Library Board Agenda

1. CALL TO ORDER

2. APPROVAL OF AGENDA*

3. CONSENT*
   • Approval of Minutes of January 25, 2017
   • Acceptance of Donations

4. PUBLIC COMMENT

5. LIBRARY BOARD DIALOGUE
   • Collection: Suggestion for Purchase – Susan Carr, Senior Librarian

6. PRESIDENT’S REPORT
   • Announcements
   • Friends of HCL Update – Kristi Pearson, Executive Director and Kai Sakstrup, FHCL President
   • Appointment of Nominating Committee

7. DIRECTOR’S REPORT
   • Library Facilities Overview – Ann Woodson-Hicks, Manager
   • Update on Library Legislative Day – Lois Lenroot-Ernt, Coordinating Librarian
   • Library and Community Updates

8. COMMITTEE REPORTS
   • *Bylaws Committee Report – Kathleen Lamb, Committee Chair

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURN*

   * Library Board action items

The next monthly meeting of the Hennepin County Library Board is Wednesday, March 22, 2017, 5 p.m. at Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis.
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.


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 sunsetting 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:
    o The Hennepin County Open and Unclassified Service Appointments; and
    o 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
Hennepin County Library funding recently received from the
Friends of the Hennepin County Library

Friends of Hennepin County Library Support - $82,520.00

Local Friends of Hennepin County Libraries Support - $38,483.37
- $15,100 for Eden Prairie Library: funded by Friends of Eden Prairie Library
- $6,326.61 for Champlin Library: funded by Friends of Champlin Library
- $3,500 for East Lake Library: funded by Friends of East Lake Library
- $2,185 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $2,000 for Northeast Library: funded by Friends of Northeast Library
- $1,500 for Wayzata Library: funded by Friends of Wayzata Library
- $1,375 for Hopkins Library: funded by Friends of Hopkins Library
- $1,175 for Ridgedale Library: funded by Friends of Ridgedale Library
- $1,000 for St. Louis Park Library: funded by Friends of St. Louis Park Library
- $759.75 for Edina Library: funded by Friends of Edina Library
- $700 for Maple Plain Library: funded by Friends of Maple Plain Library
- $550 for Washburn Library: funded by Friends of Washburn Library
- $487.01 for Excelsior Library: funded by Friends of Excelsior Library
- $450 for Hosmer Library: funded by Friends of Hosmer Library
- $450 for St. Anthony Library: funded by Friends of St. Anthony Library
- $400 for Minnetonka Library: funded by Friends of Minnetonka Library
- $300 for Roosevelt Library: funded by Friends of Roosevelt Library
- $125 for Penn Lake Library: funded by Friends of Penn Lake Library
- $100 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library

Grand Total = $121,003.37
SUGGEST FOR PURCHASE

Hennepin County Library receives approximately 500 “suggest a purchase” requests from patrons per week. The current online form patrons complete:

Library staff are evaluating a new product that will be:

- Easier for patrons to manage – patrons can view their suggestions in their account.
- More responsive – Patrons always receive a response to their suggestions, including a link to interlibrary loan for declined requests.
- More equitable – all patrons have the ability to submit the same number of requests per month.
- Easier to use – some fields will be pre-populated if patrons discover titles the library does not own in the catalog.

Questions for consideration:

- There are pros and cons to this product. Some patrons will like it; others might be concerned about possible request limits. Do the pros outweigh the cons?
- Will patrons value a response to their queries? Overall, is this product of value to our patrons?
**VISION**
Together, Friends of the Hennepin County Library and Hennepin County Library envision a library that ensures every person has the opportunity and resources to read, engage, graduate, work, and learn.

**MISSION**
Friends of the Hennepin County Library is the fundraising partner of Hennepin County Library and builds awareness, appreciation and support for our world-class library.

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**Goal 1**
Increase awareness of Hennepin County Library programs and services

In partnership with the Library, **create a strategic framework** to support the Library’s audience’s goals

**Expand awareness** and understanding of the many benefits available to Hennepin County Library patrons

**Empower champions** of Hennepin County Library including, but not limited to, FHCL Board of Directors and local Friends chapters with the tools and messages to be effective ambassadors of the Library

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**Goal 2**
Grow appreciation of HCL as the institution offering free and open access to resources, programming and support in all communities across the county

Champion the benefits of a robust Library system and its unique role in a strong and growing community

Inform/engage stakeholders and community influencers who can advocate for policies that support the long-term health of the Library

Elevate the profile of Hennepin County Library as a vital player in economic and community development and in addressing dynamic civic challenges

Enrich communications with powerful and inspirational storytelling that celebrates the impact of the Library on lives in Hennepin County

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**Goal 3**
Increase financial resources to support Hennepin County Library

In partnership with the Library, **identify priority initiatives/areas** requiring significant private investment to deepen the Library’s impact and improve long-term community outcomes

Create innovative funding opportunities that align with donor investment preferences and provide HCL resources essential to financial sustainability & long-term success (opportunity fund, endowment, planned giving)

Build and grow a dynamic membership program that strengthens the bond between the Library and its investors

Highlight impact of donor support on vital Library services & programming

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**Goal 4**
Invest in FHCL internal structure for maximum external impact

Align staff development with strategic plan goals

Invest in systems and resources to enhance organizational capacity

Align board composition to support the new strategic plan

Assure a diverse and inclusive board
Kai Sakstrup – Board President, Friends of the Hennepin County Library
As Senior Vice President of Corporate Strategy at U.S. Bank, Kai Sakstrup leads the strategic planning process and also growth strategy initiatives for the entire enterprise. Prior to his current role, Kai was Vice President of Strategy and Business Development at Ameriprise Financial, CFO/COO of Kelton Global in Los Angeles and a consultant for Bain & Company in Boston. Kai earned an M.B.A. with distinction from the Kellogg School of Management at Northwestern University where he was named the Theodore Krasnow Scholar for academic achievement. As an active volunteer leader, Kai started a grassroots charity called Drops Fill Buckets. Kai and his family regularly use the Hopkins Library.

Kristi Pearson – Executive Director, Friends of the Hennepin County Library (Ex officio)
After serving nearly four years on the Friends of HCL board of directors, Kristi brings extensive experience in board leadership, business development and sales management to her current role as Executive Director. She is a former Development Director for AchieveMpls and Business Development Manager for Siemens, where she spent a decade in global sales leadership positions. Kristi has held marketing and sales positions with British Petroleum and Eastman Kodak and is an active volunteer in the Twin Cities community and the Minneapolis Public Schools, where her three children attend school. She is former Treasurer of the Board for Community Emergency Service and holds a B.S. in marketing from Indiana University.
Friends of the Hennepin County Library • Board of Directors Org. Chart

Corporate Officers
- **Kai Sakstrup, President**
  Senior Vice President, Corporate Strategy, U.S. Bank
- **Aimee Rogstad Guidera, Vice President**
  President & CEO, Data Quality Campaign
- **Tom Racciatti, Treasurer**
  Retired CEO, WW Johnson Meat Company
- **Suzan McGinnis, Secretary**
  Director of Ethics & Compliance, Best Buy

Executive Committee
- **Kai Sakstrup, President**
- **Aimee Rogstad Guidera, Vice President**
- **Tom Racciatti, Treasurer**
- **Suzan McGinnis, Secretary**

Directors
- **Charlotte Abrahamson**
  Vice President, Head of Business Development, UnitedHealthcare
- **Katherine Blauvelt**
  Member, Hennepin County Library Board, *Ex officio*
- **Beverly Cottman**
  Artist and Educator
- **Chris Du Bois**
  Chief Digital Officer, Allianz Life Insurance Company of North America
- **Susan Gray**
  Community Volunteer
- **Charles Grossman**
  Educator, Breck School
- **Aimee Rogstad Guidera**
  President & CEO, Data Quality Campaign
- **Dr. Bernadeia Johnson**
  Assistant Professor, MN State University, Mankato
- **Carol Jordan**
  President, Friends of the Minneapolis Central Library
- **Mary Pat Ladner**
  Vice President & Chief Marketing Officer, The Waters
- **Cheryl Olseth**
  Principal, Olseth Family Foundation
- **Kristi Pearson**
  Executive Director, Friends of HCL, *Ex officio*
- **Pat Schmitt**
  Vice President, Human Resources and Organizational Effectiveness, UCare
- **Matthew B. Seltzer**
  Attorney of Counsel, Stinson Leonard Street LLP
- **Carol Shaw**
  Retired, Actuary, Allianz Life Insurance Company of North America
- **Addis Tesfaye**
  Solution Expert, Ultimate Software
- **Beth McGuire Theobald**
  Vice President, Customer Communication, UnitedHealthcare
- **Lois Langer Thompson**
  Director, Hennepin County Library, *Ex officio*

**Lois Langer Thompson**
Director, Hennepin County Library, *Ex officio*

**Kristi Pearson**
Executive Director, Friends of HCL, *Ex officio*
All are welcome here

February 9, 2017

These are challenging times and I believe it is important to continue to share and live out our message that all are welcome here.

This statement of welcome is one of our bedrock beliefs and is supported by the Library Bill of Rights and our reframed Strategic Plan. So how does this play out in our work? For me it means that we welcome everyone regardless of who they are or what they believe. What it doesn’t mean is that we welcome or “allow behavior that is abusive, intimidating or disrespectful including obscene, racially charged or abusive language” (from Patron Conduct Policy).

In the Patron Use of Library Spaces we state: “Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all” and “Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of library patrons and staff.”

We state that “Each patron has a personal responsibility to ensure that Hennepin County Library is a welcoming public library environment for all” and we support the role of staff who “play an important role to ensure that Hennepin County Library is a welcoming public library environment for all.”

These are not just words in dusty policies. These are our core beliefs and provide standards for us and for patrons who are interacting with us and using our spaces and services. I am proud of the posters and buttons that state unequivocally that all are welcome. Star Tribune reporter Kelly Smith was so impressed with the poster she saw at her library she wrote about our message of welcome.

While these are challenging times, I encourage you to continue to practice self-care. Reach out to a trusted friend or colleague and if you have ideas for HCL, please be in touch by email or phone (x8541).

I want to leave you with a recent tweet from Commissioner Peter McLaughlin when he shared our All are welcome here poster, “When you need a safe space, you can always go to your neighborhood Hennepin County Library.”

Thank you for making our libraries safe and welcoming. We’re in this together and together we are better.
The Library Board Bylaws Committee met Tuesday, February 7, 2017 in Conference Room 172 at Ridgedale.

**Attendees**
Committee members: Chair Kathleen Lamb and Jane Shanard  
Library Board member: Chris Damsgard  
Phone in: Jill Joseph  
Staff: Nancy Palmer

**Welcome and Call to Order**
Chair Kathleen Lamb called the meeting to order at 5 p.m. and welcomed attendees.

**Approval of agenda and January meeting summary**
Jane Shanard made a motion to approve the agenda and the summary of the January 10, 2017 committee meeting; seconded by Kathleen Lamb. Motion passed. Nancy noted that the dates were not updated in the meeting summary and corrected copies were in front of members.

**Public Comment:** None

**Review of Bylaws**
- Kathleen Lamb reviewed the actions taken on the draft Bylaws presented and discussed at the January 25 meeting of the Library Board. She reviewed the revisions page by page, noting the two questions presented to the Board for discussion.
  - The first question was “The annual meeting is customarily held in April. Should the annual meeting be set at the discretion of the Board?” Discussion at the Library Board meeting was to set the annual meeting for 2017 in May, for planning purposes, but not to formally amend the bylaws specifying a particular month. At the end of the Board meeting, the body approved the change in annual meeting to May.
  - The second question was “Should there be term limits for Officers?” Kathleen acknowledged that there is not unanimity in the committee on this question.
  - Jane moved that the committee adopt the bylaws as revised and be presented to the full Board for approval on February 22, 2017. Motion passed.
  - Redlined and clean copies of the bylaws and exhibits will be included in the February Library Board packet.
  - It was noted that under Article V.7 the President of the Board is an ex officio voting member of all committees, except the nominating committee.

**Adjourn**
Kathleen Lamb made a motion to adjourn the meeting at 5:05 p.m.; seconded by Jane Shanard. Motion passed.
BYLAWS OF THE HENNEPIN COUNTY LIBRARY BOARD

Minnesota Statutes Sections 383B.237 to 383B.247 and 134.001 to 134.50.

ARTICLE I

BOARD

1. The county board shall direct, operate and manage the county library system. A county library board consisting of 11 members who reside in the county library service area shall be appointed by the county board.

In the event a member leaves the Board for any reason, the appointment to fill the vacancy shall be for the remainder of that member's term, and the replacement will be made by the County Board of Commissioners.

All terms commence January 1 of their respective year of appointment; incumbents are expected to serve until the County Board of Commissioners makes the appointment; and, as each term expires the successor shall be appointed for a three year term. No member shall serve more than three consecutive terms.

If any member resigns at any time, written notice must be sent to the Library Board President who shall forward the notice to the County Board of Commissioners. Any such resignation shall take effect at the date of receipt of the notice or any later date specified; unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

2. The Library Board shall be advisory to the County Board of Commissioners and shall be responsible for policy and legislative recommendations relating to the library system and shall perform their duties and responsibilities pertinent to library matters as may be delegated by the County Board of Commissioners.

State Law gives power to County Board of Commissioners to:
- Maintain a system of public libraries.
- Determine the locations of the libraries.
- Levy taxes for library operations and maintenance.
- Direct, operate and manage county library system.
- Appoint eleven members to Library Board who reside in service area of the library.

State Law gives power to County Library Board to:
- Determine the contents of the collection.
- Be responsible for use of library meeting rooms.
- Make recommendations to County Administrator about appointment or removal of Library Director.

County Commissioner Resolution #81-2-108R gives power to County Library Board to:
- Establish rules governing library operation.
- Review the annual operating budget for submission to the County Board of Commissioners.
- Develop a long range plan.
- Accept and manage gift and trust funds.

County Commissioner Resolution #96-11-695 states that "the Hennepin County Library Board shall articulate and endorse major library system goals and initiatives for which significant private financial support and partnership will be necessary to ensure success, and the Library Board shall undertake a regular process for recommendation of these goals to The Library Foundation of Hennepin County (Friends of the Hennepin County Library) for consideration and development."
3. At all meetings of the Board a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of the majority of the members present at which there is a quorum shall be the act of the Library Board.

4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws.

ARTICLE II
ANNUAL MEETING

1. An annual meeting shall be called by the President and held by the Board pursuant to this article.

2. Notice of the annual meeting shall be written and sent to Board members at least five days before the meeting date.

3. At the annual meeting the Library Board shall elect its officers, transfer leadership, and transact any business as may come before it. If there is not a quorum present at the annual meeting, then it shall be recessed to another day as soon as practicable thereafter upon five day written and mailed notice.

ARTICLE III
OFFICERS OF THE BOARD

1. At the annual meeting, the Library Board shall elect a President, a Vice President and a Secretary.

2. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.

3. The President shall appoint all committees not otherwise ordered by the Bylaws or the Library Board. The President or designee shall serve as an ex officio member on the Friends of the Hennepin County Library Board.

4. The Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; keep true records of the votes at the elections and of all other proceedings; and attest the records after every meeting by his/her signature; and/or delegate any of these responsibilities to the library staff.

5. If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board from a list provided by the Nominating Committee.
ARTICLE IV
MEETINGS

1. Regular meetings of the Board shall be held on dates and times determined annually.

2. Notices of scheduled Board meetings shall be sent not less than five days before the meeting and shall include the place of the meeting, the agenda, financial statements, papers, charts, and/or reports pertaining to business that would require Board action.

3. Special meetings may be called by the President or any two Library Board members, by written notice stating the time, place and object of the meeting, to be sent at least three days before the meeting.

4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.

5. All voting at meetings of the Board shall be by voice vote unless a member shall demand a roll call and record it in the proceedings of the Board.

6. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.

7. In consultation with the President, the Director of the Hennepin County Library shall prepare an agenda for each scheduled meeting of the Board.

8. The agenda for all monthly Board meetings shall include, but not be limited to, the following:
   a. Approval of minutes and agenda.
   b. Public comment.
   d. Report of Director.
   e. Reports of committees.
   f. Unfinished business.
   g. New business.
   h. Gifts.
   i. Adjournment.


10. The Library Board shall conform to the Open Meeting Law (Minn. Stat. Ch. 13D).

ARTICLE V
COMMITTEES

1. The President, with the concurrence of the Library Board, may appoint standing and ad hoc committees. The President shall designate the chair who shall preside at all meetings of the committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members.

2. The Executive Committee shall consist of the following members: The current President, the Vice-President, the Secretary, the immediate Past President and an additional member if deemed advisable by the President.

3. The President, with the concurrence of the Library Board, shall appoint a Nominating Committee at least one month prior to the annual meeting to determine the slate of officers. The nominating
committee is a standing committee of the Board. The President shall designate a chair who shall preside at all meetings of the committee. In the absence of the Chair, the committee shall elect a Chair pro tem. The Committee will consist of an odd number of members. The Committee shall also meet to nominate candidates to fill vacancies under Article III, section 5.

The Nominating Committee shall advise the Library Board of the recommendation of nominees for offices at least 5 calendar days prior to the annual meeting.

The chair of the Committee will submit the nominations for each office at the annual meeting. After each nomination per office, the chair will call for further nominations from the floor, conduct the election for that office, and then repeat this procedure for each of the offices to be filled by the election.

3. Each committee shall fix its own rules of procedure and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members.

4. In every case the affirmative vote of a majority of all members of a committee present at the meeting shall be necessary for its adoption of any resolution.

5. Minutes of committee meetings shall be kept and, if possible, sent to all members of the Board before the next scheduled Board meeting which follows the committee meeting.

6. With the exception of the Nominating Committee, the President of the Board shall be an ex officio member of all committees and shall have a full vote upon all matters at the committee meetings he/she may attend.

ARTICLE VI
DIRECTOR OF THE HENNEPIN COUNTY LIBRARY

1. The Library Director shall be appointed and removed by the County Administrator, with approval by the County Board, pursuant to Minnesota Statutes Sections 383B.241 and 383B.102. Prior to the appointment or removal of the Library Director, the Library Board shall make recommendations to the County Administrator. The Library Director shall be the Chief Administrative Officer of the Library System.

2. Under the Board’s policies the Library Director shall be responsible for the proper management of the Library and the preservation of all the library properties.

ARTICLE VII
BYLAWS RELATING TO BYLAWS

1. The Board by majority vote thereof shall have the power to make, alter, amend or repeal the Bylaws at any regular or special meeting of the Board, the notice of which shall have stated the amendment of the Bylaws as one of the purposes of the meeting, providing an advance copy of the proposed amendment and a copy of the Bylaws then in force be mailed with said notice to each member.

2. Within ten days after the adoption of a resolution amending these Bylaws in any respect, a copy of the amended Bylaws shall be mailed to each member at his/her last known post office address.

3. These Bylaws shall be reviewed by the Library Board at least every three years.

4. The Bylaws shall include as reference, the following attachments:
   A. The Hennepin County Open and Unclassified Service Appointments; and,
B. **Code of Conduct for Hennepin County Library Board Members.**

Previous bylaws adopted: April 25, 2012
Bylaws adopted: March 25, 2015
Next review date: 2018–2020
BYLAWS OF THE HENNEPIN COUNTY LIBRARY BOARD

Minnesota Statutes Sections 383B.237 to 383B.247 and 134.001 to 134.50.

ARTICLE I
BOARD

1. The county board shall direct, operate and manage the county library system. A county library board consisting of 11 members who reside in the county library service area shall be appointed by the county board.

In the event a member leaves the Board for any reason, the appointment to fill the vacancy shall be for the remainder of that member’s term, and the replacement will be made by the County Board of Commissioners.

All terms commence January 1 of their respective year of appointment; incumbents are expected to serve until the County Board of Commissioners makes the appointment; and, as each term expires the successor shall be appointed for a three year term. No member shall serve more than three consecutive terms.

If any member resigns at any time, written notice must be sent to the Library Board President who shall forward the notice to the County Board of Commissioners. Any such resignation shall take effect at the date of receipt of the notice or any later date specified; unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

2. The Library Board shall be advisory to the County Board of Commissioners and shall be responsible for policy and legislative recommendations relating to the library system and shall perform their duties and responsibilities pertinent to library matters as may be delegated by the County Board of Commissioners.

State Law gives power to County Board of Commissioners to:
- Maintain a system of public libraries.
- Determine the locations of the libraries.
- Levy taxes for library operations and maintenance.
- Direct, operate and manage county library system.
- Appoint eleven members to Library Board who reside in service area of the library.

State Law gives power to County Library Board to:
- Determine the contents of the collection.
- Be responsible for use of library meeting rooms.
- Make recommendations to County Administrator about appointment or removal of Library Director.

County Commissioner Resolution #81-2-108R gives power to County Library Board to:
- Establish rules governing library operation.
- Review the annual operating budget for submission to the County Board of Commissioners.
- Develop a long range plan.
- Accept and manage gift and trust funds.

County Commissioner Resolution #96-11-695 states that “the Hennepin County Library Board shall articulate and endorse major library system goals and initiatives for which significant private financial support and partnership will be necessary to ensure success, and the Library Board shall undertake a regular process for recommendation of these goals to The Library Foundation of Hennepin County (Friends of the Hennepin County Library) for consideration and development.”
3. At all meetings of the Board a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of the majority of the members present at which there is a quorum shall be the act of the Library Board.

4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws.

ARTICLE II
ANNUAL MEETING

1. An annual meeting shall be called by the President and held by the Board pursuant to this article.

2. Notice of the annual meeting shall be written and sent to Board members at least five days before the meeting date.

3. At the annual meeting the Library Board shall elect its officers, transfer leadership, and transact any business as may come before it. If there is not a quorum present at the annual meeting, then it shall be recessed to another day as soon as practicable thereafter upon five day written and mailed notice.

ARTICLE III
OFFICERS OF THE BOARD

1. At the annual meeting, the Library Board shall elect a President, a Vice President and a Secretary.

2. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.

3. The President shall appoint all committees not otherwise ordered by the Bylaws or the Library Board. The President or designee shall serve as an ex officio member on the Friends of the Hennepin County Library Board.

4. The Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; keep true records of the votes at the elections and of all other proceedings; and attest the records after every meeting by his/her signature; and/or delegate any of these responsibilities to the library staff.

5. If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board from a list provided by the Nominating Committee.
ARTICLE IV
MEETINGS

1. Regular meetings of the Board shall be held on date and time determined annually.

2. Notices of scheduled Board meetings shall be sent not less than five days before the meeting and shall include the place of the meeting, the agenda, financial statements, papers, charts, and/or reports pertaining to business that would require Board action.

3. Special meetings may be called by the President or any two Library Board members, by written notice stating the time, place and object of the meeting, to be sent at least three days before the meeting.

4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.

5. All voting at meetings of the Board shall be by voice vote unless a member shall demand a roll call and record it in the proceedings of the Board.

6. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.

7. In consultation with the President, the Director of the Hennepin County Library shall prepare an agenda for each scheduled meeting of the Board.

8. The agenda for all monthly Board meetings shall include, but not be limited to, the following:
   a. Approval of minutes and agenda.
   b. Public comment.
   d. Report of Director.
   e. Reports of committees.
   f. Unfinished business.
   g. New business.
   h. Gifts.
   i. Adjournment.


10. The Library Board is subject to the Open Meeting Law (Minn. Stat. Ch. 13D).

ARTICLE V
COMMITTEES

1. The President, with the concurrence of the Library Board, may appoint standing and ad hoc committees. The President shall designate the chair who shall preside at all meetings of the committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members.

2. The Executive Committee shall consist of the following members: The current President, the Vice-President, the Secretary, the immediate Past President and an additional member if deemed advisable by the President.

3. The President, with the concurrence of the Library Board, shall appoint a Nominating Committee at least one month prior to the annual meeting to determine recommendations for officers. The nominating committee is a standing
committee of the Board. The President shall designate a chair who shall preside at all meetings of the committee. In the absence of the Chair, the committee shall elect a Chair pro tem. The Committee will consist of an odd number of members. The Committee shall also meet to nominate candidates to fill vacancies under Article III, section 5. The Nominating Committee shall advise the Library Board of the recommendation of nominees for offices at least 5 calendar days prior to the annual meeting. The chair of the Committee will present the nominations for each office at the annual meeting. After each nomination per office, the chair will call for further nominations from the floor, conduct the election for that office, and then repeat this procedure for each of the offices to be filled by the election.

4. Each committee shall fix its own rules of procedure and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members.

5. In every case the affirmative vote of a majority of all members of a committee present at the meeting shall be necessary for its adoption of any resolution.

6. Minutes of committee meetings shall be kept and, if possible, sent to all members of the Board before the next scheduled Board meeting which follows the committee meeting.

7. With the exception of the Nominating Committee, the President of the Board shall be an ex officio member of all committees and shall have a full vote upon all matters at the committee meetings he/she may attend.

ARTICLE VI
DIRECTOR OF THE HENNEPIN COUNTY LIBRARY

1. The Library Director shall be appointed and removed by the County Administrator, with approval by the County Board, pursuant to Minnesota Statutes Sections 383B.241 and 383B.102. Prior to the appointment or removal of the Library Director, the Library Board shall make recommendations to the County Administrator. The Library Director shall be the Chief Administrative Officer of the Library System.

2. Under the Board’s policies the Library Director shall be responsible for the proper management of the Library and the preservation of all the library properties.

ARTICLE VII
BYLAWS RELATING TO BYLAWS

1. The Board by majority vote thereof shall have the power to make, alter, amend or repeal the Bylaws at any regular or special meeting of the Board, the notice of which shall have stated the amendment of the Bylaws as one of the purposes of the meeting, providing an advance copy of the proposed amendment and a copy of the Bylaws then in force be mailed with said notice to each member.

2. Within ten days after the adoption of a resolution amending these Bylaws in any respect, a copy of the amended Bylaws shall be mailed to each member at his/her last known post office address.

3. These Bylaws shall be reviewed by the Library Board at least every three years.

4. The Bylaws shall include as reference, the following attachments:
   A. The Hennepin County Open and Unclassified Service Appointments; and,
   B. Code of Conduct for Hennepin County Library Board Members.
Previous bylaws adopted: March 25, 2015
Bylaws adopted: ______________, 2017
Next review date: 2020
Code of Conduct for Hennepin County Library Board Members

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to state the conduct that is expected of the Hennepin County Library Board members and to outline member roles and responsibilities with regard to member conduct.

Principles
As members of the Hennepin County Library Board:

- We strive to advance Hennepin County Library's mission, vision, and Strategic Plan
- We uphold the integrity of the Hennepin County Library
- We set and uphold the Bylaws of the Hennepin County Library Board and Library Board Policies
- We seek to develop our knowledge and understanding of library service
- We value transparency
- We embrace the principles defined in the American Library Association's Code of Ethics
- We act with mutual respect and understanding

Roles and Responsibilities
Library Board members will:

- Make the distinction between personal philosophies, attitudes, and convictions with positions adopted by the board
- Strive for transparency in Board meeting discussions and disclose any potential conflict of interest that may exist with regard to any matter being discussed
- Conduct themselves in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their duties as library board members
- Not receive anything of value, based upon any understanding that a vote, official action or judgment of the member would be influenced thereby
- Be subject to the same conduct as local officials and follow Minnesota State Statutes pertaining to open meetings, conflicts of interest, and receipt of gifts from interested parties

The Library Board will:

- Determine whether or not a potential conflict of interest is such that it requires board members to excuse themselves from either participating in the discussion or being present for it
- Record the decision in the meeting minutes

The Library Board President will:

- Discuss any concerns that may arise with individual members who may not be in adherence to this policy and resolve any outstanding issues
- Advance ongoing, unresolved issues to the Hennepin County Board of Commissioners who is the appointing authority of this advisory board

Associated Policies and Laws

Process
This policy is reviewed every five (5) years by the Library Director (or designee) in consultation with the Library's legal counsel. The Library Director (or designee) makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 6/2017
Policy

The Hennepin County Board of Commissioners originally adopted the Open Appointments Policy under Resolutions 77-2-126 and 77-2-126R, which were amended by Resolutions 80-6-571, 83-5-249 and 93-2-698-R1. The Open and Unclassified Service Appointments Policy, which follows, was adopted as Board policy on February 28, 1994, per Resolutions 94-2-115A and 94-2-115B.
The Board of Commissioners wishes to provide increased access for citizens of Hennepin County to serve on boards and committees that advise the County Board. The Board also wishes to provide a fair and open appointment process to ensure that the diversity of county residents is reflected on the boards and committees advising the county.

**Appointments**

Appointments to boards, commissioners, associations, task forces, watershed districts and advisory committees.

**Purpose:**

Hennepin County contains a vast reservoir of talent and energy in its citizens. The purpose of this policy is to tap this reservoir to benefit county government. Further, by promoting broad-based participation by citizens in the committees, boards and commissions which advise county commissioners and help set public policy, county government counters any perception that citizens have no opportunity to influence county policy. Broad-based participation also creates ambassadors for county programs and insures the diversity of county residents is reflected in county decision-making. It helps provide role models from various social, economic and cultural segments of the community.

This Open and Unclassified Service Appointments Policy is designed to be an objective process characterized by increased access, fairness and equal opportunity, while preserving the qualitative and discretionary elements necessary to appoint the best qualified candidates possible.

We also recognize that the Open and Unclassified Service Appointments Policy can provide an entry point for future leaders to involvement in civic activities and open access to the political process, which we want to encourage.

Our community can only gain from the insights, variety of perspectives, new information and new methods of problem solving a broad based Open and Unclassified Service Appointments Policy can bring to county government.

**Goals:**

The goals of the Open and Unclassified Service Appointments Policy are:

- To ensure that all interested citizens of the county have opportunities to be considered for appointments.
- To establish standard procedures for appointing members to Hennepin County Boards and Commissions.
- To ensure to the greatest extent possible that all appointed boards reflect the diversity of county residents and are representative and balanced by geography, gender, culture and ethnicity and contain representatives of a variety of educational and employment backgrounds as well as interests, experiences and lifestyles.
- To ensure broad public participation by including a two-term limit and absence standard in the policy.
- To provide sufficient staff support through the Office of the Clerk of the Board, the departments of Human Resources and Public Affairs to ensure a well-managed Open and Unclassified Service Appointments system. Further, to provide that departmental committee liaisons from
appropriate departments are assigned to each committee so that relevant information is provided to the managers of the system in a timely manner.

Activities:
Staff will conduct the following activities to implement the Open and Unclassified Service Appointments Policy:

1. Develop and maintain a database of all boards and committees including information on origin, duration, purpose, meeting times, board composition, number of members, terms of members, current membership roster and term expirations, qualifications, and other pertinent information. Copies of articles of incorporation, bylaws, statutes and any other documents related to the committees will be obtained and periodically updated.

2. Develop standardized application materials and a tracking and reporting system, which provides information on the balance and representation of the system.

3. Produce and distribute materials including informational booklets, press releases and announcements concerning appointments; conduct recruitment activities, with emphasis on groups usually under-represented.

4. Distribute applications to interested citizens.

5. Provide the County Board with information, applications and other materials so that appointments are made in a timely fashion, and according to the Open and Unclassified Service Appointments policy.

Application of Policy:
The Open and Unclassified Service Appointments Policy applies to county committees, which contain citizen members and/or representatives of governmental and private sectors and report directly to the Hennepin County Board. It also applies to citizen appointments made to other bodies (such as the Minneapolis Planning Commission or the Hennepin County Extension Board) that have a certain number of Hennepin County Board appointment slots. It does not apply to committees comprised of staff people of governmental units and affiliated agencies, which have a staff coordination or other such function and do not usually report to the Board.

Appointments Covered:
Appointments covered by the Open and Unclassified Service Appointments Policy are those which are made by the Hennepin County Board as a whole, have a fixed term (which has an end date and may require a reappointment or new appointment), and are to a committee or task force expected to have a duration of at least one year. This policy does not apply to ex-officio appointments or to appointments designated to be filled by Hennepin County Commissioners.

Commissioners may, at their discretion, use the Open and Unclassified Service Appointments process for other appointments. They may also use applications on file from the Open and Unclassified Service Appointments application solicitation to fill slots on ad hoc or time-limited committees.

In preparation for year-end term expirations and periodically throughout the year as necessary, the Clerk of the Board, with the assistance of the departmental liaisons, will prepare a list of appointments for committee positions which are vacant. (This would include vacancies caused by term expirations, resignations and the creation of new committees).
These vacancies shall be widely advertised through mailings, announcements during televised board and committee meetings and advertisements in the media. During the major applicant solicitation in October and November (when applications for terms ending December 31 are being solicited), the Public Affairs Department and Human Resources Department will mount a major public education and recruitment effort. Any special recruitment requested by a committee or required because of the nature of the committee shall be incorporated into the overall recruitment effort.

All applicants shall be sent a standardized application form which will gather information necessary to track applicants in order to better achieve the committee balance goals of the policy. The application period shall close no less than 30 days from the vacancy announcement date.

The Clerk to the County Board will supply each commissioner with copies of the applications for each committee, together with a summary sheet for each committee which provides information on the demographics and other qualifications and characteristics of the applicants as well as a summary of the demographics of the committee, if applicable.

The Chair to the County Board shall place the appointments to each committee on the agenda of the appropriate County Board committee within three (3) weeks of receiving the applications from the Clerk.

**Payment for Legitimate Expenses:**
To remove as many barriers as possible to service on committees by ordinary citizens of the county, expenses incurred in the course of committee service, subject to all applicable laws, rules and regulations, will be reimbursed by the county. This may include expenses for child care, travel and parking. Those who receive expense reimbursement from employers or other sources will not receive expense payments.

**Time and Location of Committee Meetings:**
Every effort will be made to conduct committee meetings at times and in locations which facilitate participation by citizens of the county.

**Absence:**
If any person appointed under this policy misses three consecutive meetings, excluding special meetings, without being excused by the committee, that person's term will automatically expire, unless exception is made by the County Board. Attendance reports will be submitted by the departmental liaison to the Clerk documenting such absence before the position is declared vacant under this provision of this policy.

**Term Limits:**
All appointments, which the County Board shall make under the Open and Unclassified Service Appointments Policy, shall be subject to a limit equal to the greater of two consecutive terms or six (6) years. Board Resolution 94-4-53R2 allows exceptions to be made to the Hennepin County Board’s Open and Unclassified Service Appointments Policy regarding term limits by a 5/7 vote of the Board.

**Geographical Representation:**
Since commissioner districts are the basis for democratic representation on the Hennepin County Board, whenever legal and practical all boards, committees and task forces will include persons who reside in each of the commissioner districts.
Eligible Applicants:
The application form will ask applicants whether they are county employees, have a contract with the county or work for a county vendor, or are currently enrolled as a client in a county program or are receiving individual services from the county. In some instances the Board may wish to appoint persons with such experience, in some cases they may wish to appoint persons with less direct connection to the county. Where this is a qualification either way, the solicitation for applications for the particular appointment will so state.

Residency Requirements:
Preference in appointments will be given to residents of Hennepin County, but exceptions may be made by the Board to include persons with exceptional qualifications.

Standardized Information on Applicants:
The Office to the Clerk of the County Board, assisted by other departments as necessary, will develop a standardized application form to be submitted by all applicants under the Open and Unclassified Service Appointments Policy. The form will ask for information regarding age, sex, race and ethnicity, occupation, place of residence, relationship to the county or its vendors and any other information deemed to be necessary. This information will be used to track recruitment efforts and assist in efforts to achieve committee balance. All submission of information will be voluntary, and failure to supply information will not disqualify an applicant. Information will be gathered in the least intrusive manner possible.

Screening Process:
When there are more than ten applicants for each position, the Hennepin County Board may direct the County Administrator to conduct an objective screening process designed to select the most qualified applicants for interviews with the County Board.

Exceptions:
Whenever possible, the County Board will make its appointments using the Open and Unclassified Service Appointments Process, from applications on file, provided such applicants qualify in the determination of the Hennepin County Board. If no qualified applicants exist on file for a specific appointment, or if the County Board determines a more qualified candidate exists for the position, the County Board reserves the right to determine the means of selection of an appropriate individual.

Non-discrimination:
It is the policy of Hennepin County government to provide equal access to appointments made by the Hennepin County Board to committees, task forces, boards and commissions, without regard to race, sex, creed, color, religion, age, disability, marital status, national origin, sexual orientation, or public assistance status, subject to statute, rule or regulation and any qualifications established by the Hennepin County Board.

Rules Regarding the Establishment of Committees:
In order for the Open and Unclassified Service Appointments Process to function, resolutions creating boards and committees which will be governed by this policy must contain the following information: name of committee, powers and duties, number of members together with any restrictions on eligibility, desirable qualifications, date of commencement and expiration of terms and expiration date of committee, appropriation if applicable, appointing authority(ies), responsible county staff department, and type of representational balance to be sought in membership.
Departmental Liaison:
The responsible county department will name a committee liaison, who will be responsible to keep the Clerk informed as to the status and progress of the committee, any unexpected vacancies which may occur, Open and Unclassified Service Appointments information, and to submit any final reports and work products to the Clerk, along with notice of the committee's conclusion.

NOTE: Some appointments are regulated by state or federal law or administrative rule. When there is a difference between this Open and Unclassified Service Appointments Policy and rule or statute with regard to an appointment, rule or statute will prevail.

Vacancies
1. If a vacancy occurs in the position of County Administrator, the appointment to such position shall be made pursuant to Minnesota Statute Section 383B.103 under procedures established by the County Board meeting as a Committee of the Whole.

2. County Board appointments to vacancies in the Unclassified Service:
   a. Vacancies in unclassified service positions to which the County Board shall make appointments shall be announced at a regular County Board meeting at least four (4) weeks prior to appointment by the County Board.
   b. Applicants for appointments to such positions shall submit application forms or resumes to the County Administrator, and recruitment and selection for such positions shall be in accordance with county human resources procedures based on formal job specifications and approved affirmative action policies.
   c. The County Administrator, pursuant to Minnesota Statutes Section 383B.102, shall make a recommendation to the County Board as to the candidate for appointment to such vacant position. At the same time, the County Administrator shall transmit to the County Board a list of all candidates who applied for such position.
   d. The County Administrator’s recommendation for appointment shall be assigned to a committee of the Board by the Chair. The applicant recommended by the County Administrator may be interviewed before the appropriate committee of the County Board upon agreement of a majority of the members of such committee.
   e. The committee shall recommend concurrence or rejection of the County Administrator’s recommendation for action at the next regularly scheduled meeting of the County Board.
   f. Where in the judgment of the County Administrator the period of vacancy between resignation of the incumbent and appointment of the successor in such positions is not in the best interests of the county, the County Administrator may appoint such individual to be an acting appointee pending Board approval of the successful candidate.
   g. Resignations for any of the positions under this section shall be transmitted to the County Administrator who shall declare a vacancy and communicate the vacancy and effective date thereof to the County Board at its next regular meeting where the announcement of such vacancy shall be made pursuant to 3(a) of this policy.

Contact: Melissa Booth, 612-348-3237
Upcoming 2017 Library Events
as of February 15, 2017

Meeting dates/times/locations are subject to change - please verify with staff contact.

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<tr>
<th>Purpose</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
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<tr>
<td>Library Board Meeting</td>
<td>Wednesday</td>
<td>Feb. 22</td>
<td>5-6:30 p.m.</td>
<td>Ridgedale Library Robert H. Rohlf Room 12601 Ridgedale Drive Minnetonka 55305</td>
<td>Lois Langer Thompson 612-543-8541</td>
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<td>Southdale Library Planning Meeting</td>
<td>Thursday</td>
<td>Mar 23</td>
<td>6-8 p.m.</td>
<td>Southdale Library Meeting Room 7001 York Avenue South Edina, MN 55435</td>
<td>Lois Langer Thompson 612-543-8541</td>
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<tr>
<td>Library Board Meeting</td>
<td>Wednesday</td>
<td>Mar 22</td>
<td>5-6:30 p.m.</td>
<td>Minneapolis Central Library Doty Board Room 300 Nicollet Mall Minneapolis, MN 55401</td>
<td>Lois Langer Thompson 612-543-8541</td>
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Return to Library Director’s Office by the 5th of the month.

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<tr>
<th>Date</th>
<th>Per Diem *Limit 2 per month (See reverse to determine meetings that qualify for per diem payment.)</th>
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<tr>
<th>Date</th>
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Total:
Library Board Policy
Library Board Per Diem and Expense Policy

The Library Library Board Per Diem and Expense Policy states the following regarding per diem payments:

Per Diem Payments
Pursuant to Minnesota Statute 383B.243 which states:

Members of the Library Board shall be allowed a per diem not to exceed $50 for meetings relating to advice and recommendations concerning the library program. Each member may also be reimbursed for actual and necessary expenses incurred as a result of the meeting. Payment for meetings of the Library Board shall be authorized in an amount not to exceed two meetings monthly.

Per Diem payments may be claimed by Library Board members for the following meetings:

- Regular monthly Library Board meetings
- Special Library Board meetings
- Committee meetings
- Any meetings which Library Board members are requested to attend as official representatives

Library Board members will submit the "Library Board Timesheet" by the 5th of each month to the Library Director's Office.

Approved October 24, 2012.