June 23, 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 May 5, 2021
   B. Donations

4. Public comment

5. County Commissioner Jeffrey Lunde

6. President’s report
   A. Announcements

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

8. 2021 Policy Review Discussion – 1st read
   A. Reserving & Using Library Rooms Policy
   B. Patron Use of Library Spaces Policy

   2021 Policy Review Discussion - 2nd read
   C. Patron Services Policy

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

10. Unfinished Business

11. New Business

12. Adjourn*
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met on Wednesday, May 5, 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, and Jane Brissett

Hennepin County Staff: Janet Mills, Jeannette Lewis, Johannah Genett, Dillon Young, Sarah Cooper, Daniel Marcou, Sarah Buechel, Commissioner Chris LaTondresse and Commissioner Debbie Goettel

Public:

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

Approval of Agenda – Amendment Agenda item#6, President’s Report replaced with Library Dialogue
Motion: Gordy Aune, Jr
Seconded: LaBelle Nambangi
Motion passed.

Approval of Consent Items
Motion: Adja Kaba
Seconded: Tim Dolan

Public Comment
No public comment.

County Commissioner Update
Newly elected Hennepin County Commissioner Chris LaTondresse, who represents District 6, introduced himself to the Library Board. Commissioner LaTondresse also gave an overview of his current and future work.
Library Dialogue
Library staff members from Outreach Services gave a presentation on the work they do to make sure patrons facing barriers to accessing services in the 41 libraries stay connected and informed. The team’s work strengthens individuals and families, improves quality of life, creates community and increases understanding of library resources. The Outreach Services team includes At Home by Mail Services, Services to Senior Housing and Service to Corrections.

Director’s Report
Deputy Director Janet Mills spoke to the Library Board on Library, Community, and County Updates.

Meeting Schedule 2021 - 2022
Board members approved the 2021 – 2022 meeting schedule.

Motion: Adja Kaba
Seconded: LaBelle Nambangi
Motion passed.

2021 Policy Review
Board members discussed the first read of the Internet Public Use Policy, Library Board Per Diem and Expense Policy and the Patron Services Policy presented by the Policy Committee Chair. The Board voted on proposed amendments to the Internet Public Use Policy and the Library Board Per Diem and Expense Policy. The Board tabled the Patron Services Policy until the next Board meeting for a second read.

Internet Public Use Policy
Motion: Gordy Aune, Jr
Seconded: Tim Dolan
Motion passed.

Library Board Per Diem and Expense Policy
Motion: Gordy Aune, Jr
Seconded: LaBelle Nambangi
Motion passed.

Committee Reports
The February 2021 Executive Committee meeting was cancelled, and there are no updates from the Executive Committee.

The Nominating Committee recommends the following slate of Executive Officers: Adja Kaba as President, Jane Brissett as Vice President, Tim Dolan as Secretary and Lynn Stetler as Member at Large. The Board voted on and approved the Nominating Committee’s recommendation. Executive Officer approvals are immediate.
President – Adja Kaba  
Motion: Gordy Aune, Jr  
Seconded: Tim Dolan  
Motion passed.

Vice President – Jane Brissett  
Motion: Gordy Aune, Jr  
Seconded: Tim Dolan  
Motion passed.

Secretary – Tim Dolan  
Motion: Gordy Aune, Jr  
Seconded: LaBelle Nambangi  
Motion passed.

Upcoming programming from the Friends of the Hennepin County includes events in their Pen Pals and Talk of the Stacks series.

The Budget Committee has no updates.

Unfinished Business  
No unfinished business.

New Business  
Newly appointed Board President Adja Kaba nominated Lynn Stetler as a Member at Large of the Executive Committee. Lynn Stetler accepted.

Adjourn  
There being no further business, Erin Vrieze Daniels made a motion to adjourn the meeting at 7:16 p.m.; seconded by Jonathan Gaw. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, June 23, 2021, virtually via Microsoft Teams.

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

Current Support - $400,000
Current Total = $400,000

Friends of the Hennepin County Library 2021 Support Summary
Current Support - $400,000
Prior Support - $600,000
Total Support - $1,000,000

Prepared by Linda Merritt
Friends of the Hennepin County Library
June 7, 2021
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 does this need to be in policy twice?
- 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: 2024
Updated: 2018
Last Date Approved: 2017
Previous Policy Named: Reserving and Using Public Gathering Places Policy
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.

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: 2025
Date Approved: 9/27/2017
Date Adopted: 2017
Previous Policy Named: Customer Use of Libraries
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 age, education, ethnicity, language, income, physical limitations or geographic barriers. Hennepin County Library operates on the principle of equity of access, which means providing all people the information they need without exception.

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, 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
Date Adopted: 2016

QUESTION – Have we learned anything from COVID, racial disparities that have come to light recently that need to be addressed here?
Upcoming Events Calendar – UPDATED 5/24/21

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! In fall 2021, Pen Pals returns to in-person events at Hopkins Center for the Arts – with a virtual backup option should patrons feel safer staying home! Talk of the Stacks will continue as a virtual event series until further notice.

**Pen Pals with Anthony Doerr**
*Ticketed Event – In-person + Virtual Backup*
Tuesday, Oct. 26, 2021 @ 7:30 p.m.
Wednesday, Oct. 27, 2021 @ 11:00 a.m.

**Pen Pals with Viet Thanh Nguyen**
*Ticketed Event – In-person + Virtual Backup*
Monday, Dec. 6, 2021 @ 7:30 p.m.
Tuesday, Dec. 7, 2021 @ 11:00 a.m.

**Pen Pals with Brit Bennett**
*Ticketed Event – In-person*
Thursday, Feb. 10, 2022 @ 7:30 p.m.
Friday, Feb. 11, 2022 @ 11:00 a.m.

**Pen Pals with Richard Powers**
*Ticketed Event – In-person*
Thursday, Apr. 28, 2022 @ 7:30 p.m.
Friday, Apr. 29, 2022 @ 11:00 a.m.

**Pen Pals with Emily St. John Mandel**
*Ticketed Event – In-person*
Tuesday, May 17, 2022 @ 7:30 p.m.
Wednesday, May 18, 2022 @ 11:00 a.m.

**Talk of the Stacks – Fall 2021**
2 additional FREE virtual author talks TBA

Full series subscriptions to Pen Pals are now on sale at [www.supportchlib.org/pen-pals](http://www.supportchlib.org/pen-pals)
Archive recordings of past Talk of the Stacks virtual events are available at [www.supportchlib.org/talk-stacks-archive](http://www.supportchlib.org/talk-stacks-archive)
HCL Events

Somali Cultural Festival
Thursday, July 1, All day

All are welcome to join Franklin Library’s annual celebration of Somali culture! Presented by Franklin Library and Hennepin County Library’s Black History & Culture Team. Funded by Minnesota Arts & Cultural Heritage Fund and Friends of the Hennepin County Library. In partnership with the Minnesota Humanities Center.

- Learn how to make traditional Somali tea. Pick up a free kit of ingredients and view an instructional video.
- Watch a special Somali language storytime, and pick up a free book for children or teens. Bring your library card to check out more books about Somali language, culture, and history.
- View a special exhibit of Crossroads: An Anthology of Resilience + Hope by Young Somali Writers. On display July 1-31.

emPowerU: Home Buying 101
Saturday, July 10, 10-11:30 a.m.

From finding a realtor to closing on your dream home, join us to learn the ins and outs of buying your home. Learn about the key players in purchasing a home, mortgage loan options, and the steps you can start taking to make homeownership a reality. Plus – ask all your questions to a certified mortgage loan expert. Hosted by Minneapolis Central Library. Collaborators: Dress for Success Twin Cities, City & County Credit Union.

Registration required: https://bit.ly/3gD2DVU

Using Census Records for Genealogy
Wednesday, July 14, 1-2:30 p.m.

U.S. census records can offer evidence about your ancestors as well as clues about new relatives to add to your family tree. Learn how U.S. census records can help reconstruct your family history. Hosted by Southdale Library.

Registration required: https://bit.ly/3gxUuSA