September 23, 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 June 24, 2020
   B. Donations

4. Public comment

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

6. Budget Presentation

7. Committee reports
   A. Friends of Hennepin County Library
   B. Budget & Long-Term Planning

8. Presidents report

9. Unfinished business
   A. Bylaws & Code of Conduct

10. New business

11. 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

Library Director
Chad Helton
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met on Wednesday, June 24, 2020, virtually via Microsoft Teams.

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

Hennepin County Staff: Commissioner Goettel, Jeannette Lewis and Janet Mills

Public:

Call to Order
Chair Erin Vrieze Daniels called the Hennepin County Library Board meeting of June 24, 2020, to order at 5:30 p.m., and welcomed all in attendance.

Approval of Agenda
Motion by: Jonathan Gaw
Seconded by: Labelle Nambangi
Motion passed.

Approval of Consent Items
Motion by: Margy Ligon
Seconded by: Adja Kaba
Motion passed.

Public Comment
Library patron

Director’s Report
Janet Mills gave an update on the libraries pandemic response and reopening strategies. The county board has provided policy direction and support to the libraries, to continue a rapid reopening process of libraries safely. We have expanded curbside services and have started taking book returns on Monday, June 22, 2020. Computer sessions by appointment will be available within the coming weeks. Patrons have expressed their need for printing, and we are developing contactless printing services.
Grab & Go services are being developed so we can reopen the buildings while maintaining safe and sustainable services. We now have 10 open libraries, 6 scheduled to open, and 16 remaining with plans to open by the end of July 2020. The County Board voted yesterday to have some libraries remain closed for the remainder of 2020. Arvonne Fraser library has received the 2020 Merit Award by AIA Minneapolis architects, which tells a story of Excellence beyond design.

**eBooks Update**
Division Manager for Resource Services gave an update on some usage statistics on our e-collections.

**President’s Report**
Chair Erin Vrieze Daniels discussed communication retention and response strategies, when communicating with members of the public. Director Selection Process committee members are planning to meet at the end of July. The executive committee met on June 3, 2020. The executive committee discussed postponing all policy review until the board can physically come together. The committee wants to make sure we’re able to have community and staff input when reviewing policies.

**Budget Update**
The Budget committee met on June 18, 2020 and received a budget update from the interim budget & finance director Curt Haats.

**Bylaws**
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 members.

**Committee Reports**
**Friends of Hennepin County Library**
SheilaLetscher 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 their work, FHCL’s fund raising plans for the year, and what to expect around their fundraising goals 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 Hennepin County Office of Budget and Finance. The Budget committee met on June 18, 2020 and received a budget update from the interim budget & finance director Curt Haats.
Unfinished Business
No unfinished business.

New Business
No new business.

Adjourn
There being no further business, Margy O. Ligon made a motion to adjourn the meeting at 7:35 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, September 23, 2020, 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 - $500,000.00

Current Total = $500,000.00

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Friends of the Hennepin County Library 2020 Support Summary

- Current Support - $500,000.00
- Prior Support - $543,755.00
- Total Support - $1,043,755.00
Hennepin County Library Board
2021 Requested Budget
Policy change proposals

- Eliminate fines for late returns unless another patron has placed a hold on the book
- Pilot reduced printing charges to patrons by providing free printing for small daily activity:
  - 10 black and white pages
  - 2 color pages
  - 5 black and white and 1 color
Elimination of fines for late book returns

- Data shows fines have a disproportionate impact on communities of color
- Blocked cards are a barrier to accessing library services
- Ending late fines does not eliminate the fee for a non-returned books
Elimination of fines for late book returns
Elimination of fines for late book returns

Fine free neighbors:
- Ramsey County, St. Paul Public Library, Washington County

Fine free peers:
- Multnomah County Library, Sacramento Public Library, Tampa-Hillsborough County Public Library

Other national leaders include:
- Chicago Public Library, Denver Public Library, Kansas City Public Library, Seattle Public Library, and St. Louis Public Library
Propose providing limited no-cost printing.

Limited to the equivalent of 10 black and white pages or 2 color pages per day.

Patrons must use their library card to print.

Time savings for staff:
- Promotes self-service
- Fewer interventions to help patrons with small change
- Efficiency in daily cash close-out
Eliminating Fines, Reducing Fees

- We are guided by our **priority** of **inclusion**.
- Eliminating small print fees and book fines are **tactics**.
- Reducing economic barriers to library access is the **impact**.
Revenues

State
• Reduced state grant

Fees for Services
• District court fees for law library ($100,000)
• Law library subscription fees ($80,000)

Fines and Forfeitures
• Elimination of fines for late book return ($423,000)

Other Revenue
• Lost revenue from building rental ($62,000)
• Reduced print revenue for limited no-cost printing for patrons ($300,000)
# Expenses

<table>
<thead>
<tr>
<th></th>
<th>2020 Adjusted</th>
<th>2021 Requested</th>
<th>Change</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Personal Services</td>
<td>$ 48,502</td>
<td>$ 45,687</td>
<td>($2,815)</td>
<td>-6%</td>
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<tr>
<td>Commodities</td>
<td>1,656</td>
<td>1,023</td>
<td>(633)</td>
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<td>31,644</td>
<td>29,206</td>
<td>(2,428)</td>
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<tr>
<td>Capital Outlay</td>
<td>5,702</td>
<td>4,415</td>
<td>(1,287)</td>
<td>-23%</td>
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<tr>
<td>Other Charges</td>
<td>1,169</td>
<td>840</td>
<td>(329)</td>
<td>-28%</td>
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<td><strong>Total Expenses</strong></td>
<td>$ 88,673</td>
<td>$ 81,170</td>
<td>($ 7,503)</td>
<td>-8%</td>
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*All figures in thousands*
- Mid 2020 reduction of 66 authorized FTEs based on current vacancies
- Department requested budget had an additional reduction of 12 FTEs
- County Administrator’s Proposed Budget includes 23 more FTEs
- Specific job classes will not be identified until new operation and staffing model is determined
- Budget includes a 67% reduction in the use of limited duration FTE ($687,000)
• Most costs in Services are reimbursements to other Hennepin County departments, primarily IT and Facility Services

• Those departments held costs flat for 2021.

• Savings are expected based on fewer computers and reduced hours at facilities

• No final determination on reopening facilities or service model has been made
Capital Outlay and Other Charges

- Capital Outlay reflects a significant reduction in collection spending, about 24%, at a time when digital collection demand is high.
- eMaterials are more expensive to purchase.
- Reductions in other charges include, online subscriptions, conferences and travel, and miscellaneous charges.
Next Steps

• The County Administrator presented the 2021 Proposed Budget on September 15

• The Library’s hearing (on-line) is scheduled for November 2 at 1:00 p.m.

• The hearing (on-line) on fee changes is scheduled for October 26 at 9:00 a.m.
2020 FHCL Funding Commitment to HCL

$410,042
YOUTH INITIATIVES
DEVELOPING THE NEXT GENERATION
Homework Help, Summer Learning, Best Buy Teen Tech Center, Teen Tech Squad, and more.

$379,290
OUTREACH INITIATIVES
EXTENDING RESOURCES
Outreach services to seniors, the homebound, incarcerated individuals and patrons experiencing homelessness; funding for North Regional Library temporary space; and more.

$300,000
LOCAL LIBRARIES
SUPPORTING ALL 41 LOCATIONS
Funding to 41 libraries in support of local priorities and resources; annual budgeting and planning; and system-wide funding equity.

$295,667
WORLD-CLASS COLLECTION
EXPANDING RESOURCES
Expanding the physical and digital collection, Special Collections preservation and digitization, and more.

$105,000
THE FUTURE OF LIBRARIES
FUNDING INNOVATION
MNspin music streaming platform, program equity and innovation, and more.

$1.49M
TOTAL 2020 FUNDING COMMITMENT

Updated 8/31/2020
Our Library. Here for You.

Hennepin County Library’s impact in 2020

In challenging times, our library continues to change lives. We’re proud to share highlights of Hennepin County Library’s innovative work through August 31, 2020. As more library services are made safely available to the public, our library’s impact will continue to grow!

- 73K+ virtual storytime views since March 30, 2020
- 21.9K+ songs streamed or downloaded - surpassing the total number of listens in all of 2019!
- 21K+ questions answered by knowledgeable and expert staff
- 249K+ items checked out via curbside pickup
- 12.6K+ library e-cards issued (+810K active library card holders)
- 2.9M+ digital downloads circulated (31% increase over 2019)
- 346K+ photographs, maps, and other items from the library’s Special Collection accessed and viewed online (73% increase over 2019)
- 202K+ items checked out via Grab and Go Service at designated libraries
- 4K+ people accessing library resources through engagement with library bike & staff
- 8.3K+ items delivered to At Home Services patrons

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1. The County Board of Commissioners shall direct, operate and manage the county library system. A county library board ("Board", "Library Board" or "County Library Board"), consisting of 11 members who reside in the county library service area, shall be appointed by the County Board of Commissioners.

   In the event a member of 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 members' 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.

   Any member shall be automatically removed from the Library Board if the member fails to maintain residency in the county library service area or if the member fails to attend three or more Library Board meetings without providing to the Library Board President prior written or telephonic notice of the member's inability to attend such meetings. In the event a member is automatically removed or resigns in writing from the Library Board,

   If any member resigns at any time, written notice must be sent to the Library Board President who shall forward written notice of the removal or resignation to the County Board of Commissioners. Any such removal or 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. The appointment to fill the vacancy shall be for the remainder of the member's term, and the replacement will be made by the County Board of Commissioners.

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.

   County 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.

   County Commissioner Resolution #96-11-685 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.
Proposed Amendments to the Hennepin County Library Board Bylaws
DRAFT 3 – August 2020 – changes between DRAFT 2 and 3 are highlighted in yellow

4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws. Upon written request to the Board’s administrative staff via electronic communication, a member shall receive a copy of any of the Board’s records for any purpose reasonably related to the Board’s work.

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, approve the Board’s regular meeting calendar, 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; provided that all meeting minutes prepared by library staff shall be reviewed by the Secretary prior to submitting the minutes to the Board for approval.

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 dates and times determined annually at the annual meeting of the Library Board. In order to facilitate public engagement, the Library Board will use reasonable efforts to hold its regular meetings at a variety of county library locations, subject to appropriate and available meeting facilities at such locations. At all regular meetings, public comment

Commented [SGL1]: SOME MEMBERS QUESTION THIS LIMITATION ON PUBLIC COMMENT. FULL BOARD NEEDS TO DISCUSS PROPOSED LANGUAGE. THIS IS A LIMITATION THAT THE COUNTY BOARD PUTS ON PUBLIC COMMENT AT ITS MEETINGS.
Proposed Amendments to the Hennepin County Library Board Bylaws

DRAFT 3 – August 2020 – changes between DRAFT 2 and 3 are highlighted in yellow

shall be permitted on any item on the Library Board’s agenda for a time period to be established by the Library Board President.

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.

1.3. 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 the Board members via electronic communication at least three days before the meeting.

2.4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.

3.5. All voting at meetings of the Board shall be by voice vote, except that roll call votes shall be taken during any virtual meetings or in the event that unless a member shall demand a roll call, and the voting shall be recorded in the proceedings of the Board.

4.6. At all meetings of the Board, a majority of Board members shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by statute or by these bylaws. 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.

5.7. In consultation with the President, the Director of the Hennepin County Library, the President shall prepare an agenda for each scheduled meeting of the Board.

6.8. The agenda for all regular monthly Board meetings shall include, but not be limited to, the following:
   a. Approval of minutes and agenda.
   b. Public comment on agenda items.
   d. Report of Director.
   e. Reports of committees.
   f. Unfinished business.
   g. New business.
   h. Gifts.
   i. Adjournment.

7.9. Robert’s Rules of Order shall govern the parliamentary procedure of the Board.

8.10. 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
Proposed Amendments to the Hennepin County Library Board Bylaws

DRAFT 3 – August 2020 – changes between DRAFT 2 and 3 are highlighted in yellow

Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members, and committee members who fail to attend two or more committee meetings in a calendar year may be replaced by the President upon the request of the committee Chair.

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.

4. 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.

5. 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.

6. 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. All Board members shall be invited via electronic notice to attend and participate in discussions at committee meetings.

6.5. A quorum shall consist of a majority of the committee members. 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.

7. 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.

7.6. 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 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 BYLAW AMENDMENTS
Proposed Amendments to the Hennepin County Library Board Bylaws

DRAFT 3 – August 2020 – changes between DRAFT 2 and 3 are highlighted in yellow

AND REFERENCES

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 sent via electronic communicationmailed 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 sent via electronic communicationmailed 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.

Bylaws adopted:
February 22, 2017
Next review date: 2021
3.14.17
To Hennepin County Library Administrators, Hennepin County Library Board, and Hennepin County Commissioners:

The purpose of this letter is to document the work of the Safer Libraries for All team and indicate our commitment to ongoing engagement with Hennepin County Library policy and budget decisions. We are a group of people with varied interests and backgrounds and we believe that libraries are crucial community resources that are worth protecting and bettering. As members of the public, it is our duty to push our public institutions to be the best that they can be. We have developed the following list of values and ideas through conversations with library administration, county commissioners, community members, and library staff. We have also taken inspiration from models of public library systems around the country. With this list of values in mind, we are prepared to hold Hennepin County Library administration to high standards of equity and justice.

We demand that libraries enact the following:

- Amidst the economic downturn resulting from the pandemic, maintain and prioritize funding for programming and services utilized by unhoused patrons, patrons of color, and immigrant patrons.
  - These services will likely only become more important through an economic downturn because of increased financial strain on many people.
- Use this time of shifting due to COVID-19 to imagine non-punitive alternatives to current security practices and reconsider elements of the patron conduct policy that often lead to removal from Hennepin County Library branches.
  - Involve the communities who are most affected by security and policing in the process of re-imagining security in HCL.
  - Make the process transparent to the public.
- Support the work of various teams within HCL, including the Envisioning Safety team, the Social Justice in Libraries team, and the Restorative Justice team.
  - Resource these teams and provide funding for community engagement around the issues.
- Increase the transparency of Library policies and budgets at an administrative and county level.
  - Help patrons understand how decisions about Hennepin County Library are made, both within the library system and by elected officials at the county level, and how they can make an impact as community members
    - Increase the legibility of public documents at both the library and county level.
    - Create a page on the Hennepin County Library website detailing how patrons can engage with library policy-making processes, how votes impact the libraries, and how patrons can bring issues to leadership.

We look forward to continued civic engagement with Hennepin County Library administration and Hennepin County leadership. We welcome questions and comments, which may be directed to toribreen@gmail.com.

Signed,
Safer Libraries for All
Fall 2020 - Spring 2021 Events

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.supportclib.org/calendar-events.

Pen Pals with Tommy Orange
7:30pm, September 24, 2020 (Ticketed Virtual Event)

Talk of the Stacks with Julia Alvarez
7:00pm, October 8, 2020 (FREE Virtual Event)

Pen Pals with Colum McCann
7:30pm, October 22, 2020 (Ticketed Virtual Event)

Pen Pals with Nikki Giovanni
7:30pm, November 5, 2020 (Ticketed Virtual Event)

Talk of the Stacks – To Be Announced
November/December, 2020 (FREE Virtual Event)

Pen Pals with Yaa Gyasi
7:30pm, Feb. 11, 2021 | 11:00am, Feb. 12, 2021
(In-person Ticketed Event + Virtual Backup)

Pen Pals with Susan Choi
7:30pm, May 6, 2021 | 11:00am, May 7, 2021
(In-person Ticketed Event + Virtual Backup)

Pen Pals with Erik Larson
7:30pm, May 24, 2021 | 11:00am, May 25, 2021
(In-person Ticketed Event + Virtual Backup)

... plus up to three additional winter/spring 2021 Talk of the Stacks events to be announced early in the new year!