

**MINUTES OF
HENNEPIN COUNTY LIBRARY BOARD MEETING
May 24, 2017**

The Hennepin County Library Board met Wednesday, May 24, 2017 at the Minneapolis Central Library.

Present: Adja K. Kaba Ann, Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Barb Fenton, Jonathan Gaw, Sandy Johnson, Margaret O'Neill-Ligon, Samuel Neisen, and Erin Vrieze Daniels.

Hennepin

County Staff: Maria Baca, Laurie Brickley, Jeff Desannoy, Johannah Genett, Maureen Hartman, Lois Lenroot-Ernt, Amy McNally, Michele McGraw, John Moses, Shira Naharit, Nancy Palmer, Tyrone Snell, Tracy Thompson, Ali Turner and Dillon Young.

Public: Tiarra Shepherd

CALL TO ORDER

Chris Damsgard called the Hennepin County Library Board meeting of May 24, 2017, to order at 5:00 p.m., and welcomed all in attendance.

APPROVAL OF AGENDA

Cahill made a motion to approve the agenda; seconded by Johnson. Motion passed.

CONSENT ITEMS

Gaw made a motion to approve the meeting minutes of April 24, 2017, and to accept the consent items; seconded by Johnson. Motion passed.

PUBLIC COMMENT

None.

DIRECTOR'S REPORT

• **Ignite Presentation: Next Chapter Book Club – Jeff Deasnoy and Dillon Young**

The Next Chapter Book Club is a book club for adults with intellectual disabilities that meets weekly or bi-weekly at five Hennepin County libraries. The group focuses on enjoying the activity of reading versus learning to read, social connectedness and a sense of belonging for an underserved population.

• **Diversity and Inclusion: Update – Maureen Hartman, Shira Naharit, and Tyrone Snell**

Presented the work of Hennepin County Library Human Resources and its Diversity and Inclusion Team towards hiring a wide diversity of staff for Hennepin County Library. Diversity and inclusion is one of the highest priorities for the County, supported by David Hough. We know that in order to continue to increase and maximize the diversity of our staff isn't just about hiring, but about supporting the diverse existing staff.

Ali Turner echoed thanks to the Board for the work toward diversity and inclusion and announced Maureen Hartman's departure from Hennepin County Library and thanked her for her contribution and work.

• **Library, County and Community Updates – Ali Turner**

- Webber Park Library opened last Thursday, May 18, with 500 visitors opening day. There were 1,500 total visitors over three days, with over 50 library cards issued.
- The County Board briefing on Library Preservation is at 10:30 a.m. Thursday, June 1, in the County Board Room, A-24 Government Center, Minneapolis, Minnesota. All are welcome to attend.
- The patron comments from the April meeting have been resolved.
- Director Thompson introduced James McBride at the May Pen Pals season finale and announced next season.
- Received bronze award for Brooklyn Park Opening in 2016 from MN Association of Government Communicators.
- Brooklyn Park Library won an award from Finance and Commerce. There were over 150 nominees and Brooklyn Park was the top construction project for 2016.

- Three Hennepin County Library employees were announced as winners of Hennepin County's Employee Recognition Program: Kelli Koob, Employee Engagement Award, Bob Noyes, Customer Service Award, and Tony Hirt, Maureen Millea Smith, Dillon Young, Jody Wurl, and Sara Zettervall – Diversity and Inclusion Action Award
 - Library Board will formally recognize employees later this year. County recognition is in June.
- Ali Turner, Division Manager for HCL, and Kate Coleman, a full time Social Worker at Minneapolis Central library, gave a Hennepin Highlights presentation on "Homeless Services at the Hennepin County Library" at the May 23 Board of Commissioners meeting.

PRESIDENT'S REPORT

• Announcements

Chris Damsgard appointed Caitlin Cahill to the Ridgedale Public Art Committee in preparation of the first meeting. Board members were advised that there will be five selection committees over the next 12 months.

• Executive Committee Report

Committee Chair Chris Damsgard, Library Board members Jonathan Gaw and Erin Vrieze Daniels, and Hennepin County Library staff members Nancy Palmer, Director Lois Langer Thompson, Tracy Thompson, and Ali Turner attended the meeting on May 9, 2017.

- The committee asked Nancy Palmer to review preliminary 2018 budget figures for the purpose of providing information on what we know, and to think of generally what we want to be happening. Minutes have been provided.
- Director Thompson asked board members for outcomes, rather than outputs, they would like to see the budget support.
- The committee reviewed Library Board dialogues and committee of the whole for policies.
- Proposed not to have separate policy committee in 2017 and to discuss as a committee of the whole in future Library Board meetings instead.
- The Committee will meet again on Wednesday, June 14, all Board members are welcome to attend.

Budget Overview

Budget and Finance Division Manager, Nancy Palmer, distributed three documents to the Board:

- Budget Schedule: The Library completed its capital budget request on May 12. The operating budget is due on June 30. The Library Board will review and recommend the 2018 budget at its June meeting. The Library will meet with county administration to walk through the budget in July. County Administrator David Hough will present the full county budget to the County Board on September 12. The County Board will hold committee hearings on the budget from September through November. Library Director Langer Thompson will inform the Library Board when the Library's committee hearing will take place. The County Board approves the 2018 budget and levy on December 12.
- The 2017 Operating Budget has two diagrams: revenues show an operating budget of \$83.9 million with 83 percent coming from property taxes and the other illustrates expenditures, with personal services amounting to 57 percent of the budget. The rest of the budget goes to information technology, facilities services, collection and other expenditures.
- Budget by Line Item 2016 Actuals - 2017 Adjusted Budget: Use of reserved fund balance not included for 2016, was \$549,316. Unaudited. May change between now and the final county audit.
- Report to come on County Board briefing scheduled for June.
- Request is due to Budget Office of County administration at the end of June. Meeting on Wednesday, June 14, with budget committee. All members welcome to come and listen to those deliberations.
- Currently working on requests from Executive Committee including a five-year trend and impact of buildings on our operating budget.
- President Chris Damsgard asked Nancy Palmer to speak to collection and how it is more than the physical material.

- Palmer explained that collection encompasses everything it takes to get the media from the dock to the shelf including: barcoding, security chipping, packaging, outsourcing efforts, OCLC (online cataloging and database charges) etc.
- Sandy Johnson requested examples of what makes up the “Other” category in the revenue budget.
 - Palmer: Most of the “other” funds that come into HCL include book sales, building rental (Dunn Brothers revenue at two locations), contributions, donations, the fund balance, and ballpark money.
 - President Damsgard encouraged Board to think about outcomes and impact to people in the community and county when considering budget recommendations.

COMMITTEE REPORTS

- **Code of Conduct for Library Board members – Caitlin Cahill**

Proposed not to have separate policy committee in 2017 and to discuss as a committee of the whole.

- Code of Conduct for Library Board members due for review this June, no significant changes anticipated.
- Call for approval objected.
 - Board requested more time to review and provide feedback. Would like Library staff to confirm a lawyer has reviewed and that the four associated policies and statutes referenced are current.

- **Friends of Hennepin County Library – Katherine Blauvelt**

Vice President Katherine Blauvelt attended Friends of Hennepin County Library Board meeting as ex-officio member with Ali Turner. Vice President Blauvelt observed a passion for libraries, the group was exceeding fund raising goals and is on track with ambitious benchmark for this year.

- FHCL Board already thinking of board recruitment to help diversify the board, and strengthen fundraising and marketing.
- Board is reviewing how the current year’s \$1 million donation has been appropriated and how the 2018 funds will be allocated.
 - FHCL funds are the critical for a number of programs including Homework Help, early literacy programs, outreach programs, and collection support.
 - Funds also support library innovation.
- Two FHCL associated events coming up in June.
 - Board members encouraged to attend and be a part of the Friends community as well.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- President Damsgard: The next board meeting will be held at Ridgedale Library.
- Caitlin Cahill: Request for Board Clerk to send Outlook calendar events of Board meetings and future events.

ADJOURN

There being no further business, President Damsgard made a motion to adjourn the Library Board meeting at 6:03 pm; seconded by Sandy Johnson. Motion passed. The next Library Board meeting is Wednesday, June 28, 2017, 5 p.m. at Ridgedale Library, Robert H. Rohlf Meeting Room, 12601 Ridgedale Drive, Minnetonka, MN 55305.

Samuel Neisen, Secretary