

**MINUTES OF
HENNEPIN COUNTY LIBRARY BOARD MEETING
August 24, 2016**

The Hennepin County Library Board met Wednesday, August 24, 2016 at Ridgedale Library.

Present: Caitlin Cahill, Chris Damsgard, Jonathan Gaw, Sandy Johnson, Jill Joseph, Kathleen Lamb, Samuel Neisen, and Jane Shanard.
Hennepin County Staff: Sherry Anderson, Craig Brandenburg, Ben Brown, Johannah Genett, Maureen Hartman, Lois Lenroot-Ernt, Janet Mills, Christy Mulligan, Shira Naharit, Nancy Palmer, Susan Rose, Thomas Rupp, Lois Langer Thompson, Ali Turner, and Marilyn Zastrow.
Public: Linda Eckman and Bonnie Huntley

CALL TO ORDER

Library Board President Chris Damsgard called the Hennepin County Library Board meeting of August 24, 2016 to order at 5:05 p.m. and welcomed all in attendance.

APPROVAL OF AGENDA

Jill Joseph made a motion to approve the agenda; seconded by Samuel Neisen. Caitlin Cahill made a motion to amend the Policy Committee report to remove the Internet Public Policy from second read because legal counsel needs additional time to review it; seconded by Sandy Johnson. Motion passed.

CONSENT ITEMS

Jane Shanard made a motion to approve the meeting minutes of July 27, 2016 and accept donations; seconded by Jill Joseph. Motion passed.

Jane Shanard introduced artist Bonnie Huntley who donated eight pieces of art to Wayzata Library that feature the local community. Friends of Wayzata Library President Linda Eckman and Wayzata Library Patron Experience Supervisor Craig Brandenburg were also present. The Wayzata Friends will be having a reception to showcase the art at Wayzata Library on September 16, 2 p.m. and all are invited to attend.

Jane Shanard made a motion to accept the art donation to Wayzata Library; seconded by Jill Joseph. Motion passed.

Bonnie Huntley expressed that she is thrilled that her art can be on display in Wayzata. Chris Damsgard added that Bonnie says, "...painting with a purpose provides great inspiration. To capture the spirit of community, one cannot help but look into the hearts of others, deepening our sense of oneness. Painting becomes a very spiritual experience."

PUBLIC COMMENT None

LIBRARY HIGHLIGHT

Legacy Funded programs: Stephanie Steinwedel

Library program and events manager Stephanie Steinwedel manages and coordinates the Library's Legacy funds. She also provides guidance and support to staff planning their locally-funded, community-based programs.

- Library programs are free events for the public that the library sponsors. Programs may be presented by staff or in collaboration with community organizations and can take place in a library or at an offsite location. The programs can last anywhere from 15 minutes for a one-on-one job counseling session or a multi-week program like *Playing Around with Theater* workshops for seniors. Programs can be for any age.
- HCL programs provide opportunities for residents to learn and connect with community:
 - Kids develop early literacy skills together with their caregivers.
 - Kids and adults find the support they need to succeed in school.
 - They allow everyone to get comfortable with the digital tools necessary to succeed in today's world.
 - People of all ages build skills and explore ideas in areas that interest them and benefits communities.
 - Folks make new connections with neighbors in welcoming and safe spaces.
 - In the past two years, HCL has presented nearly 16,000 public programs attended by over 320,000 patrons.
- Legacy funding is HCL's largest source of funding for programs:
 - Every two years, regional libraries receive funding from the Minnesota Legacy Amendment Arts and Cultural Heritage Fund. MELSA distributes the funds to member libraries based on population.
 - Since the Fund's inception, HCL has received several hundred thousand dollars of funding that have been directed to support public programs on arts, cultural, literary, and Minnesota history.
- A review of current and new projects, patron feedback and how they reach different audiences was presented.

- The programs allow:
 - HCL to initiate and strengthen partnerships with over 30 local arts, literary, historical, and cultural organizations and over 50 local artists, authors, historians, and genealogists.
 - Staff to build their community engagement and project management skills.
 - HCL to build the HCL collection—multiple copies of 393 titles were added during the last two-year period by adding more material for audiences that have historically been underserved. Legacy guidelines allow up to 10% of a project's budget to be spent on collection materials.
- The Library Board was asked for feedback on the programs.
 - Library Board members expressed that the *Westminster Town Hall Forum* was a favorite. The *Sing, Play, Learn!* program integrates music and story programs with specialists from the MacPhail Center for Music. Also, *First Pages* writing workshops and *The Science of Art* program that spark the early learning environment with all the great resources.
 - They asked how a program's success is determined. Stephanie said they have expectations and outcomes and look at attendance. They are focusing more on advertising, marketing, and promotion by packaging programs in a way that are exciting to patrons and building audiences by reaching out to underserved communities. HCL reports quarterly to the state and surveys attendees about outcomes for simple measures of satisfaction, connections, learning, and library use.

PRESIDENT'S REPORT

• Announcements

- Chris Damsgard asked Library Board members interested in attending Minnesota Library Association 2016 Conference to let him know. Early bird registration ends August 29.

• Appointment of Bylaws Committee

- Chris Damsgard made a motion asking the Library Board for concurrence to appoint experienced Library Board members to serve on a Bylaws Committee; seconded by Sandy Johnson. Motion passed.
- Chris Damsgard appointed Jill Joseph, Jane Shanard and Kathleen Lamb as chair to serve on the committee.
- The goal will be to complete the review of the bylaws by early 2017.

DIRECTOR'S REPORT

• Library and Community Updates

- Library budget meeting with County Administration and Office of Budget and Finance.
 - Add backs for collection, community-based library service and Horizon upgrade were approved along with requests outside of 2 percent; funding for Webber Park Library FTE and last year replacement of merger funding. Overall, positive reception and it will move forward as proposed.
 - County Administrator presents the county budget on September 13.
 - The Library budget briefing with the County Board briefing is scheduled for September 26 between 1-4 p.m. with final approval in December.
- Capital Budget Task Force (CBTF): Library 2017-2021 Capital Improvement Program recommendations.
 - Met Monday with CBTF and Library budget was well-received with no changes at this time.
 - CBTF presents to the County Board on October 20, 10 a.m. with final approval in December.
- Designer Selection Committee will meet this fall to recommend architectural firms for four upcoming library projects: Eden Prairie, Hosmer, Oxboro and Southeast libraries. Whenever a project involves a library the Library director and Facilities Services director also serve on the committee.
- Attended Southeast Library Community meeting along with Katherine Blauvelt.
 - The community responded positively to the recommendation to renovate the current building.
- Diversity and Inclusion (D&I):
 - Continue to work on contract with D&I consultant.
 - An offer was made for a D&I manager. The candidate did not accept the position. We will work with the consultant to further develop the role for the manager.
 - Hennepin County offered conversations on race through August and HCL is working with facilitators to bring those conversations to the libraries. HCL had offered Race: 101 and 102 discussions with staff and now Hennepin County will be having these conversations by sharing expertise.

- New Patron Experience Supervisor Ray Lockman at Eden Prairie, presented at the National Diversity in Libraries Conference on “Macro Impact of Microaggression: Exploring Microaggressions in Librarianship.”
- Westminster Town Hall Forum sponsored by HCL will present Eddie Glaude Jr’s talk, *Racism and the Soul of America* on Tuesday, September 13, Noon-1 p.m., at Westminster Presbyterian Church.
- Book club kits added several titles that support discussion regarding race.
- HCL is supporting all staff to attend learning events and conferences.
- Attended MELSA Advisory Board meeting and Friends of HCL Board meeting.
- Kristi Pearson and I met with County Commissioners to update them on Friends of HCL.
- HCL received approval for the LSTA grant focusing on library services to families impacted by incarceration coordinated by Friends of HCL submission.
- **Upcoming events**
 - Webber Park Library Art Selection Committee’s first meeting is Wednesday, September 14, 5-8 p.m. at Northeast Library. Samuel Neisen is representing the Library Board and Library Director Thompson will be doing the welcome.
 - Hosmer Library Centennial event is a community-based celebration on October 15. Commissioner McLaughlin and Library Director Thompson will be speaking.
 - On October 1, Library Director Thompson and staff will be meeting with local Friends of HCL.
- **Follow up**
 - Question regarding Library Board Public Use policy and unauthorized downloads. Patrons can download, but not install software. The computer is wiped clean after the session is logged off.
- **2017 Friends of HCL Funding Request**
 - Library Director Thompson reviewed the document clarifying details:
 - Summer learning and Homework Help requests have increased.
 - Youth focused initiatives – pathways to careers is a core value for Hennepin County.
 - Community based service: Franklin Learning Center – Friends portion is \$3,500.
 - Jane Shanard made a motion to approve the 2017 Friends of HCL Funding Request; seconded by Jonathan Gaw. Discussion followed. Motion passed.
- **Strategic Plan 2011-2015: outcomes and measures: Maureen Hartman**
 - Strategic Services Division Manager Maureen Hartman presented the work staff is doing to measure the impact and outcomes for the strategic plan.
 - HCL sees the strategic plan as an opportunity to articulate and demonstrate how the work we do is connected to our mission and strategic plan using a strategy map.
 - To make the reframed strategic plan a reality, we focused on a couple of bullet points under the three promises: *to our communities, to our patrons, and to our staff*
 - For this presentation, focus will promise: *To our staff; supporting an environment of creativity and innovation.*
 - We began with work that is underway: proposing ways to use legacy funds to support public programs, ways to clarify and promote the pathways in place to make it easier for staff to move ideas forward for consideration, Kaizen events for processing audiobooks and Interlibrary loan requests.
 - As the work progresses, the strategy map has initial data points and will have target indicators to show continuing progress in implementing our strategies.
 - Maureen asked Library Board members for advice on implementing the strategic plan and if they have seen creativity and innovation supported in organizations they have been a part of:
 - Kathleen Lamb voiced that staff development is important for all staff. This communication plan enables staff to know what is available and demonstrates an opportunity that could impact their life.
 - Jill Joseph shared that it is easy to set a strategic plan aside and applauds the efforts to make it a working document so the entire staff is aware of how the work aligns with the strategic plan. This commitment to staff development includes staff so they are a part of the process.
 - Chris Damsgard said that he works for a large organization with areas of specialization, but the cross pollination of ideas through an organization goes a long way. As you move down the diversity path, inclusion involves creative ideas of both the popular and the hidden gems. We call it employee engagement for the empowerment of each person and support of their ideas is absolutely critical for fostering innovation and creativity.

- Caitlin Cahill said it is the ability to try and take a risk and not be blamed if something goes wrong. The grants are a great way to do that for staff development.
- Kathleen Lamb expressed that morale is a tricky thing whether the organization is big or small. The culture of a place is built on years before and after you. What do we do in terms of appreciation to say to somebody that's a great idea?
- Library Director Thompson said that HCL's annual employee recognition awards are in October. As she is visiting staff meetings, each meeting to recognize staff and act on what we hear.
- Kathleen Lamb added that government is big and it is hard to turn the ship, but we are unique in the county system with our own mandate and direction. The more she says thank you and good idea to a colleague, the better it is for herself and the other person.
- Sandy Johnson has participated in Lean Kaizen events and noted that it is crucial after the event to have a regular check-in to make sure that you continue the improvements. It can be easy to get stuck in a rut and to keep doing what has always been done. You need to stay abreast of all the work that you have done and implement new changes to make it leaner and better.
- Maureen Hartman said regular check-ins are done to ensure the improvements are being implemented.

COMMITTEE REPORTS

• Policy Committee Report by Caitlin Cahill

- The committee discussed Internet Public Use policies with tracked changes. We will not be voting on this as legal counsel needs additional time. No additional changes to the Lending and Patron Services policies.
- Jane Shanard made a motion to move the Lending and Patron Services policies to the consent agenda for September; seconded by Sandy Johnson. Motion passed.

• Executive Committee Report by Chris Damsgard

- The committee discussed updating the bylaws and appointing a Bylaws Committee. We will invite the commissioners, David Hough and Judy Regenscheid to meetings in 2017. There will be an Urban Libraries Council report added to the October agenda. Future agendas will include the role of libraries, the reframed Strategic Plan, and Diversity and Inclusion. Library Director Thompson reviewed the Friends of HCL funding request.

• Friends of HCL Report by Jane Shanard

- The Minneapolis Central Library Tenth Anniversary celebration will be held on November 5, 7 p.m. It's in the planning stages with a series of events including some private receptions. Architect Cesar Pelli and Twin Cities Gay Men's Chorus are confirmed for the program. Tickets start at \$100 and will be available soon.
- It's important to the Friends of HCL to be in step with what HCL does including the mission and vision. As a work in progress, they are planning to have a revised vision statement that will mirror HCL's vision.
- They are setting goals that focus on financial support, awareness, appreciation and investing in their internal structure to support the first three goals. The plan is still under development and the plan is to pass this by the end of the year.
- Kathleen Lamb requested that the Minneapolis Central Library Implementation Committee that was a joint committee of the Minneapolis Public Library Board members and the City of Minneapolis Council members be included.

UNFINISHED BUSINESS None

NEW BUSINESS None

ADJOURN

There being no further business, Kathleen Lamb made a motion to adjourn the Library Board meeting at 6:20 p.m.; seconded by Jill Joseph. Motion passed. The next Library Board meeting is Wednesday, September 28, 2016, 5 p.m. at Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis.

Sandy Johnson, Secretary