January 27, 2021, 5:30-7:30 p.m.
Virtual Library Board Meeting

Library Board Agenda

1. Call to order

2. Approval of agenda*

3. Consent*
   A. Approval of Minutes of November 18, 2020
   B. Donations

4. Public comment

5. Mni Sota

6. Commissioner Debbie Goettel

7. Presidents report
   A. 2021 Board Planning
   B. ALA Mid-winter Conference
   C. Committee Appointments
   D. Virtual Meetings

8. Director’s report, Chad Helton
   A. Final Budget 2021,
   B. Staff Request for Modified Service
   C. Strategic Planning and Library Board Involvement

9. 21st Century Library Models

10. Introduction to 2021 Policy review Cycle
    A. Per Diem
    B. Internet
    C. Fine and Fee
    D. Patron Services
    E. Patron Use of Space
    F. Reserving & Using

11. Committee Reports
    A. Executive Committee
    B. FHCL
    C. Budget Committee

12. Unfinished Business

13. New Business

14. Adjourn*

*Denotes board action item.
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met on Wednesday, November 18, 2020, virtually via Microsoft Teams.

Attendees
Present: Jonathan Gaw, Rahfat Hussain, Samuel Neisen, Tim Dolan, Sheila Letscher, Adja Kaba, Labelle Nambangi, Erin Vrieze Daniels, Gordy Aune Jr, Keegan Xavi and Jane Brissett

Hennepin County Staff: Chad Helton, Jeannette Lewis and Janet Mills; FHCL, Kristi Pearson

Public:

Call to Order
Chair Erin Vrieze Daniels called the Hennepin County Library Board meeting of November 18, 2020 to order at 5:30 p.m. and welcomed all in attendance.

Approval of Agenda
Motion: Sheila Letscher
Seconded: Adja Kaba
Motion passed.

Approval of Consent Items
Motion: Sheila Letscher
Seconded: Sam Neisen
Motion passed.

Other Motions: Bylaws final approval
Motion: Sheila Letscher
Seconded: Jane Brissett
Motion passed.

Other Motions: Code of Conduct final approval
Motion: Sheila Letscher
Seconded: Jane Brissett
Motion passed.

Library Board
Erin Vrieze Daniels, President | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Rahfat Hussain | Adja K. Kaba | Gordy Aune, Jr | LaBelle Nambangi | Samuel Neisen | Sheila Letscher, Vice President | Jane Brissett

Library Director
Chad Helton
Public Comment
No public comment.

President’s Report
Commendations are presented to past board members Katherine Blauvelt, Chris Damsgard and Margy Ligon. BE IT RESOLVED that the Hennepin County Library Board by this resolution extends its gratitude to Katherine Blauvelt and acknowledges with respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County and wishes her all the best in her future endeavors.

BE IT RESOLVED that the Hennepin County Library Board by this resolution extends its gratitude to Chris Damsgard and acknowledges with respect his generosity, time of service, and commitment on behalf of the residents of Hennepin County and wishes him all the best in her future endeavors.

BE IT RESOLVED that the Hennepin County Library Board by this resolution extends its gratitude to Margy Ligon and acknowledges with respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County and wishes her all the best in her future endeavors.

The board welcomed the 3 newly appointed Library Board members Keegan Xavi, Jane Brissett and Gordy Aune, Jr. Each new board member gave a brief introduction to the board.

The Library Board Executive Committee met on October 21, 2020 and discussed the board plan for 2021.

Director’s Report
Chad Helton gave a library, community and county update. On November 2, Chad alongside other HC Operations Line of Business leaders, presented a proposed 2021 Budget to the Hennepin County Board of Commissioners. At a follow-up meeting, County Administrator David Hough presented an amendment to the proposed Budget regarding the Library’s use of ballpark funds in 2021. The amendment received unanimous approval by the county board. The County Board of Commissioners is scheduled to vote to approve a final budget on December 15, 2020.

Friends of Hennepin County Library
Kristi Pearson, Executive Director of the Friends of Hennepin County Library, gave a presentation on FHCL efforts in the past year to grow library appreciation and financial support.

Unfinished Business
The Board discussed the Bylaws and Code of Conduct policies. Amendments were made to both the Bylaws and Code of Conduct policies. The board voted and approved both policies unanimously.
New Business
Electronic book checkout policy was discussed by the board.

Adjourn
There being no further business, Adja Kaba made a motion to adjourn the meeting at 7:09 p.m.; seconded by Gordy Aune, Jr. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, January 27, 2021, virtually via Microsoft Teams.

____________________________________________
[Name], Secretary
Hennepin County Library funding recently received from the
Friends of the Hennepin County Library

Friends of the Hennepin County Library
   Current Support - $238,980
Current Total = $238,980

Friends of the Hennepin County Library 2020 Support Summary
   Current Support - $238,980
   Prior Support - $1,261,020
   Total Support - $1,500,000
Library Board Schedule

2021

**Library Board Meetings**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>January 27, 2021</td>
<td>5:30 – 7:30</td>
<td>Virtually</td>
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<tr>
<td>March 24, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>Annual Meeting</td>
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<td>May 5, 2021</td>
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<td>June 23, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>September 22, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>December 1, 2021*</td>
<td>5:30 – 7:30</td>
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**Executive Committee Meetings**

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<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>Feb. 24, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>April 14, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>June 2, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>Aug 18, 2021</td>
<td>5:30 – 7:30</td>
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*Meeting in week three of November due to Thanksgiving holiday.
Hennepin County Library Board Policy

Purpose

The purpose of this policy is to state the types of expenses the Library Board may incur and define the roles and responsibilities for managing those expenses.

Principles

- Library Board members provide valued service to the Hennepin County Library and the residents of Hennepin County as a whole
- Library Board members freely give of their time and talents in support of the Hennepin County Library's mission and vision
- Hennepin County Library provides fiscal support to develop Library Board members' knowledge and understanding of public library services
- Library Board members receive compensation for their expenses in accordance with Minnesota State Law and Hennepin County Policy

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

Professional Association Memberships

Library Board members may receive individual memberships in the American Library Association and the Minnesota Library Association for the duration of their service on the Hennepin County Library Board.

Travel and Library Conferences

Authorized travel and library conference attendance will be fully reimbursable, up to a Library Board member's budgetary shares. The value of a budgetary share is established as a part of the annual Library Board budget process.

- The Library Board President is entitled to two shares per year
• All other members are entitled to one share per year; members who officially represent Hennepin County Library in a professional library association receive one additional share per year.

• A member whose board terms expires on December 31 and who does not seek reappointment or is not reappointed but who remains on the board until the Hennepin County Board of Commissioners appointment process is completed is not eligible for reimbursement for conference attendance expenses incurred after the member’s official term ended on December 31.

Expenses

On request, additional direct expenses, such as mileage and meals, shall be reimbursed in accordance with Minnesota law and Hennepin County Policy.

Roles and Responsibilities

Library Board members will submit:

• The "Library Board Timesheet" by the 5th of each month to the Library Director's Office
• Travel and library conference attendance requests to the Library Board President for approval
• Requests for travel and other expenses in accordance with Hennepin County procedures

Library Board President in consultation with the Library Director:

• Manages the Library Board budget
• Authorizes Library Board member travel and conference attendance

Associated Policies and Laws

• Hennepin County. Conference and Travel Policy
• Hennepin County Library Board. Code of Conduct for Hennepin County Library Board Members
• Minnesota Statute 383B.243. Per Diems

Process

This policy is reviewed by the Library Director (or designee) every five years (5) who then 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: 9/27/2006
Replaces: Expense Policy; Per Diem Payments Policy
Internet Public Use Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm the library's role in providing public access to the Internet and to clarify patron responsibilities associated with Internet use in the library.

Internet use in the library means using the library's network to access the Internet either on library workstations or through a wireless connection.

Principles

Public access to the Internet is integral to Hennepin County Library's mission to nourish minds, transform lives, and build community together.

Public access to the Internet allows patrons to:

- Access online resources and services
- Communicate and engage with others
- Create content
- Complete transactions with public, nonprofit, and private entities

Hennepin County Library provides public access to the Internet in accordance with state and federal laws and the policies of Hennepin County and the Hennepin County Library Board. Collection, retention, handing and disclosing of patron data is covered under the Patron Data Privacy Policy.

Scope of Access

Public access to the Internet is available at all library locations via library workstations and wireless access. Filtering software is used to filter out proxy sites, and sites that pose a security risk to the network. It is also used to filter out obscene materials as defined by Minnesota Statute 617.241.

Library workstations support a variety of software programs that expand a workstation's capabilities and increase a patron's ability to utilize the Internet. The library may establish time limitations to ensure fair and equitable access to library workstations.

The Hennepin County Library Board, Hennepin County, and its employees assume no responsibility for damages of any type arising from patron use of the Internet through the library's network.

Patron Responsibilities:

Patrons acknowledge that the content on the Internet is not managed or governed by any entity and therefore they may encounter materials that are inaccurate or that they consider offensive.

Patrons recognize that their use of the Internet is conducted in a public place shared by many. Patrons are subject to the Patron Use of Library Spaces Policy.
Patrons acknowledge that the library cannot protect the privacy of data that is transmitted to third parties via the Internet.

Patrons shall comply with all federal, state, and local laws including but not limited to:

- Library patrons may not use the library’s Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography
- Library patrons may not knowingly exhibit or display any material which is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present and where minors are able to view the material
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.

Failure to follow this policy may result in eviction from the library, and may include a trespass order or arrest. Violation of state and federal laws will be referred to the proper authorities for legal action.

Parent and Guardian Responsibility

Parents and guardians are responsible for monitoring Internet access for their children who are minors. Any additional restrictions placed on a child's access to the Internet on the library’s network is the responsibility of the parent or legal guardian.

Associated Policies and Laws

- Hennepin County Library Board. Patron Use of Library Spaces
- Hennepin County Library Board. Freedom to Read
- Hennepin County Library Board. Freedom to View
- Hennepin County Library Board. Library Bill of Rights
- Hennepin County Library Board. Patron Data Privacy
- Minnesota Statute 134.50. Internet Access; Libraries
- Minnesota Statute 617.293. Harmful materials
- United States. Children’s Internet Protection Act
- Minnesota Statute 617.241. Obscene Materials and Performances; Distribution and Exhibition Prohibited; Penalty.

Process

This policy is reviewed by the Library Director (or designee), the library's legal counsel and the Library Board Policy Committee at least every four years. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 3/2020
Date Approved: 11/2016
Date Adopted: 2016
Fee and Fine Policy

Hennepin County Library Board Policy

Purpose

This policy states the principles upon which fees and fines are established; advises the acceptable scope of library fees and fines; describes the roles and responsibilities for establishing and administering fees and fines.

Principles

Our overarching value is access to and stewardship of library resources:

- Hennepin County Library serves the community as a whole and strives to make its limited collection and services freely accessible to all.
- Patrons are responsible for the materials they borrow. When materials are returned late or are lost, they are no longer available for others.
- The library is a publicly funded institution and will establish fees and fines only after a public hearing.

Scope and Application

Fines for overdue material are charged as an incentive for patrons to return materials on time. Patrons are responsible for the library materials checked out on their cards and are expected to return materials in a timely manner. All patrons are subject to overdue fines.

The Library Director may authorize some library programs or services (e.g. Outreach Services) to be exempt from overdue fines.

Fees may be established to help defray the costs associated with long overdue or lost material and support the provision of supplemental services (e.g. photocopying and room set-up services).

Circumstances may warrant staff to waive a patron’s fees and fines. Library staff will apply fee and fine waivers fairly and equitably according to established practices.

Roles and Responsibilities

The Hennepin County Board of Commissioners bears the authority to establish library fees and fines.

The Library Director, as a part of the annual budget process, briefs the Library Board regarding any proposed fee and fine changes and advances to the Hennepin County Board of Commissioners for approval.

The Library Services Division Manager (or designee) posts a library administrative policy that:

- Establishes practices to collect and waive library fees and fines
- Defines expectations for the timely resolution of disputes
- Determines the necessary level of financial oversight and review.
Authorized fees and fines are posted on the public homepage. Library staff collect fees and fines, resolve disputes in a timely way, and work with patrons to restore borrowing and library use privileges.

Associated Policies and Laws

- Hennepin County Library Administrative Policy. Collecting Fees and Fines for Library Material
- Hennepin County Library Administrative Policy. Fee and Fine Schedule
- Hennepin County Library Administrative Policy. Lending Rules
- Hennepin County Library Administrative Policy. Library Materials: Staff Use
- Minnesota Statute 134.14. Public Libraries; Multicounty, Multitype Libraries. Title to Property; Free Use
- Minnesota Statute 383B.118. Hennepin County. Fees
- Minnesota Statute 609.541. Protection of Library Property

Process

This policy is reviewed by the Library Director (or designee) every three years or more frequently as needed. Recommendations are advanced to the Library Board Program/Policy Committee who reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

Policy History

Next Review Date: 2020
Last Reviewed/Revised Date: 6/25/2014
Date Adopted: 2017
Patron Services Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to articulate the overarching principles and objectives which guide the development, delivery, and evaluation of patron services.

Principles

We endorse the American Library Association’s Equity of Access principle which states:

Libraries are the cornerstones of the communities they serve. Free access to the books, ideas, resources and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Equity of access means that all people have the information they need - regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers.

We recognize the critical role public libraries play in a democratic society.

Hennepin County Library's services embrace the human desire to imagine, explore, and grow. We value the vast dimension of human experience and uphold the principles of intellectual freedom.

Hennepin County Library delivers its services in myriad ways to maximize access and minimize barriers to service. We are good stewards of public resources and seek to make cost-effective and productive use of limited resources.

Service Objectives

The services provided by Hennepin County Library are designed to advance the library's mission and achieve its vision.

Our mission is to nourish minds, transform lives and build community together.

We envision a Hennepin County where library services ensure every person has the opportunity and resources to read, graduate, engage, work and learn.

Our services nourish minds; we:

- Help patrons access library collections and services; assist them in their efforts to satisfy their informational, educational, and recreational interests
- Keep new and experienced readers engaged and excited about reading and learning
- Support families as they help their children develop into readers and become ready for school

Our services transform lives; we:

- Increase the level of digital literacy and access to technology in the community
- Support language learners, multicultural populations, and those seeking citizenship
• Engage residents of county correctional facilities so they may build reading, work, and other life skills

Our services build community; we:

• Encourage and assist children and teens to develop their interests, succeed in school, and build foundations for lifelong success
• Help patrons develop job skills and knowledge and pursue their entrepreneurial ideas
• Ensure residents have the opportunity to remain active and vitally engaged in their communities

Service Delivery

Hennepin County Library services are delivered in libraries, online and in the community. They may be delivered to individuals or groups.

Hennepin County Library provides patrons access to:

• Places and spaces for learning, exploration, and conversation - formal and informal, physical and virtual
• A diverse collection of books, movies, music and online content
• Technology with opportunities to view, create and transmit content
• Knowledgeable staff who guide patrons in and through our services and enable them to be self-reliant

Service Development and Evaluation

In order to deliver relevant library services that are responsive to change, Hennepin County Library will:

• Recognize and respond to changing communities and demographics
• Solicit and act on patron feedback
• Seek local, national, and international insights, perspectives, and experience as new services are designed and delivered
• Establish formal and informal relationships to innovate and develop services
• Provide services that are community-based - reflecting both the Hennepin County community as a whole as well as the individual communities that reside within it
• Continually evaluate services to ensure they remain relevant to the community, are cost effective and meet desired outcomes

Service Limitations

The library may establish service limitations to ensure the effective use of limited resources and to provide patrons with fair and equitable access to library services.

Roles and Responsibilities
The Library Director (or designees) may establish administrative level policies that articulate:

- The scope and limitation of service that is available for specific service areas
- How those services are evaluated
- General service guidelines to ensure the fair and consistent provision of service to patrons

Associated Policies

- Hennepin County Library Board. Collection Development and Management Policy
- Hennepin County Library Board. Patron Use of Library Spaces
- Hennepin County Library Board. Internet Public Use Policy
- Hennepin County Library Board. Lending Policy
- Hennepin County Library Board. Library Bill of Rights
- Hennepin County Library Board. Reserving and Using Public Gathering Places

Process

This policy is reviewed by the Library Director (or designee) every four (4) years who makes recommendations to the Library Board Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Date Approved: 9/2016
Next Review Date: 3/2020
Date Adopted: 2016
Patron Use of Library Spaces Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure.

Principles

- The library's mission to "nourish minds, transform lives, and build community together" is achieved in part by the willingness of its patrons to respect one another and coexist in library spaces.
- Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of patrons.
- Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.

Roles and Responsibilities

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.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way.

Patrons will comply with federal, state, and local laws and policies.

Library staff will work in partnership with security staff to ensure that library spaces are safe and welcoming to all. Staff will work with individuals or groups to ensure compliance with the policy. Failure to comply may result in loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with the Minnesota Statutes cited below.

Associated Policies and Laws

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- Hennepin County. [Diversity, Non-discrimination and Respectful Workplace Policy](#)
- Hennepin County. [Tobacco Free Property Policy](#)
- Hennepin County Library. [Patron Conduct](#)
- Hennepin County Library Board. [Internet Public Use](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Minnesota Statute 609.541. [Protection of Library Property](#)
• Minnesota Statute 609.595. Damage to Property
• Minnesota Statute 609.72. Disorderly Conduct

Process

This policy is reviewed by the Library Director (or designee) every four (4) years, who then makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary and advances to the full Library Board for approval.

The Library Director (or designee) will maintain an associated administrative policy that further defines the patron conduct that is necessary to ensure the equitable and consistent application of this policy.

Policy History

Next Review Date: 3/2020
Date Approved: 9/27/2017
Date Adopted: 2017
Previous Policy Named: Customer Use of Libraries
Reserving and Using Library Rooms Policy

Hennepin County Library Board Policy

Purpose

The Library Board is “responsible for the use of library meeting rooms” per Minnesota Statute 383B.239. This policy guides the reservations and use of Hennepin County Library’s (the Library) meeting rooms, conference rooms, study rooms, and other library spaces defined in this policy. The Meeting Room Public Use Agreement, on the Library’s website, outlines patrons’ responsibilities when using library spaces.

Principles

- We, the Library Board, are committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- We support free reservable spaces in libraries throughout Hennepin County where groups can come together to learn and exchange information and ideas in a commercial free environment.

Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

Conference Rooms: Conference rooms have less flexibility than meeting rooms. Room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-20.

Study Rooms: Study rooms have fixed room configurations and are designed for small group conversations and study. Room sizes vary. Maximum room capacities range from 4-10.

Piano Room: Created for the musical enjoyment of patrons who wish to play the piano. Available at Minneapolis Central Library.

Rental Venues: Five specific spaces at Minneapolis Central Library that may be reserved for a fee. These spaces offer additional services and more available hours than any of the other reservable places. Events management and exclusive catering services are offered by a contract vendor.

Fees

Rooms in libraries throughout Hennepin County may be reserved free of charge. Fees are assessed for additional services provided and for the rental venues at Minneapolis Central Library. See the Fee and Fine Schedule for more information.
Pending room availability, fees may be waived for government entities, the Hennepin County Library Board, the Friends of the Hennepin County Library, and local Friends of the Library groups. These organizations may be relocated to alternate locations if fee-paying bookings intervene.

**Non-endorsement**

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

**Reservations and Use Limitations**

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at Minneapolis Central Library may extend beyond normal hours. The [Meeting Room Public Use Agreement](#) defines how far in advance rooms may be reserved.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. Hennepin County departments and units
3. General public

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or Hennepin County use. Alternate locations will be sought as needed.

Patrons must review and agree to the [Meeting Room Public Use Agreement](#) before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees.

The Library, the Friends of the Hennepin County Library, local library Friends’ groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Friends of the Hennepin County Library and the local Friends of the Library groups.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.

**Responsibilities**
Patrons will comply with all federal, state, and local laws and policies. Patrons are responsible for using library spaces in accordance with the established public use agreement. Future reservations may be denied if the patron does not comply with the Meeting Room Public Use Agreement.

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Hennepin County, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Services Division Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms, per Minnesota Statutes 383B.239.

Associated Policies and Laws

- Hennepin County. Use of Space by the Public in County Facilities
- Hennepin County Library. Patron Conduct
- Hennepin County Library. Fee and Fine Schedule
- Hennepin County Library. Meeting Room Public Use Agreement
- Hennepin County Library Board. Patron Use of Library Spaces
- Hennepin County Library Board. Library Bill of Rights
- Minnesota Statute 383B.239. [Hennepin County Library] Board
- Minnesota Statute 609.595. Damage to Property
- Minnesota Statute 609.72. Disorderly Conduct

Process

This policy is reviewed every three (3) years by the Library Director (or designee), the Library’s legal counsel, and the Library Board Policy Committee. The Committee revises as needed, endorses, and advances to the full Library Board for approval.

Policy History

Next Review Date: 2020
Updated: 2018
Last Date Approved: 2017
Previous Policy Named: Reserving and Using Public Gathering Places Policy
Friends of the Hennepin County Library proudly presents our nation’s most thought-provoking voices in our two events series: Pen Pals and Talk of the Stacks! While restrictions on gatherings remain in place, both series will take place on Zoom. For more information, visit www.supporthclib.org/calendar-events.

**Pen Pals with Yaa Gyasi**  
7:30pm, February 11, 2021 (Ticketed Virtual Event)

**Talk of the Stacks with Imbolo Mbue**  
7:00pm, March 10, 2021 (FREE Virtual Event)

**Talk of the Stacks with Lisa Genova**  
7:00pm, April 6, 2021 (FREE Virtual Event)

**Pen Pals with Susan Choi**  
7:30pm, May 6, 2021 (Ticketed Virtual Event)

**Pen Pals with Erik Larson**  
7:30pm, May 24, 2021 (Ticketed Virtual Event)

**Talk of the Stacks – Summer/Fall 2021**  
3 additional FREE author talks to be announced

**Pen Pals – Fall 2021**  
2 ticketed events kick off the to be announced 25th anniversary season
HCL Highlights

- Hook & Ladder/FHCL event Crowdcast: MNspin Virtual Fest - Part 2
  MNspin, Hennepin County Library’s free local music platform, now has over 300 albums of diverse music in many genres available for downloading and streaming. MNspin is made possible by the generous sponsorship of the Friends of Hennepin County Library. MNspin Virtual Fest (Part 2) with Fanaka Nation, Kiss the Tiger, & Venus DeMars + – The Hook and Ladder Theater & Lounge (thehookmpls.com)

- Tết/Vietnamese New Year Activities
  Stop by Augsburg Park Library to pick up a kit of materials anytime during library open hours while supplies last, beginning January 22 until February 28. Call to see if a kit is available for same-day pick-up at 612-534-6200. The kit includes a resource list for parents and teachers. Watch the prerecorded virtual program on-demand from January 15-April 30 through Hennepin County Library's YouTube page.
  https://hclib.bibliocommons.com/events/search/index/event/5fcce4489c8da439080ca3ca

- Organizing Your Genealogy
  Getting your family history research organized is essential to keeping track of your ancestors and building a strong family tree. Learn how to organize your search and the records you find. Hosted by Southdale Library.
  The link to the live online event will be emailed to registrants in advance. Please include your email address when registering.
  Wednesday, February 10, 2021
  1:00PM – 2:30PM
  https://hclib.bibliocommons.com/events/search/local_start=2021-02-08%20TO%20/event/5f829f89316797310b3fa6d8

*All program listings can be found under Events at https://www.hclib.org/