May 5, 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 March 24, 2021
   B. Donations

4. Public comment

5. County Commissioner Chris LaTondresse

6. Presidents report
   A. Announcements

7. Director’s report, Chad Helton
   A. Library, Community, and County Updates

8. 2021 – 2022 Meeting Schedule

9. 2021 Policy Review Discussion - 1st read
   A. Internet Public Use Policy
   B. Library Board Per Diem and Expense Policy
   C. Patron Services Policy

10. Committee Reports
   A. Executive Committee
   B. Nominating Committee Appointments
   C. FHCL
   D. Budget Committee

11. Unfinished Business

12. New Business

13. Adjourn*

*Denotes board action item.

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

Library Director
Chad Helton
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met on Wednesday, March 24, 2021, virtually via Microsoft Teams.

Attendees
Present: Jonathan Gaw, Amal Karim, Tim Dolan, Adja Kaba, Labelle Nambangi, Erin Vrieze-Daniels, Gordy Aune Jr, Keegan Xavi, Lynn Stetler, Sam Neisen and Jane Brissett

Hennepin County Staff: Chad Helton, Jeannette Lewis, Janet Mills, Johannah Genett, Deborah Johnson, Ayanna Muata, Christy Mulligan, Kimberly Nicholson, Deqa Hassan, Alexis Hailey-Brown, Commissioner Kevin Anderson and Commissioner Debbie Goettel

Public:

Call to Order
Chair Erin Vrieze Daniels called the Hennepin County Library Board meeting of March 24, 2021 to order at 5:30 p.m. and welcomed all in attendance.

Approval of Agenda
Motion: Gordy Aune, Jr
Seconded: Jonathan Gaw
Motion passed.

Approval of Consent Items
Motion: Tim Dolan
Seconded: LaBelle Nambangi
Motion passed with three modifications on the January 27, 2021 meeting summary.

Public Comment
No public comment.

County Commissioner Update
Newly appointed Hennepin County Commissioner Kevin Anderson, who represents District 7, introduced himself to the Library Board. Commissioner Anderson also gave an overview of his current and future work.
Library Dialogue
Library staff gave a presentation on the Library’s equity, diversity and inclusion initiatives. Staff shared information on a newly launched program called the Mary-Ann Key book club. The collaboration is a part of HCL’s continued work to advance equity, diversity and inclusion through public programs. Staff shared some strategic work the Library is doing to advance workforce diversity through hiring, SCOPE Internships and Trainee positions.

President’s Report
Chair Erin Vrieze Daniels introduced the Library Boards two newest members, Amal Karim and Lynn Stetler.

Director’s Report
Director Chad Helton spoke to the Library Board on Library, Community, and County Updates.

2021 Policy Review
Board members discussed the first read of the Library Board Fee and Fine Policy, presented by the Policy Committee Chair. The Board voted on the proposed amendments and the renaming of the policy to Library Board Fee Policy.

Motion: LaBelle Nambang
Seconded: Gordy Aune, Jr
Motion passed.

Committee Reports
The Executive Committee will present the 2021 -2022 Library Board calendar to the full Board in May for discussion and approval. The Board agreed on an email response from the Board president to a member of the public. The Nominating Committee put forth a slate recommending Jonathan Gaw as the temporary Vice President of the Library Board replacing former board member and Vice President Sheila Letscher. The Board voted on the Nominating Committee’s recommendation.

Motion: LaBelle Nambang
Seconded: Gordy Aune, Jr
Motion passed.

Friends of the Hennepin County has programming coming up in their Pen Pals and Talk of the Stacks series.

The Budget Committee is planning to have a committee meeting in May. Date and agenda for the committee meeting has yet to be finalized.

Unfinished Business
No unfinished business.

New Business
No new business.

Adjourn

There being no further business, Adja Kaba made a motion to adjourn the meeting at 7:03 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, May 5, 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 - $300,000
**Current Total = $300,000**

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**Friends of the Hennepin County Library 2021 Support Summary**
- Current Support - $300,000
- Prior Support - $300,000
- Total Support - $600,000
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>
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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>
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<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>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Jan. 13, 2021</td>
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<tr>
<td>Feb. 24, 2021</td>
<td>5:30 – 7:30</td>
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<tr>
<td>April 21, 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>
<td>Virtually</td>
</tr>
<tr>
<td>Oct 13, 2021</td>
<td>5:30 – 7:30</td>
<td>Virtually</td>
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</table>

*Meeting in week three of November due to Thanksgiving holiday.
Library Board Schedule

2022
Library Board Meetings

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<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26, 2022</td>
<td>5:30 – 7:30</td>
<td>Rockford Road Library, Meeting Room</td>
</tr>
<tr>
<td>March 23, 2022</td>
<td>5:30 – 7:30</td>
<td>Minneapolis Central Library, Doty Board Room</td>
</tr>
<tr>
<td>Annual Meeting</td>
<td>5:30 – 7:30</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>May 4, 2022</td>
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</tr>
<tr>
<td>June 22, 2022</td>
<td>5:30 – 7:30</td>
<td>Brookdale Library, ABC Meeting Room</td>
</tr>
<tr>
<td>September 21, 2022</td>
<td>5:30 – 7:30</td>
<td>Walker Library, Bde Maka Ska Meeting Room</td>
</tr>
<tr>
<td>November 16, 2022*</td>
<td>5:30 – 7:30</td>
<td>Eden Prairie Library, Meeting Room</td>
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Executive Committee Meetings

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<tr>
<th>DATE</th>
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<th>LOCATION</th>
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<tbody>
<tr>
<td>Jan 12, 2022</td>
<td>5:30 – 7:30</td>
<td>Brooklyn Park Library, Mississippi Room</td>
</tr>
<tr>
<td>Mar 9, 2022</td>
<td>5:30 – 7:30</td>
<td>Hosmer Library, L02 meeting room</td>
</tr>
<tr>
<td>April 20, 2022</td>
<td>5:30 – 7:30</td>
<td>Ridgedale, Meeting Room</td>
</tr>
<tr>
<td>June 1, 2022</td>
<td>5:30 – 7:30</td>
<td>Oxboro Library, River Valley Meeting Room</td>
</tr>
<tr>
<td>Aug 10, 2022</td>
<td>5:30 – 7:30</td>
<td>Maple Grove Library, Meeting Room</td>
</tr>
<tr>
<td>Oct 19, 2022</td>
<td>5:30 – 7:30</td>
<td>Northeast Library, Meeting Room</td>
</tr>
</tbody>
</table>

*Meeting in week three of November due to Thanksgiving holiday.
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. Filtering is imperfect and may restrict access to legitimate research sites. Also, filtering does not guarantee that all proxy sites, obscene materials, and sites that pose security risks will be blocked. Patrons can request that a website be reviewed to be blocked or unblocked by first speaking to a staff person.

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: 3/20204/2025
Date Approved: 11/2016
Date Adopted: 2016
Library Board Per Diem and Expense Policy

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. (A share is the Board travel budget divided by the number of Board members.) 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: 3/2024/2026

Date Approved: 2017

Previous Policy Dated: 9/27/2006

Replaces: Expense Policy; Per Diem Payments Policy.
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, in part:

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 race, education, ethnicity, language, income, physical limitations or geographic barriers. Hennepin County Library operates on the principle of providing all people the information they need regardless of race, sexual identity, age, education, beliefs, citizenship, nationality, 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:

- 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:

- 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 designee) 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, making 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: 3/2020/4/2025
Date Adopted: 2016

QUESTION – Have we learned anything from COVID, racial disparities that have come to light recently that need to be addressed here?
2021 Events Calendar – UPDATED 4/22/21
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.

Talk of the Stacks with Lisa Genova
Past Event – on-demand recording available at www.supporthclib.org/lisa-genova

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

Pen Pals with Erik Larson
In conversation with Marianne Combs
7:30pm, May 24, 2021 (Ticketed Virtual Event)

Talk of the Stacks with Daniel James Brown
in conversation with Erika Lee
7:00pm, June 9, 2021 (FREE Virtual Event)

Talk of the Stacks – Fall 2021
2 additional FREE author talks to be announced

Pen Pals – Fall 2021
2 ticketed events kick off the 25th anniversary season – announced online May 25th!
**HCL Events**

**More Than a Single Story: In the Eye of the Beholder**  
**Thursday, May 13, 7-9 p.m.**

More Than a Single Story is a series of programs that strives to break down the stereotyping of people of color by celebrating their diverse voices and experiences. Founded and curated by writer Carolyn Holbrook.

In this More Than a Single Story conversation, artists/activists/hair stylists Ebony J. Davis and Mahogany Plautz will lead a conversation with poets Mary Moore Easter and Saymoukda Vongsay, fashion designer Bris Carbajal, Northern Arapaho and Kickapoo Emmy-nominated multimedia artist Missy Whiteman and salon owner/hair stylist Fiona Buff on the issues of women of color and beauty. Collaborator: More Than a Single Story. Funded by Minnesota’s Arts and Cultural Heritage Fund.

Registration required: [https://bit.ly/3aA1Oep](https://bit.ly/3aA1Oep). The link to the live online event will be emailed to registrants in advance.

**Mary Ann Key Book Club – A Community Discussion of Caste: The Origins of Our Discontents**  
**Tuesday, May 18, 6-8 p.m.**

The Mary Ann Key Book Club uses reading as a catalyst for conversation as we attempt to better understand past and current injustices – including systemic racism, other forms of discrimination, and bias that affects marginalized communities.


Registration required: [https://bit.ly/3nd7Kz0](https://bit.ly/3nd7Kz0). The link to the live online event will be emailed to registrants in advance.

**Black Flowers: How to Regrow Black Joy After 2020**  
**Friday, June 18, 6-8 p.m.**

Commemorate Juneteenth Season. Join members of the Black Table Arts Co-op for an evening of poetry, performance and panel on Black joy, regrowth, grief and imagination. This event will center and uplift Black people, Black artists and Black voices. ASL interpreters will be present for this live event. Collaborator: Black Table Arts Co-op. Funded by Minnesota’s Arts and Cultural Heritage Fund.

Registration required: [https://bit.ly/2RU0zjr](https://bit.ly/2RU0zjr). The link to the live online event will be emailed to registrants in advance.