

# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

June 24, 2020, 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 6, 2020 and  
May 18, 2020

B. Acceptance of Donations

4. Public comment

5. Director's report

A. Library, Community, and County  
Updates, Janet Mills

6. eBooks Update

7. President's report

A. Announcement

B. Exec Comm. Report

8. Budget Update

9. Bylaws

A. First Read

I. Edited Bylaws

10. Committee reports

A. Friends of Hennepin County Library

B. Budget & Long-Term Planning

11. Unfinished business

12. New business



13. Adjourn



\*Denotes board action item.

### Library Board

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

### Interim Library Director

Janet Mills



# HENNEPIN COUNTY

## LIBRARY BOARD

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### Hennepin County Library Board Meeting

#### Meeting Minutes

The Hennepin County Library Board met on Day, May 6, 2020, virtually via Microsoft Teams.

#### Attendees

**Present:** Chris Damsgard, Tim Dolan, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Margy Ligon, Samuel Nelson, Adja Kaba, Labelle Nambangi and Erin Vrieze Daniels

**Hennepin County Staff:** Jeannette Lewis and Janet Mills

#### Public:

#### Call to Order

Vice President Erin Vrieze Daniels called the Hennepin County Library Board meeting of May 6, 2020, to order at 5:30 p.m., and welcomed all in attendance.

#### Approval of Agenda

Motion by: Margy Ligon

Seconded by: Rahfat Hussein

Motion passed.

#### Approval of Consent Items

Motion by: Sheila Letscher

Seconded by: Margy Ligon.

Motion passed.

#### Public Comment

A patron on the Board of Child Protection League expressed her thoughts on Drag Queen story hour being in the libraries. She asked for the Board to consider discontinuing the Drag Queen story hour.

Another patron who is a library specialist at the Hosmer library and on the Executive Board of ASCME Local 2822 spoke on behalf of over 300 library workers. The patron wanted the Library Board to be aware of the job reassignments opportunities offered to some HCL employees. Reassignments were offered to HCL employees whose current role did not allow them to work remotely. The patron does not agree with the decision.

#### Library Board

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

Interim Library Director  
Janet Mills



## President's Report

### **Announcements**

Chris Damsgard and Margy Ligon will remain on the Library Board until new board members are appointed by the County Commissioners. Katherine Blauvelt has completed her term as the Library Board President. The Director Selection Process committee is planning to meet on Monday, May 18, 2020 to finish the Library Director Interview process. Erin Vrieze Daniels appoints Sheila Letscher as the new liaison of the Library Board to the Friends of Hennepin County Library Board of Directors.

### **Executive Committee Report**

The last Exec. Committee meeting was on March 11, 2020. The discussion focused on meeting dates for the upcoming year and meeting cadence. The plan is to schedule two additional committee meetings in early June and September of 2020.

## Election of Officers

Nominating Committee Chair Jonathan Gaw on behalf of the Nominating Committee, recommended a slate of Library Board Officers. The recommendation included Erin Vrieze Daniels as board President, Sheila Letscher as board Vice President and Tim Dolan as board Secretary.

Motion by: Jonathan Gaw

Seconded by: Labelle Nembang

Motion passed.

## Director's Report

Janet Mills highlighted some of the work the library has been doing since the Coronavirus pandemic and closing of the Libraries. Library priority areas have been expanding and leveraging online resources, reaching patrons without access to technology, and workforce development and staff support. Services offered at the library include curbside pick-up, virtual story times, e-books, and outreach at home mail services.

## Library Board Policies Kickoff

The board discussed a new approach to reviewing Library Board policies. In the past, smaller committees met and discussed board policies. Erin Vrieze Daniels recommended discussing one board policy at each full board meeting. This will allow the policies to be reviewed in depth and have subject matter expertise library staff attend the meetings for discussion.

## Bylaws/Code of Conduct Review

The Bylaws and Code of Conduct are up for review. Some discussion took place at past Executive Committee meetings. Some areas mentioned for review are clarification on what is expected of Library Board member to remain in good standing. Things discussed were how Board members must remain Hennepin County residents throughout their term and meeting attendance requirements for members. The Board discussed having a red outlined version of the changes to discuss at the next full board meeting in June.

## Committee Reports

### **Friends of Hennepin County Library**

Sheila Letscher attended the last Friends of Hennepin County Library Board of Directors meeting and shared a couple of highlights from the meeting. There was discussion on the work that had been done by FHCL over the last year. Their Diversity, Equity and Inclusion projects as a staff and how to embed those things into the work, FHCL's fund raising plans for the year and what to expect moving forward.

### **Budget and Long-Term Planning Committee**

The committee met for the first time on February 6, 2020. There was discussion on the future of the committee and a good time to begin the work. The committee agreed the next meeting should be in April once budget Instructions are released by the county Office of Budget and Finance.

## 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 6:41 p.m.; seconded by Margy O. Ligon. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Monday, May 18, 2020, virtually via Microsoft Teams.

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[Name], Secretary

# HENNEPIN COUNTY

## LIBRARY BOARD

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### Hennepin County Library Board Meeting

### Special Board Meeting – Director Interview Chad Helton

#### Meeting Minutes

The Hennepin County Library Board met on Day, May 18, 2020, virtually via Microsoft Teams.

#### Attendees

**Present:** Chris Damsgard, Tim Dolan, Rahfat Hussain, Sheila Letscher, Margy Ligon, Adja Kaba, Labelle Nambangi and Erin Vrieze Daniels

**Hennepin County Staff:** Jeannette Lewis, Deborah Johnson, Michael Rossman and Kari Boe-Schmidtz

**Public:** N/A

#### Call to Order

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

#### Approval of Agenda

Motion by: Margy Ligon

Seconded by: Sheila Letscher

Motion passed.

#### Public Comment

Patrons and some HC Library employees expressed some interview questions they would like answered by the Director finalist. The Board President clarified Public Comment will be received as commentary, patron interview questions will not be asked to the Finalist.

#### Candidate Introduction – County Administration

Michael Rossman, Chief Human Resources for Hennepin County introduced Chad Helton as the finalist for the Library Director position.

#### Library Board

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

Interim Library Director  
Janet Mills



### Library Board Introduction and Overview

The Hennepin County Library Board is an Advisory Board made of Hennepin County residents, who are appointed by the County Board of Commissioners. The Board's purpose is outlined in the delegated duties by the Hennepin County Board to make recommendations to the County Administrator on the appointment or removal of the Library Director.

### Candidate Interview

Chad Helton started by giving an overview of his education and past professional experience. Library Board members asked a series of (7) interview questions to the Library Director finalist Chad Helton.

### Library Board Director Recommendation\*

The Hennepin County Library Board recommends to the County Administrator the appointment of Chad Helton as the new Hennepin County Library Director.

Motion by: Sheila Letscher

Seconded by: Chris Damsgard

Motion passed.

### Adjourn

There being no further business, Erin Vrieze Daniels made a motion to adjourn the meeting at 6:20 p.m.; seconded by Margy O. Ligon. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, June 24, 2020, virtually via Microsoft Teams.

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[Name], Secretary

**Hennepin County Library funding recently received from the Friends of the Hennepin County Library**

Friends of the Hennepin County Library Support - \$215,000.00

Donor Designated Support - \$5,461.91

- \$2,863.68 for digitizing hidden collections: funded by Council on Library and Information Resources
- \$2,598.23 for Linden Hills Library: funded by Linden Hills Neighborhood Association

**Grand Total = \$220,461.91**

**Hennepin County Library funding recently received from the  
Friends of the Hennepin County Library**

Friends of the Hennepin County Library Support - \$310,000.00

**Grand Total = \$310,000.00**

# Hennepin County Library collection usage statistics

June 2020

## Summary

Library buildings closed in mid-March due to the international COVID-19 pandemic. HCL is seeing unprecedented use of its e-collection, which includes e-books, e-serials, e-audio, video, databases and digitized collection. In response, HCL is spending more of its collection budget on e-materials. Library staff anticipate curbside pickup to gain in popularity as more locations open, resulting in increased demand for physical materials. Patrons continue to request physical items through the holds the place, the titles they suggest for purchase, and through individual comments.

## Online Resources

[Downloadables \(e-books, e-serials, audio, and video\)](#)

March – May 2020

- **1,092,644** items circulated March-May 2020
  - Compared to 846,631 March-May 2019
    - **29%** increase

### [Anti-racism Instant Access e-Collection](#)

On June 5, three e-book & e-audio titles (*How to Be an Antiracist*; *Me and White Supremacy*; *White Fragility*) were made immediately accessible to patrons via OverDrive. Titles were chosen because they are the top three titles in demand about antiracism, as measured by waitlists.

- From June 5 – June 10, 11,508 patron checked out one of these titles.

## Spending

In 2019, we spent \$2.9 million on e-materials. Comparing e-spending from Jan-May 2019 to Jan-May 2020, we have increased spending on e-materials by \$500,000 based on patron demand; if this trend continues, the total spent on e-materials in 2020 may reach \$4.1 million dollars

## Select Database Usage

[Lynda.com](#)

March – May 2020

- **678** new active users March - May
  - Compared to 535 new active users March - May 2019
    - **27%** increase
- **112,795** total views March - May
  - Compared to 76,678 total views in March - May 2019
    - **47%** increase
- **6867** hours viewed in March - May
  - Compared to 5000 hours viewed March - May 2020
    - **37%** increase

### [Other Specific Databases](#)

All data March - May 2020, compared to March - May 2019

- Ancestry Library Edition
  - Census records, passenger lists, birth, death, marriage, and military records, family and local history collections, newspapers and directories.

- Available remotely only while we are temporarily closed.
- Document use up **69%**
- **BookFlix**
  - Video storybooks and online nonfiction books for young readers.
  - Document use up **20%**
- **TumbleBook**
  - Animated story books and chapter books. Kindergarten - Gr 5.
  - Database accesses up **102%**

#### Digital Collections Usage (Special Collections)

March – May, 2020

- Over 152,000 digital items used by patrons March - May 2020
  - Compared to 67,943 in March - May 2019
    - **125%** increase

#### E-Cards

April 8, 2020 – June 7, 2020

- **5,800** e-cards issued
  - Provides full access to the library's online resources, including eBooks and other downloads

# Bylaws of the Hennepin County Library Board

Minnesota Statutes Sections 383B.237 to 383B.247 and 134.001 to 134.50.

## Article I: Board

1. The county board shall direct, operate and manage the county library system. A county library board consisting of 11 members who reside in the county library service area shall be appointed by the county board.

In the event a member leaves the Board for any reason, the appointment to fill the vacancy shall be for the remainder of that member's term, and the replacement will be made by the County Board of Commissioners.

All terms commence January 1 of their respective year of appointment; incumbents are expected to serve until the County Board of Commissioners makes the appointment; and, as each term expires the successor shall be appointed for a three year term. No member shall serve more than three consecutive terms.

If any member resigns at any time, written notice must be sent to the Library Board President who shall forward the notice to the County Board of Commissioners. Any such resignation shall take effect at the date of receipt of the notice or any later date specified; unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

2. The Library Board shall be advisory to the County Board of Commissioners and shall be responsible for policy and legislative recommendations relating to the library system and shall perform their duties and responsibilities pertinent to library matters as may be delegated by the County Board of Commissioners.

State Law gives power to County Board of Commissioners to:

- Maintain a system of public libraries.
- Determine the locations of the libraries.
- Levy taxes for library operations and maintenance.
- Direct, operate and manage county library system.
- Appoint eleven members to Library Board who reside in service area of the library.

State Law gives power to County Library Board to:

- Determine the contents of the collection.
- Be responsible for use of library meeting rooms.
- Make recommendations to County Administrator about appointment or removal of Library Director.

Commissioner Resolution #81-2-108R gives power to County Library Board to:

- Establish rules governing library operation.
- Review the annual operating budget for submission to the County Board of Commissioners.
- Develop a long range plan.
- Accept and manage gift and trust funds.

## **Proposed Amendments to the Hennepin County Library Board Bylaws**

### **DRAFT 1 – March 2020**

County Commissioner Resolution #96-11-695 states that “the Hennepin County Library Board shall articulate and endorse major library system goals and initiatives for which significant private financial support and partnership will be necessary to ensure success, and the Library Board shall undertake a regular process for recommendation of these goals to The Library Foundation of Hennepin County (Friends of the Hennepin County Library) for consideration and development.”

3. At all meetings of the Board a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of the majority of the members present at which there is a quorum shall be the act of the Library Board.
4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws. **Board members may inspect or request copies of all books and records of the Board for any purpose reasonably related to the individual’s interest as a Board member; provided, however, that such inspection shall take place at the Hennepin County Library’s administrative offices during business hours if providing electronic or written copies of the requested records would be an unreasonable burden on administrative staff.**

### **Article II: Annual Meeting**

1. An annual meeting shall be called by the President and held by the Board pursuant to this article.
2. Notice of the annual meeting shall be written and sent to Board members **via electronic communication** at least five days before the meeting date.
3. At the annual meeting the Library Board shall elect its officers, transfer leadership, and transact any business as may come before it. If there is not a quorum present at the annual meeting, then it shall be recessed to another day as soon as practicable thereafter upon five day written ~~and mailed~~ notice **sent to Board members via electronic communication.**

### **Article III: Officers of the Board**

1. At the annual meeting, the Library Board shall elect a President, a Vice President and a Secretary.
2. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.
3. The President shall appoint all committees not otherwise ordered by the Bylaws or the Library Board. The President or designee shall serve as an ex officio member on the Friends of the Hennepin County Library Board.
4. The Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; keep true records of the votes at the elections and of all other proceedings; and attest the records after every meeting by his/her signature; and/or delegate any of these responsibilities to the library staff.
5. If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board from a list provided by the Nominating Committee.

### **Article IV: Meetings**

1. Regular meetings of the Board shall be held on date and time determined annually.
2. Notices of scheduled Board meetings shall be sent **to Board members via electronic communication** not less than five days before the meeting and shall include the place of the meeting, the agenda, financial statements, papers, charts, and/or reports pertaining to business that would require Board action.
3. Special meetings may be called by the President or any two Library Board members, by written notice stating the time, place and object of the meeting, to be sent **to Board members via electronic communication** at least three days before the meeting.
4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.
5. All voting at meetings of the Board shall be by voice vote unless a member shall demand a roll call and record it in the proceedings of the Board.
6. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.

**Proposed Amendments to the Hennepin County Library Board Bylaws**  
**DRAFT 1 – March 2020**

7. In consultation with the President, the Director of the Hennepin County Library shall prepare an agenda for each scheduled meeting of the Board.
8. The agenda for all ~~monthly~~ regular Board meetings shall include, but not be limited to, the following:
  - a. Approval of minutes and agenda.
  - b. Public comment.
  - c. Report of President.
  - d. Report of Director.
  - e. Reports of committees.
  - f. Unfinished business.
  - g. New business.
  - h. Gifts.
  - i. Adjournment.
9. Robert's Rules of Order shall govern the parliamentary procedure of the Board.
10. The Library Board is subject to the Open Meeting Law (Minn. Stat. Ch. 13D).

**Article V: Committees**

1. The President, with the concurrence of the Library Board, may appoint standing and ad hoc committees. The President shall designate the chair who shall preside at all meetings of the committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members.
2. The Executive Committee shall consist of the following members: The current President, the Vice-President, the Secretary, the immediate Past President and an additional member if deemed advisable by the President.
3. The President, with the concurrence of the Library Board, shall appoint a Nominating Committee at least one month prior to the annual meeting to determine recommendations for officers. The nominating committee is a standing committee of the Board. The President shall designate a chair who shall preside at all meetings of the committee. In the absence of the Chair, the committee shall elect a Chair pro tem. The Committee will consist of an odd number of members. The Committee shall also meet to nominate candidates to fill vacancies under Article III, section 5.  
~~The Nominating Committee shall advise the Library Board of the recommendation of nominees for offices at least 5 calendar days prior to the annual meeting.~~  
The chair of the Committee will present the nominations for each office at the annual meeting. After each nomination per office, the chair will call for further nominations from the floor, conduct the election for that office, and then repeat this procedure for each of the offices to be filled by the election.
4. Each committee shall fix its own rules of procedure and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members.
5. In every case the affirmative vote of a majority of all members of a committee present at the meeting shall be necessary for its adoption of any resolution.
6. Minutes of committee meetings shall be kept and, if possible, sent to all members of the Board before the next scheduled Board meeting which follows the committee meeting.
7. With the exception of the Nominating Committee, the President of the Board shall be an ex officio member of all committees and shall have a full vote upon all matters at the committee meetings ~~he/she~~ the President may attend.

**Article VI: Director of the Hennepin County Library**

1. The Library Director shall be appointed and removed by the County Administrator, with approval by the County Board, pursuant to Minnesota Statutes Sections 383B.241 and 383B.102. Prior to the appointment or removal of the Library Director, the Library Board shall make recommendations to the County Administrator. The Library Director shall be the Chief Administrative Officer of the Library System.
2. Under the Board's policies the Library Director shall be responsible for the proper management of the Library and the preservation of all the library properties.

## Article VII: Bylaws Relating to Bylaws

1. The Board by majority vote thereof shall have the power to make, alter, amend or repeal the Bylaws at any regular or special meeting of the Board, the notice of which shall have stated the amendment of the Bylaws as one of the purposes of the meeting, providing an advance copy of the proposed amendment and a copy of the Bylaws then in force be ~~mailed sent via electronic communication~~ with said notice to each member.
2. Within ten days after the adoption of a resolution amending these Bylaws in any respect, a copy of the amended Bylaws shall be ~~mailed sent via electronic communication~~ to each member ~~at his/her last known post office address.~~
3. These Bylaws shall be reviewed by the Library Board at least every three years.
4. The Bylaws shall include as reference, the following attachments:

- A. The Hennepin County Open and Unclassified Service Appointments; and,
- B. Code of Conduct for Hennepin County Library Board Members.<sup>2</sup>

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<sup>1</sup> NO IDEA WHAT THIS IS.

<sup>2</sup> I did not see any needed changes to the Code.

# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# Library Board Schedule

## 2020

### Library Board Meetings

DATE	TIME	LOCATION
January 22, 2020	5:30 – 7:30	Rockford Road Library, Meeting Room
March 25, 2020	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
Annual Meeting May 6, 2020	5:30 – 7:30	Virtually
June 24, 2020	5:30 – 7:30	Virtually
September 23, 2020	5:30 – 7:30	Virtually
November 18, 2020*	5:30 – 7:30	Virtually

### Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 26, 2020	5:30 – 7:30	Hosmer Library, TBD <i>(to be reserved upon reopening)</i>
June 3, 2020	5:30 – 7:30	Virtually
Aug 12, 2020	5:30 – 7:30	Virtually
Early Sept TBD, 2020	5:30 – 7:30	Virtually

\*Meeting in week three of November due to Thanksgiving holiday.

# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# Library Board Schedule

## 2021

### Library Board Meetings

DATE	TIME	LOCATION
January 27, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
March 24, 2021	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
Annual Meeting May 5, 2021	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room
June 23, 2021	5:30 – 7:30	Brookdale Library, ABC Meeting Room
September 22, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
November 17, 2021*	5:30 – 7:30	Golden Valley Library, Meeting Room

### Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 24, 2021	5:30 – 7:30	Augsburg Park Library, Meeting Room
June 2, 2021	5:30 – 7:30	Brooklyn Park Library, Mississippi Room
Aug 18, 2021	5:30 – 7:30	Northeast Library, Meeting Room

\*Meeting in week three of November due to Thanksgiving holiday.