

HENNEPIN COUNTY

LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

August 12, 2020, 5:30-7:30 p.m.

Virtual Board Meeting

Library Board Agenda

EXECUTIVE COMMITTEE

1. WELCOME AND CALL TO ORDER



2. APPROVAL OF AGENDA*



3. APPROVAL OF June 3, 2020, MEETING SUMMARY*

4. BYLAWS/CODE OF CONDUCT REVIEW cont....

5. DISCUSSION: SECURITY STAFF VS SOCIAL WORKERS IN LIBRARIES

6. BUDGET PROCESS UPDATE

7. AGENDA FOR NEXT BOARD MEETING

8. NEW BUSINESS



9. ADJOURN



* *Library Board action items*

Library Board

Erin Vrieze Daniels, President | Chris Damsgard | Jonathan Gaw | Tim Dolan, Secretary | Rahfat Hussain | Adja K. Kaba
Margy Ligon | LaBelle Nambangi | Samuel Neisen | Sheila Letscher, Vice President

Interim Library Director

Janet Mills



HENNEPIN COUNTY

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Executive Committee

Meeting Summary

The Library Board Executive Committee met Wednesday, June 3, 2020, virtually via Microsoft Teams.

Attendees

Present: Sheila Letscher, Chris Damsgard, Tim Dolan and Erin Vrieze Daniels.

Hennepin County Staff: Janet Mills and Jeannette Lewis

Public:

Welcome and Call to Order

Chair Vrieze Daniels called the meeting to order at 5:30 p.m. and welcomed attendees.

Approval of agenda and meeting summary

Chair Vrieze Daniels made amendments to the agenda.

- New agenda item #4 Directors update
- New agenda item #5 2020 - 2021 Library Board Business/Dialogue/Policy Review
- New agenda item #6 Communications discussion
- New agenda item #7 June Library Board agenda
- New agenda item #8 Adjourn

Sheila Letscher made a motion to approve the amended agenda; seconded by Tim Dolan. Motion passed. Chair Vrieze Daniels appointed Adja Kaba to the Executive Committee.

Sheila Letscher made a motion to approve March 11, 2020 meeting summary; seconded by Tim Dolan. Motion passed.

DIRECTOR UPDATE

Janet Mills gave an update to the board on how the Library is responding to challenging times. The Equity Diversity and Inclusion (EDI) change team is working with library staff. The staff has come together specifically to talk about the murder of George Floyd, how we plan to support the community, and each other. East Lake and Minneapolis Central Library sustained damage as a result of the civil

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unrest in Minneapolis. Repairs to East Lake may take up to 6 months. The Library Innovation Reopening Team is discussing plans to reopen some library locations by June 2020. Janet highlighted services available during the pandemic and county COVID-19 policies surrounding those services.

2020-2021 LIBRARY BOARD BUSINESS/DIALOGUE/POLICY REVIEW

Chair Vrieze Daniels began a discussion on the Library Board's plan for policy review. The board discussed interacting more with staff and having direct dialogue surrounding policies. Executive Committee members removed policy reviews from the committee level a couple of years ago and made it a discussion of the full board. Committee members discussed some difficulties board members and staff face in dialogue during unprecedented times. Committee members recommended holding policy reviews until early 2021 and make their focus on Bylaw review. Sheila Letscher recommended finalizing the Director Selection Process committee work. Chair Vrieze Daniels discussed committee members having a dialogue on creating a naming policy, and making recommendations as an advisory board.

COMMUNICATIONS DISCUSSION

Committee members discussed email communications and how they are to be received by the board. The Library Board email address will remain on the main page of the board website. Auto-reply confirmation emails will be acknowledged from the Library Board president email account.

JUNE LIBRARY BOARD AGENDA

The next full Library Board meeting is June 24, 2020. Agenda items include a budget update, bylaws discussion, 2020-2021 meeting schedule, eBooks, and a possible Commissioner update. Chair Vrieze Daniels recommended holding on commendations for board members Katherine Blauvelt, Chris Damsgard, and Margaret Ligon for their years of service.

ADJOURN

Erin Vrieze Daniels made a motion to adjourn the meeting at 6:26 p.m.; seconded by Sheila Letscher. Motion passed.

Proposed Amendments to the Hennepin County Library Board Bylaws
DRAFT 2 – July 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 of Commissioners shall direct, operate and manage the county library system. A county library board ("Board", "Library Board" or "County Library Board"), consisting of 11 members who reside in the county library service area, shall be appointed by the County Board of Commissioners.

~~In the event a member of 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 members' 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.

A member shall be automatically removed from the Library Board if the member fails to maintain residency in the county library service area or if the member fails to attend three or more Library Board meetings without previously obtaining excused absences from the Library Board President. In the event a member is automatically removed or resigns in writing from the Library Board,

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~~If any member resigns at any time, written notice must be sent to the Library Board President who shall forward written the notice of the removal or resignation to the County Board of Commissioners. Any such removal or 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. The appointment to fill the vacancy shall be for the remainder of the member's term, and the replacement will be made by the County Board of Commissioners.~~

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

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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.

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4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws. Upon written request to the Board's administrative staff, a member shall receive a copy of any of the Board's records for any purpose reasonably related to the Board's work.

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 via electronic communication at least five days before the meeting date.
3. At the annual meeting, the Library Board shall elect its officers, transfer leadership, approve the Board's regular meeting calendar, 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 sent to Board members via electronic communication.

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; provided, that all meeting minutes prepared by library staff shall be reviewed by the Secretary prior to submitting the minutes to the Board for approval.
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 at the annual meeting of the Library Board. In order to facilitate public engagement, the Library Board will use reasonable efforts to hold its regular meetings at a variety of county library locations, subject to appropriate and available meeting facilities at such locations. At all regular meetings, public comment

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shall be permitted on any item on the Library Board's agenda for a time period to be established by the Library Board President.

2. Notices of scheduled Board meetings shall be sent to Board members via electronic communication 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.
- 4-3. 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 to the Board members via electronic communication at least three days before the meeting.
- 2-4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.
- 3-5. All voting at meetings of the Board shall be by voice vote, except that roll call votes shall be taken during any virtual meetings or in the event that unless a member shall demand a roll call, and the voting shall be recorded # in the proceedings of the Board.
- 4-6. 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.
- 5-7. In consultation with ~~the President~~, the Director of the Hennepin County Library, the President shall prepare an agenda for each scheduled meeting of the Board.
- 6-8. The agenda for all regular monthly Board meetings shall include, but not be limited to, the following:
- Approval of minutes and agenda.
 - Public comment on agenda items.
 - Report of President.
 - Report of Director.
 - Reports of committees.
 - Unfinished business.
 - New business.
 - Gifts.
 - Adjournment.
- 7-9. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.
- 8-10. 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, and committee members who fail to attend two or more committee meetings in a calendar year may be replaced by the President upon the request of the committee Chair.

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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.
- ~~4.~~ ~~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.~~
- ~~5-3.~~ 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.

- ~~6-5.~~ 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.

- ~~7-6.~~ 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 the President~~he/she~~ may attend.

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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 BYLAW AMENDMENTS
AND REFERENCES

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 sent via electronic communication~~mailed~~ with said notice to each member.

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2. Within ten days after the adoption of a resolution amending these Bylaws in any respect, a copy of the amended Bylaws shall be ~~sent via electronic communication~~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.

Bylaws adopted:
February 22, 2017
Next review date: 2021
3.14.17

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 encourage the Hennepin County Library to use its platform and programs to combat systemic racism and other injustices that perpetuate inequities within our community.
- 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, seeking foremost to listen, learn, and educate ourselves about diverse viewpoints.

Roles and Responsibilities

Library Board members will:

- Attend all regular meetings of the Library Board unless an excused absence is obtained in advance from the Board President.
- Promptly respond to all scheduling and other requests from the Library Board's administrative staff.
- Strive to attend all special meetings of the Board.
- Volunteer to serve on one or more Board committees and attend all such committee meetings unless an excused absence is obtained in advance from the committee Chair.
- 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.
- Resign from the Library Board in the event that the Board member no longer is able to uphold the Principles and/or effectively meet the Roles and Responsibilities set forth in this Code of Conduct.

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.
- Decide (in consultation with the Library Director regarding the Board's budget) which Board members may attend local, state, and national library conferences or other educational events, prioritizing those Board members who regularly attend Board meetings and events.

Associated Policies and Laws

- American Library Association. [Code of Ethics](#)
- Minnesota Statute 10A.07. Conflicts of Interest
- Minnesota Statute Chapter 13D. Open Meeting Law
- Minnesota Statute 471.895. Certain Gifts by Interested Persons Prohibited

Process

~~At a minimum, t~~This policy is reviewed every five (5) years by the Library ~~Board. 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: 3/2021

Date Approved: 2017

Previous Policy Dated: 5/22/05

Replaces: Ethics for Hennepin County Library Board Members