

HENNEPIN COUNTY
LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

March 2, 2022, 5:00-7:00 p.m.

Virtual Meeting

Library Board Agenda

POLICY COMMITTEE

1. WELCOME AND CALL TO ORDER



2. APPROVAL OF AGENDA*



3. APPROVAL OF JANUARY 18, 2022, MEETING SUMMARY*

4. HCL COMMISSIONED PUBLIC ART POLICY

5. HCL DONATION POLICY



6. ADJOURN*



**Denotes board action item.*

Library Board

Adja Kaba, President | Jane Brisset, Vice President | Tim Dolan, Secretary | Lynn Stetler | Erin Vrieze Daniels | Jonathan Gaw | Gordy Aune, Jr | LaBelle Nambangi | Samuel Neisen | Amal Karim | Keegan Xavi

Library Director
Chad Helton

HENNEPIN COUNTY

LIBRARY BOARD

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Policy Committee

Meeting Summary

The Library Board Policy Committee met Tuesday January 18th, 2022 via Microsoft Teams.

Attendees

Present: Jane Brissett, Gordy Aune Jr, LaBelle Nambangi and Erin Vrieze Daniels

Hennepin County Staff: Katie Zeuli, Chad Helton and Johannah Genett

Public:

Welcome and Call to Order

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

Approval of Agenda

LaBelle Nambangi made a motion to approve the agenda; seconded by Gordy Aune Jr. Motion passed.

Approval of Meeting Summary

Gordy Aune, Jr made a motion to approve the May 26th, 2021, meeting summary seconded by LaBelle Nambangi. Motion passed.

Revision of Bylaws Discussion

The Policy committee discussed the bylaws followed by the Hennepin County Library Board. Motion to approve or disapprove to take attendance of the Library Board members and be noted in the agenda. Motion passed.

2022 Policy Schedule Review

Committee members reviewed what policies are up for review this year, as well as scheduled when the policies will be reviewed. The Committee added to review the Fee and Fine Policy to this year's review.

Next Policy Committee Meeting Date

The next Policy Committee meeting will be held on February 16th, 2022, at 5:30p.m.

Library Board

Erin Vrieze Daniels, | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Amal Karim | Adja K. Kaba | Jane Brissett | LaBelle Nambangi | Samuel Neisen | Lynn Stetler | Gordy Aune Jr.

Library Director
Chad Helton



ADJOURN

Jane Brissett adjourns the meeting at 6:10 p.m.

Commissioned Public Art

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to express the role public art plays in libraries and to provide guidance and direction for the selection of commissioned public art. The Board understands this policy will not anticipate the creative scope of possibilities for public art projects. It is the intent, therefore, of this policy to provide a broad framework for decision making that does not unduly limit creative potential.

Definitions

For the purpose of this policy, public art is defined as an original work of commissioned art that is accessible to the public. It is designed for a specific library, reflects the local community, and is intended to support the library as a gathering place where all residents come to learn, grow, and spend time together.

Principles

- The State of Minnesota, Hennepin County, and the Hennepin County Library Board recognize that the presence of public art contributes to the life and vitality of our community.
- Public art in library buildings contributes to the library's mission to nourish minds, transform lives, and build community together. It helps to create a community identity and a place of contemplation and curiosity.
- Public art enhances the library experience; it creates positive public environments; reflects our legacy, and expresses our diversity.
- Engaged participation by members of the community strengthens the art selection process and builds community excitement.

Scope

This policy applies to the acquisition of all public art that is commissioned for the Hennepin County Library. Commissioned public art may be acquired in one of two ways:

1. Hennepin County's "one percent for art" program in which library capital building projects of \$1 million or more have 1% of the project costs (defined herein as encompassing construction costs, architectural fees, and contingency) dedicated to the selection, purchase, and installation of works of public art.
2. Public art proposals submitted to Hennepin County Library by the Friends of the Hennepin County Library.

Art Selection Committees

The Library Director, the Hennepin County Library Board President, and the Executive Director of the Friends of the Hennepin County Library will coordinate the formation of an Art Selection Committee for each capital building project. The Art Selection Committee will include members of the community and reflect its diversity.

Additional Art Selection Committees may be established by the Library Director in response to proposals from the Friends of the Hennepin County Library to commission public art for libraries.

The Library Board President will appoint a Library Board member to each Art Selection Committee. Appointees will be active participants in the commissioned art selection process and report progress to the full Library Board.

Selection Considerations

The following considerations will be used by Art Selection Committees to guide the evaluation and selection of commissioned art proposals. The extent to which the public art:

- Celebrates, explores and includes the diverse histories and cultures of the community
- Has broad and timeless appeal
- Represents artistic excellence and innovation
- Is designed for a publicly visible and accessible area
- Is safe, durable and able to withstand theft, vandalism and exposure to the environment
- Requires low maintenance

Roles and Responsibilities

- The Library Director (or designee) will maintain an administrative policy which details the composition, responsibilities, and authority of Art Selection Committees and which defines the subsequent staff responsibilities for acquiring and maintaining the selected art.
- The Art Selection Committees will uphold the Principles and Selection Considerations outlined in this policy.
- Hennepin County directs the art installation by the artist.
- The Library Board will take formal action to acknowledge and receive the commissioned art, once it is installed.

Associated Resolutions and Laws

- Hennepin County Board Resolution No. 01-04-212
- Hennepin County Library Board. [Donation Policy](#).
- Library Administration. One Percent for Art Policy.
- Minnesota State Statute: [16B.35 ART IN STATE BUILDINGS](#)

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2022

Date Approved: 2018

Donation Policy

Hennepin County Library Board Policy

Purpose

Hennepin County Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the Hennepin County Library through a financial or other donation. It describes the scope of donations received, and defines the roles and responsibilities for accepting donations made to the Hennepin County Library.

Principles

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its mission to nourish minds, transform lives, and build community together.
- Donations enhance the library's services and programs.
- Financial donations enrich Hennepin County Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of Hennepin County Library.

Roles and Responsibilities

The Hennepin County Board of Commissioners has delegated to the Library Board the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

Scope and Disposition of Donations Received

- Library supporters are encouraged to make financial donations to the Friends of Hennepin County Library or to the individual Friends of the Library groups.
- The Library Board encourages library supporters to consider the planned giving opportunities administered by the Friends of Hennepin County Library.
- The Library Board's Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection. Materials not suitable for the collection are given to individual Friends of the Library groups for resale.
- The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of Hennepin County Library, which has the authority on retention, location and disposition.
- Works of art may be donated to the Hennepin County Library. The considerations and criteria defined in the [Commissioned Public Art Policy](#) will be applied to individual works of art that may be donated. The decision to accept and utilize donated art in libraries is made by the Library Board upon recommendation of the Library Director. Donated art becomes the property of Hennepin County Library, which has the authority on retention, location and

disposition. A good faith effort will be made to keep donated art in the library intended by the donor.

Associated Policies and County Board Resolutions

- Hennepin County Board Resolution No. 81-2-108R
- Hennepin County Board Resolution No. 96-11-695
- Hennepin County Library Board. [Collection Development and Management Policy](#)
- Hennepin County Library Board. [Commissioned Public Art Policy](#)

Process

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Policy History

Next Review Date: 2022

Date Approved: 2018

SAMPLE

Bridgman Public Library Gift and Donation Policy Approved January 22, 2013

GIFT AND DONATION POLICY

To Comply with State of Michigan Act 136 of 1921

The Bridgman Public Library (BPL) is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library to better serve the community. Donations to the library may qualify for a charitable deduction. However, the responsibility and cost for such assessment lies with the donor and the Library recommends that donors consult a tax professional with their questions.

MATERIAL DONATIONS

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. Donated materials are subject to the same criteria applied to other materials with regard to addition or deletion from the collection. Donated materials added to the collection shall become part of the Library's circulating collection and will be available to all library patrons. The Library reserves the right to dispose of any gift without notification to the donor, if, in the judgment of the Library Director, such item no longer serves the purposes of the Library. The Library will not automatically replace lost or damaged items. The Library reserves the right to distribute, donate, sell or discard donated materials which do not comply with the Collection Development Policy. The Library is unable to appraise or estimate the value of gift donations. Those making material donations may choose to receive a receipt for their material donations.

(See Donation Receipt)

MONETARY DONATIONS

BPL accepts monetary donations given In Memory Of, In Honor Of or general donations. All monetary donations are deposited into the Library General Fund. Requests are considered but the Library determines the final use.

TRIBUTE BOOKS

Monetary donations made for the purchase of books to be added to the collection are accepted by the Library. Individuals may select from a list of items that have been pre-approved by the Library. Each book will have a designated cost with a bookplate recognizing the donor (or In Honor Of / In Memory Of) placed in each book. Acknowledgement of all Tribute Books will be sent to the donor and to the family of the person for whom the book is given.

RESTRICTED MONETARY DONATIONS

Restricted monetary donations will be accepted on condition that the specific use requested is approved by the Library Director and/or Joint Board of Directors: donations greater than \$500 must be reviewed and approved by the Library Board. Donations with restrictions must be consistent with the mission, goals and objectives of the Library. Monetary donations received Bridgman Public Library Gift and Donation Policy Approved January 22, 2013

from a will or trust will be used as directed by the donor, subject to library polices and Board approval, or if received without conditions, may be used as approved by the Board. The “Bridgman Public Library” name is permanent and any donation given with the restriction to change the name of the Library will be refused.

BERRIEN COMMUNITY FOUNDATION

BPL established an endowment fund at the Berrien Community Foundation, known as the Bridgman Public Library Endowment Fund. This Fund was established to act as a depository for gifts, conveyances and other transfers intended to assist BPL in achieving its purpose. This purpose is to provide materials and services which will furnish opportunities for educational, information and inspirational enrichment to all the people of the communities served by the Library. Donors may contribute directly to the fund. Information about BCF may be found at www.BerrienCommunity.org.

Approved: January 22, 2013

Policy Notes:

Donate to MNHS Collections

If you are interested in donating items, please review these frequently asked questions and fill out the [potential donation form](#).

The Minnesota Historical Society maintains many collections. New items are acquired in a number of ways, including selected donations from the public.

Before an item is acquired for our collections, it undergoes a rigorous review process. Not all items are accepted, because not everything is appropriate for our collections, and because it is expensive to care for and provide access to collection items.

Frequently asked questions

What does MNHS collect?

We collect a wide variety of materials, including:

- Art
- Artifacts and objects
- Books
- Film, Video, and Sound Recordings
- Government records
- Manuscripts
- Maps
- Music
- Oral histories
- Photographs

There are curators and specialists responsible for each of these collecting areas.

How is the decision made to take or decline an item?

Each item is different, but factors we consider include the item's historical or cultural significance for Minnesota, uniqueness, physical condition, and the item's ownership and use history. Potential additions to the collections go through a rigorous review process and are also subject to a vote by MNHS's Acquisitions Committee. Watch the [Donation Decisions: An Inside Look video at the bottom of the page](#) to learn more about the decision-making process.

What doesn't MNHS collect?

In most cases, we do not collect materials without a clear or strong connection to Minnesota.

Generally, we also do not collect:

- Unidentified photographs
- Family Bibles
- Family trees
- Wedding dresses
- Foreign military memorabilia
- Awards and plaques

How do I donate an item?

First, let us know what it is you'd like to donate. The best way to do this is by filling out the [potential donation form](#) online. The more information you provide about your item(s), the more quickly and easily we'll be able to make a decision about whether or not to add it to our collections.

Can I send or bring my item to MNHS immediately?

Please do not send or bring items to MNHS sites or museums. Unfortunately, we do not have staff available to handle unsolicited donations.

If you'd like to donate something, the first step is to fill out the [potential donation form](#). A staff member or curator who specializes in the appropriate collecting area will follow up with you within the next 4 to 6 weeks.

Please note: According to Minnesota Museum Property Act ([MN State Statute 345.70-74](#)), MNHS has the right to dispose of any unsolicited materials delivered to any of its sites.

How can I tell if MNHS already owns an item?

As we have limited collections space and resources, our main interest is in building MNHS collections where gaps exist or in areas of particular interest. In general, we are not interested in adding items that duplicate those already in the MNHS collections. You may wish to search the the collections before submitting a [potential donation form](#). To find books, print materials, and manuscripts, check the [library catalog](#). For photographs and artifacts, search using the [Collections Online system](#). If you need help searching, please contact the library staff via [email](#) or phone (651-259-3300).

Does MNHS ever buy things for the collections?

Yes, but only in exceptional cases. On these occasions, in keeping with ethical practices we cannot suggest or set the purchase price, but can only react to prices set by the seller.

Can MNHS appraise my item?

Because of its standing with the Internal Revenue Service (IRS) as an interested party, MNHS cannot appraise or assign a monetary value to items. Those looking for appraisal services may wish to consult their local yellow pages or contact one of the following organizations for a referral:

- [American Society of Appraisers](#)
- [Appraisers Association of America](#)
- [International Society of Appraisers](#)
- [Minnesota Antiques Dealers Association](#)

Do donated items go on exhibit?

Collections items are exhibited at various MNHS sites. Following standard museum practice, only a small percentage of MNHS's permanent collections are on exhibit at any one time. We have limited gallery space and long-term display can have negative effects on an object's condition. Items in MNHS's collections that are not on exhibit are kept in secure, climate-controlled holding areas for optimal preservation.

Are items that are not on exhibit accessible to the public?

Yes. Books, manuscripts, government records, maps, sound recordings, oral histories, films, and photographs can be viewed at the library. To view artifacts and objects, please complete the [Access to Collections form](#) to make arrangements be made with a curator. In addition, many photographs and artifacts can be viewed through the [Collections Online system](#).

Can I get a tax deduction for my donation?

Donations to MNHS are generally tax-deductible. Consult with a tax specialist to determine your eligibility. In most cases an appraisal of the donated item will be necessary to receive a tax deduction (see [Can MNHS appraise my item?](#) above).

Can an item donated by me or my ancestors be returned to me?

Items that have been formally accessioned into the collections cannot be returned to the donor or their descendants. At the end of the donation process, donors are asked to sign a deed of gift, which legally transfers ownership of the materials, as well as all associated rights and interests, to MNHS.

Does MNHS accept loans?

MNHS only accepts loans for specific, short-term exhibit purposes. We do not accept long-term loans.

How should I care for my historic items?

See MNHS's [care of collections](#) web page.

SAMPLE

SAMPLE County Library Foundation Board Gift Acceptance Policy “WebJunction’s Fundraising for Libraries”

The Foundation Director shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

Donors may place restrictions on gifts under the following conditions:

- The restriction must be one considered compatible with the overall mission of the Foundation.
- The restriction shall not impede the ability of the library to acquire gifts from other sources.
- The restriction shall not place undue burden on the Foundation’s resources.
- The restriction shall not subject the Foundation to adverse publicity.

Board consideration and majority vote approval is required for the following types of gifts:

- Gifts of art or other valuables that will encumber the Foundation or the library either financially or administratively.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.

Gifts that may encumber the library either financially or administratively require approval of the County Librarian before acceptance. Examples are gifts of books given under the condition that they be placed in the collection, gifts of art given on the condition that it be displayed in the library, or cash given to create a new library program.

The Foundation reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers either the Foundation or the library.