive Director  
Secretary/Treasurer Nick Nakamura recused himself at 5:25pm due to being a possible supplier to the project.
- Dr. Hortt and Legal Counsel Garcia reported that to move forward with the Mead Library project, Mountain View Fire District and HPLD need to agree on a pre-development IGA with the Town of Mead. They have been working through the details and movement is being made, but staff and legal counsel's opinions are that it is not quite where it needs to be. Therefore, they recommend that this be tabled until next month.
- MOTION** to defer any action on the proposed MOU until next month: Trustee Gerri Holton  
**SECOND:** Trustee Deana Lemos-Garcia  
**DISCUSSION:**  
**VOTE:** 6:0
- 2.4 Hill-n-Park MOU (Action) - Dr. Matthew Hortt, HPLD Executive Director  
Hill n' Park is an under-served neighborhood in unincorporated Weld County that was serviced in the past by HPLD's Outreach Department. They recently remodeled their community center and announced that they would work with HPLD to put in a Public Computer Center. They also requested that HPLD Outreach service them again, as they did before. Staff created an MOU and recommend that the Board approve it.
- During discussion, Trustees requested that additional financial information on the community center be provided before voting.
- MOTION** to table the proposed MOU to next month: Trustee Deana Lemos-Garcia  
**SECOND:** Secretary/Treasurer Nick Nakamura  
**DISCUSSION:** None  
**VOTE:** 4:2
- 2.5 Award of Investment Advisor RFP (Action) - Dr. Matthew Hortt, HPLD Executive Director  
At the July board meeting, the Board approved for staff to issue an RFP for investment advisory services. The RFP was issued, and the District received four responses. Of the four, the Finance Committee recommends awarding the contract to Public Trust Advisors, who had the contract from 2019 through 2023.

**MOTION** to approve entering into a contract with Public Trust Advisors for investment advisory services: Secretary/Treasurer Nick Nakamura

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

- 2.6 Measuring Outreach Better (Information) - Dr. Matthew Hortt, HPLD Executive Director  
Elena Rosenfield, Megan Lowery, and Rick Medrano, HPLD employees, presented information on the five-year project that is a partnership between HPLD and Colorado State Library's Library Research Service (LRS) office to assess how library efforts impact community members and how our work creates a sense of belonging. They studied the "Dare to Dream" population, and specifically new immigrants.  
The project resulted in valuable conversations with people in the target group, building relationships, and learning information that will help the District serve new community members moving forward.  
The project overview, action items, and slide show can be found in the [Board Packet](#).

**INFORMATION ONLY, NO ACTION TO BE TAKEN**

- 2.7 Proposal for Future Joint Board Meetings with Member Boards (Information) - Dr. Matthew Hortt, HPLD Executive Director  
Following a recent Joint Boards meeting with the Member Libraries Directors and Boards, it has become clear that the group desires to meet more regularly to share information about things going on. It's also become apparent that it's important to do so to discuss planned projects and forecast budgeting. Dr. Hortt proposed putting together a four-part plan: (1) gather information in January through March, (2) meet to review the projects in the second quarter of the year, (3) build the budget by finalizing the project plans in July through September, and (4) initiate project planning during the fourth quarter.  
Dr. Hortt presented the plan to the Member Libraries' Directors recently, and they seemed to support it. He is encouraged because they are all working together, which has not always been the case.

**INFORMATION ONLY, NO ACTION TO BE TAKEN**

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
- a. September 16, 2024 RS  
The action items for the Town of Mead IGA and the Hill n' Park MOU will be added, along with information on preliminary tax revenue forecasts and possibly the Minor's Park Urban Renewal Area Proposal
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- The Colorado State Library has adopted new Public Library Standards. There's now a baseline model for smaller or rural libraries and an enhanced model for the larger districts, so HPLD and the larger systems have more to aspire to. Staff will send the new standards to the Trustees.

- Dr. Hortt recently attended the National Coalition of Certification Centers conference, NC3, in Wisconsin, and that led to a possible partnership with Snap-on Tools and a variety of other companies that offer certifications. NC3 is a non-profit organization that provides the certifications in a variety of different industries at no cost to the participant. Snap-on Tools offers multiple certifications, but HPLD's interest will be in Precision Measurement and Hand Tool certifications. There are also other organizations who partner with NC3 in different fields of work, such as robotics and welding. Furthermore, there is a STEM program for fifth and sixth graders that HPLD could incorporate into programming. Amazon and Airbus are examples of companies who use the STEM program. After the conference, Snap-on Tools sent staff to LINC to meet with Dr. Hortt. They suggested using HPLD as a prototype and making LINC a Center of Excellence, because offering certifications in libraries has not yet been done.
- LINC will host the Colorado Workforce Development Council, which is the Governor's conference on workforce development, on September 19th.
- Dr. Hortt sat in on Ft. Lupton interviews for their Library Director.
- Erie Community Library is advertising for their fifth annual youth art show for children ages three through eighteen. The show will run from September 21<sup>st</sup> through November 16<sup>th</sup>, with a reception on October 19<sup>th</sup>.
- Board Recruitment updates:
  - Six applications have been received for Region 1: Erie, Frederick, and Firestone. There was also an applicant from Dacono, but at an address two blocks outside of our service region so staff is letting them know that they are not eligible.
  - One application has been received for Region 5: Ault, Eaton, Pierce, and Nunn.
- *YES!fest* will be held at LINC on September 14<sup>th</sup> from 10:00am to 3:00pm, and invitations will be sent to Trustees. It is an annual youth engineering and science festival.
- Staff salary increases that were approved at the last board meeting have been processed and will be seen on this Friday's paycheck. Dr. Hortt expressed gratitude from staff.
- Governor Polis has called a special session for property taxes that will start on August 26<sup>th</sup>, and it is anticipated that there will be a reduction in both residential and commercial property taxes.

#### 4.0 BOARD COMMENTS

- 4.1 Chair Heberlee had nothing to report
- 4.2 Vice-Chair Smock also had nothing, except to acknowledge Elena, Rick and Megan for doing a great job on the Measuring Outreach Better.
- 4.3 Secretary/Treasurer Nick Nakamura reported that the Finance Committee met and are staying on top of things, and congratulated Elena, Rick and Megan for completing the project.
- 4.4 Other Board Members
  - Trustee Deana Lemos-Garcia concurred that the M.O. Better was a great project and thanked Elena, Rick and Megan for their work on it. She announced that HPLD's Friends & Foundation luncheon will be held on October 1<sup>st</sup> at 11:30, and she invited the Trustees to attend.
  - Trustee Teresa Nuñez appreciated the Measuring Outreach project and printouts. She also said it was a great meeting with the Member Boards and that it's good to move forward with it.
  - Trustee Gerri Holton had nothing to report
  - Trustee Michael Wailes had nothing to report

Trustee Teresa Nuñez left the regular session meeting to move into the executive session meeting.

#### 5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – SB24-233 and Urban Renewal Authorities
- 5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim

**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) (b), for the sole purpose of receiving legal advice on specific legal questions from an attorney on TIF Agreements and Urban Renewal Authorities, and the Lochbuie Claim: Secretary/Treasurer Nick Nakamura

**SECOND:** Trustee Deana Lemos-Garcia

**DISCUSSION:** None

**VOTE:** 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 7:26pm on August 19, 2024 for the sole purpose of receiving legal advice on specific legal questions from an attorney – SB24-233 and Urban Renewal Authorities, and Lochbuie Claim. Attending were Board Trustees Mary Heberlee, Joyce Smock, Nick Nakamura, Deana Lemos-Garcia, Teresa Nuñez, Gerri Holton, and Michael Wailes; Legal Counsel William Garcia; and HPLD's Dr. Matthew Hortt and Natalie Wertz. During the Executive Session, the Board conferred with an attorney and 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 session was adjourned at 8:05p.m.

Trustee Teresa Nuñez left the meeting at 8:04p.m.

**6.0 ADJOURNMENT AT 8:19PM**

There being no further business,

**MOTION** to adjourn the meeting: Secretary/Treasurer Nick Nakamura

**SECOND:** Trustee Deana Lemos-Garcia

**DISCUSSION:** None

**VOTE:** 5:0

Upcoming meetings:

September 16, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

HPLD Administration & Support Services Building, 2650 W. 27<sup>th</sup> Street, Greeley, CO 80631

*Nick Nakamura*

---

HPLD Board Secretary/Treasurer  
Nick Nakamura

*Kim Parker*

---

Recording Secretary  
Kim Parker