

**MINUTES OF  
HENNEPIN COUNTY LIBRARY BOARD MEETING  
January 25, 2017**

The Hennepin County Library Board met Wednesday, January 25, 2017 at Ridgedale Library.

**Present:** Caitlin Cahill, Chris Damsgard, Barb Fenton, Jonathan Gaw, Sandy Johnson, Jill Joseph, Kathleen Lamb, Samuel Neisen, and Jane Shanard.  
**HC Staff:** Commissioner Jan Callison, Bernie Farrell, Maureen Hartman, Johannah Genett, Lois Lenroot-Ernt, Shira Naharit, Nancy Palmer, Jenn Straumann, Lois Langer Thompson, Ali Turner, Ann Woodson-Hicks, and Marilyn Zastrow.  
**Public:** Erin Vrieze Daniels and Michael Mazyck

### **CALL TO ORDER**

Library Board President Chris Damsgard called the Hennepin County Library Board meeting of January 25, 2017 to order at 5:02 p.m. and welcomed all in attendance.

### **APPROVAL OF AGENDA**

Kathleen Lamb made a motion to approve the agenda; seconded by Sandy Johnson. Motion passed.

### **CONSENT ITEMS**

Jill Joseph made a motion to approve the meeting minutes of November 30, 2016 and accept donations; seconded by Sandy Johnson. Motion passed.

### **PUBLIC COMMENT** None

### **COUNTY COMMISSIONER UPDATE**

#### **• Commissioner Jan Callison, Chair**

Hennepin County's 2017 State Legislative Platform priorities include: Child protection/foster care; Mental/chemical health; MNSure/METS system; Safety-Net health services; and Transportation. Promoting child well-being and achieving positive outcomes for county-involved youth is a top priority. Transportation is another platform priority. Commissioner Callison discussed roadwork being done in Orono and said that the Southwest LRT is getting closer to becoming a reality.

She talked about closing the Ridgedale Library in summer 2017 for renovations and the future of the Southdale Library. Sustainably maintaining the library system in light of state budgeting constraints, eventual sunseting of ballpark funds and reduction in merger funding is a concern.

Commissioner Callison thanked Library Board Members Jill Joseph, Kathleen Lamb, and Jane Shanard for their years of service to Hennepin County Library. Board members asked questions about metrics to measure the impact of library services and how Library Board members could assist the County Board.

### **LIBRARY BOARD DIALOGUE**

#### **• Public Library Association (PLA) Project Outcome Dialogue: Johannah Genett and Maureen Hartman**

The Public Library Association (PLA)'s Project Outcome helps public libraries understand and share the true impact of their services and programs with simple surveys and an easy process to measure and analyze outcomes. Outcomes are qualitative measurements—knowledge gained, skills learned or desire to continue learning about a topic. Project Outcome offers libraries access to training, data analytics and standardized surveys that measure outcome in seven key library service areas: Civic and community engagement, digital literacy, early childhood literacy, economic development, education/lifelong learning, job skills and summer reading.

Maureen Hartman said that HCL would like to push deeper on service measures to determine the outcomes we want most. The challenge is to make choices on what's most important. The Board was asked, "What are the two most important outcomes I see for HCL?" Johannah Genett followed up with the question, "What is the most important work that the library does?" Library Director Thompson clarified that choosing categories to measure does not mean that HCL will stop providing services in other categories. Board members identified early childhood literacy, digital literacy, summer reading, economic development, education/lifelong learning and the joy of reading as important outcomes to measure.

Maureen gave examples of measures currently being used including the amount of donations, participation in Teen Tech Squad and surveys. The Board discussed the audiences for the measures and how to encourage patrons to complete surveys. Staff will identify the outcomes to measure in 2017 and keep the Board updated on the project's progress.

## PRESIDENT'S REPORT

### • Announcements

- A Board Resolution thanking Marilyn Zastrow for her years of service to the Library Board was moved by Kathleen Lamb, seconded and approved by the Board. Marilyn retired from Hennepin County Library at the end of January, 2017.
- If a Library Board member is interested in attending the 2017 ALA Annual Conference, Chicago, IL: June 22-27, 2017, please contact Chris. Please consider the 2017 MLA Annual Conference, October 5-6, in Rochester, when making your decision.
- Katherine Blauvelt will represent the Library Board on the Friends of HCL Board.

### • 2016 Annual Library Board Accomplishments

- Library Board members reviewed the 2016 Library Board accomplishments document and will notify Library Director Thompson if there are any changes or additions.

## DIRECTOR'S REPORT

### • Library Legislative Day – Lois Lenroot-Ernt

Sponsored by the Minnesota Library Association (MLA), this is an annual statewide library advocacy event where library supporters meet with elected officials in their offices in St. Paul. The MLA/MEMO lobbyist will give a briefing about current legislative activity as it relates to libraries. The evening briefing will be held on **February 21** at the Rice Street Library. The briefing will be repeated the morning of February **22** at the Judicial Center. Library Board members who are interested in attending should contact Lois Lenroot-Ernt. She will register the participants and contact legislators to schedule meetings.

### • Overview of organizational structure

Library Director Thompson gave an overview of the Library's organizational structure, starting with the County Board, County Administration, the Library Board and Library Administration. The Director oversees the Law Library and is an ex-officio member of the Friends of Hennepin County Library. She has eight direct reports including; Administrative Assistant and Clerk to the Board Marilyn Zastrow and Law Library Director Karen Westwood. The Executive Team is comprised of Ali Turner, System Services; Johannah Genett, Resource Services; Maureen Hartman, Strategic Services; Janet Mills, Library Services; Shira Naharit, Library Human Resources Manager; Nancy Palmer, Budget; Finance and Procurement; and Ann Woodson-Hicks, Library Facilities.

Members of the Executive Team are responsible to ensure that the Library fulfills our strategic plan, by working with the Library Board to set the vision and direction for HCL. The Senior Team is made up of the Executive Team and their direct reports. This group is responsible for implementing Hennepin County Library's vision and serves as a high level think tank for the Library. All HCL supervisors and managers serve on the Management Team, with meetings focused on sharing information and building commonalities within HCL. The Management Team members supervise individual contributors and are key communicators.

### • Library and Community Updates

- Attended three Southdale Library site community meetings scheduled by the City of Edina and one meeting with Southdale staff. Another community meeting will be held in February and a "what-are-you-looking-for in a library" planning meeting will be held in March. The project is three to five years out.
- The MELSA Advisory Board meeting was held at the Brooklyn Park Library in December. The Regional Library Basic System Support (RLBSS) funding was discussed in relation to the 2017 legislative platform. The next meeting will be in January at the new Shoreview Library.
- St. Anthony Library's reopening will be Saturday, Feb. 11, at 11 a.m. with Commissioner Higgins.
- Presented ConnectED initiative at the MN School Board Association's annual conference with Hopkins Public Schools. The program has expanded to Osseo Area Schools this school year.

### • Friends of Hennepin County Library

- The Finance Committee approved up to \$200,000 additional funds in 2017. The funds will be used for a pop-up mobile; digital learning classes from the Science Museum of Minnesota (SMM); and additional support for work in Cedar Riverside. Funding approval will come next Tuesday.
- **ALA Midwinter in Atlanta**
  - The Future of Libraries was the theme for the American Libraries Association's Midwinter Meeting in Atlanta. The Public Library Association outcomes that Johannah and Maureen talked about in the Dialogue were discussed. Sustainability of libraries with three areas of focus: economically feasible, environmentally sound and socially equitable were also conference topics.
  - The next generation of community engagement asks, "What do you want your community to be?" Taking that information, librarians can then determine how the library can respond rather than asking the community what they want the library to be.
  - 91% of the public thinks libraries are community assets, but 30% have no idea what the library does.
  - Attended an "Investment in Mobile Technology" (smart phones, tablets and laptops) session where interconnectivity between the physical collections and spaces and mobile technology were discussed.
  - PLA's Task Force on Equity, Diversity and Inclusion first meeting was held at Midwinter. The task force includes librarians and library professional from across the county. This group will determine definitions and focus areas for equity, diversity and inclusion work in public libraries and I am serving on this task force, which is a great connection for HCL.
- **Equity, Diversity and Inclusion**
  - I am now a member of the County's Diversity Leadership Council.
  - A group of staff are working on plans for Black History Month. Branding was completed and programs have been planned. Additional discussion about honoring Black History throughout the year is in the works.
  - Cedar-Riverside Outreach Center will open this spring. HCL will have two staff who are working at the Center and in the community. One will be a youth services librarian and one will be a community liaison.
- **County Updates**

2017 operating and capital budgets update:

  - Both budgets passed and we are confident that we are fully funded for 2017.
  - As we move into 2018 we need to consider presenting our budget in terms of outcomes and the changes we have made. One of the presenters at the Conference said that libraries are not first responders, but first restorers. We will be thinking about the work we do to restore communities and use outcomes to frame our budgets.
  - The County Board restructured to align with the County's structure. Commissioner Linda Higgins, Operations Committee chair and Commissioner Debbie Goettel, who serves on the MELSA Trustee Board, will visit in the coming months.
  - Board members followed up on Commissioner Callison's budget comments, particularly the concerns about added full-time employees (FTE). Library Director Thompson clarified that Commissioner Callison was referring to libraries undergoing capital improvements that result in larger staffs like Brooklyn Park, Webber Park and Southeast. Staffing for Southdale is expected to remain the same after its capital project.

## COMMITTEE REPORTS

### • **Bylaws Committee Report: Kathleen Lamb**

Committee members Kathleen Lamb, Jill Joseph, and Jane Shanard, Library Board members Katherine Blauvelt and Chris Damsgard, and Library Division Manager Nancy Palmer attended the meeting on December 12, 2016.

Kathleen Lamb presented the Committee Report with actions specified for each article:

- Article I, describing the Library Board's responsibilities and Article VI, outlining appointment procedures for the Hennepin County Library Director, were not changed.
- Article II: Annual Meeting: Discussion centered around changing the annual meeting from April to a later month (May) to accommodate new Board appointees.

- Article III: Officers of the Board: Should there be term limits for Officers? Board members discussed the pros and cons of term limits, including providing more opportunities to Board members to serve as officers; the advantages of officer expertise and continuity in office; and the inclusion of exceptions to term limits if the need arises.
- Article IV: Meetings: Grammatical edits were added in Sections 1 and 10. The changes were non-substantive.
- Article V: Committees:
  - Section 2: The Library Board has been using an executive committee. The Bylaws Committee felt it was time to institutionalize the practice in the Bylaws and define the executive committee's membership.
  - Section 3: Suggested changes here streamline the nominating committee's procedures. "Slate of officers" was changed to "recommendations for officers." Making the nominating committee a standing committee of the Board permits the Board to address rare occasions of a mid-year officer vacancy. They added a five-day notice requirement, prior to the Library Board's annual meeting, of the recommended nominees for officers.
- Article VII: Bylaws relating to Bylaws:
  - Two documents relating to the Library Board were added as attachments:
    - The Hennepin County Open and Unclassified Service Appointments; and
    - Code of Conduct for Hennepin County Library Board Members.
- Today's goal was to gain consensus on the issues raised by the Bylaws Committee. Next steps will be to update the document and bring them to the next Library Board meeting to comply with the requirements to change the Bylaws.

#### **UNFINISHED BUSINESS** None

#### **NEW BUSINESS**

- Jane Shanard: The Friends of Hennepin County Library added 1,800 new donors.
- Kathleen Lamb: Thank the Bylaws Committee and Nancy Palmer for their work on the Bylaws Revision Project.
- Sam Neisen: The Webber Park Library public art meeting will be held on February 8.

#### **ADJOURN**

There being no further business, Caitlin Cahill made a motion to adjourn the Library Board meeting at 6:40 p.m.; seconded by Jill Joseph. Motion passed. The next Library Board meeting is Wednesday, February 22, 2017, 5 p.m. at Ridgedale Library, 12601 Ridgedale Drive, Minnetonka.

---

Sandy Johnson, Secretary