HENNEPIN COUNTY
LIBRARY BOARD

The public is welcome at all library board meetings.

November 18, 2026, 5:30-7:30 p.m.

Edina Library, Meeting Room

Library Board Agenda

1. Call to Order

2. Attendance of Library Board Members

3. Approval of Agenda*

4. Consent*
   A. Approval of Meeting Minutes for September 16, 2026
   B. Donations

5. Public Comment

   Those wishing to speak will sign the clipboard at the meeting door before the start of the meeting. Each speaker is allowed up to three minutes, with a maximum total of 15 minutes. Speakers will: state their full name; direct comments solely to the library board members; and speak respectfully. Remarks are limited to topics relevant to Hennepin County Library. The Board does not engage in discussion or debate. Comments will be taken under advisement and may be directed to the Library Director for a response after the meeting.

6. Welcome from Edina Library Staff

DRAFT

Library Board
Lynn Stetler, President | Amal Karim, Vice President | Erin Brudvik, Secretary | Kimberly Connolly | Kim Kang | Randy Klauk | Jessica Kraft | Ashley Krohn | Rebecca Lowen | Mike Sorensen

Library Director
Scott Duimstra

7. Dialogue with Commissioner Edelson

8. President's Report
    A. Announcements
    B. Library Board Conference Fund Update

9. Director's Report, Scott Duimstra
    A. Library, Community, and County Updates

10. Library Staff Dialogue

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

        I. Commissioned Public Art Policy*
        II. Patron Data Privacy Policy*
        III. Bylaws of the Hennepin County Library Board*
    D. Friends of Hennepin County Library

12. Community Connections

13. Unfinished Business

14. New Business


15. Adjourn*


**Denotes board action item.*

DRAFT

HENNEPIN COUNTY
LIBRARY BOARD

The public is welcome at all library board meetings.

Hennepin County Library Board Meeting

Meeting Minutes

The Hennepin County Library Board met Wednesday, September 16, 2026, at the Maple Grove Library, Meeting Room, 8001 Main St., Maple Grove, MN 55369.

Attendees

Library Board members: Erin Brudvik, Kimberly Connolly, Michael Hogan, Kim Kang, Randy Klauk, Jessica Kraft, Ashley Krohn, Rebecca Lowen, Mike Sorensen, Lynn Stetler.
Hennepin County Staff: Director Scott Duimstra, Lillian Albrecht, Tiffany Bertram, Tonya Depriest, J.R. Genett, Paula Huttner, DeMaris Johnson, Char Kimber, Barb McKenzie, Amy McNally, Ayanna Muata, Christy Mulligan, Sharon Noble, Clara Severson, Jenn Straumann, Gwen Wasmund, Ann Woodson-Hicks, Josh Yetman, Kathryn Zimmerman.

Call to Order

President Lynn Stetler called the meeting to order at 5:30 p.m. and welcomed attendees.

Attendance of Library Board Members

Library Board Clerk Lillian Albrecht took roll call. The Board met quorum with eleven members present.

Approval of Agenda

Motion: Ashley Krohn
Second: Mike Sorensen
Motion passed.

Approval of Consent Items

Meeting minutes from June 17, 2026, and donations.

Motion: Michael Hogan
Second: Erin Brudvik
Motion passed.

Public Comment

Five public comments were given, all discouraging the proposed library hours reduction. Speakers shared the importance of weekend and evening hours and library access, particularly for seniors, students, and families.

DRAFT

Welcome from Maple Grove Library Staff

Maple Grove Library supervisors Paula Huttner and Kathryn Zimmerman provided a staff welcome sharing the building's history, service demographics, and statistics. They explained how staff support patron's use of the library, including meeting room use, and popular and new programming. Information on the Osseo self service library was also shared.

Staff Dialogue

Community Engagement staff Bernie Farrel, DeMaris Johnson, and Gwen Wasmund provided a staff dialogue on the 2025-2026 Let's Read program. They provided a program overview and data on locations, sessions, and student improvements. They discussed the negative impact Operation Metro Surge had on program attendance and their successes in rebuilding trust among attendees. Survey feedback from students, caregivers, and volunteers was shared, containing many impactful quotes. Finally, they gave details on successful and expanding collaborations with Anishinaabe Academy and Northside Achievement Zone.

President's Report

Stetler highlighted upcoming Hennepin County Library and Friends of the Hennepin County Library events featured in Board packets. She also encouraged members to attend screenings of The Librarians, author talks at Hopkins Library, and the Sacred Waters Shared Future event.

Stetler reminded members of requests for them to join the Minnesota Library Trustees and Advocates group and participate in the 2026 patron survey traveling team.

Director's Report

Library Director Scott Duimstra shared capital project updates for Southdale, Westonka, and Franklin Libraries, along with more details on the presentation given to the county Capital Budget Taskforce. He shared statistics from HCL and peer institutions on cardholders, visits, circulation, and collection size. Duimstra highlighted recent library awards and encouraged members to participate in administering the patron survey.

2027 Library Budget Presentation and Endorsement

Duimstra presented the current 2027 library budget proposal, noting that negotiations are still ongoing and a different budget may be presented to Commissioners on September 22. He explained the unique budget process and how increasing costs for staffing and IT rates have created difficulties with meeting county budget targets. Reductions to library services, including reduced hours, elimination of printing and copying credits, and public desktops, were shared. Duimstra shared great appreciation for the Friends of Hennepin County Library – their generosity has allowed the library to fund the collection and maintain the Teen Specialist position.

The Board discussed the proposed budget and whether to endorse it. A Board member suggested reinstating past revenue streams, such as fines and building rental fees. The Board and Duimstra firmly opposed this, as ensuring access to services is a core library value. Board members encouraged each other and audience members to continue advocating for Commissioners to fund hours preservation.

A motion was made to not endorse the 2027 library budget, as presented.
Motion: Kimberly Connolly
Second: Jessica Kraft
Motion passed.

DRAFT

Committee Reports

The Executive Committee's next meeting is Thursday, October 29, 2026, 5:30-6:30pm at Ridgedale Library, Robert H. Rohlf Room. The committee will be giving feedback on the Library Board Bylaws at this time.

The Budget and Long-term Planning Committee's next meeting is Thursday, November 5 from 4:30-5:30pm at St. Louis Park Library.

The Policy Committee's next meeting is Wednesday, October 5, from 5:30-7:30pm at Augsburg Park Library to discuss the Patron Data Privacy Policy. Chair Ashley Krohn shared details on the proposal to rescind the Commissioned Public Art Policy, noting that public art will still be included in building projects and the Board's role in the art selection committee will be embedded in the updated Bylaws.

A motion was made to table the rescinding of the Commissioned Public Art Policy until the November 18 meeting.
Motion: Ashley Krohn
Second: Erin Brudvik
Motion passed.

Community Connections

Board members shared ways they connected with Hennepin County Library outside of their existing Board duties. Engagement included the reptiles and amphibians programming at Augsburg Park, frequent library visits to thank library staff, and an issue with holds locations that librarians were able to help resolve during the meeting.

Unfinished Business

The fine free evaluation was discussed during the 2027 budget discussion.

New Business

None.

Next Meeting

The next meeting of the Library Board is Wednesday, November 18, 2026, from 5:30-7:30 pm, at Edina Library, meeting room.

Adjourn

There being no further business, there was a motion to adjourn at 7:37pm.

Motion: Randy Klauk
Second: Amal Karim
Motion passed.

_____

Erin Brudvik, Secretary

DRAFT

300 Nicollet Mall, Minneapolis, MN | 612-543-8100
supportHCLIB.org

Funding Report to the Hennepin County Library Board from Friends of the Hennepin County Library

Hennepin County Library Board Meeting: November 18, 2026

Current support: $500,000

2026 Year-to-date Support from Friends of the Hennepin County Library

Current support:	$500,000
Prior support:	$3,500,000
Year-to-date support:	$4,000,000

PEN PALS
An author lecture series

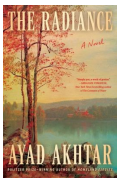
Friends of the HENNEPIN COUNTY LIBRARY

Talk of the Stacks

Upcoming Events Calendar – UPDATED 10/26/2026

Friends of HCL proudly presents our nation's most thought-provoking voices in our two events series. **Pen Pals** continues its 30th season of ticketed events at Hopkins Center for the Arts, and **Talk of the Stacks** concludes its 2026 season of FREE events at the Minneapolis Central Library.





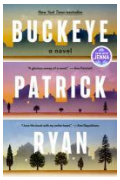
Talk of the Stacks with Ayad Akhtar

Free Event – In-person + Virtual Option

Tuesday, Nov. 10, 2026 @ 6:30 p.m.

**Post-event recording available on our website*





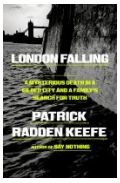
Pen Pals with Patrick Ryan

Ticketed Event – In-person + Virtual Option

Monday, Dec. 7, 2026 @ 7:30 p.m.

Tuesday, Dec. 8, 2026 @ 11 a.m.





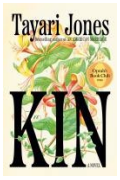
Pen Pals with Patrick Radden Keefe

Ticketed Event – In-person + Virtual Option

Monday, Mar. 15, 2027 @ 7:30 p.m.

Tuesday, Mar. 16, 2027 @ 11 a.m.





Pen Pals with Tayari Jones

Ticketed Event – In-person + Virtual Option

Monday, May 3, 2027 @ 7:30 p.m.

Tuesday, May 4, 2027 @ 11 a.m.

Tickets for Pen Pals events are available at www.supporthclib.org/pen-pals

Free registration for Talk of the Stacks events is available at www.supporthclib.org/talk-stacks

HENNEPIN COUNTY LIBRARY

events

free & OPEN TO ALL



Minnesota Genealogy

Sunday, November 22, 1pm
Eden Prairie Library

Learn how to begin, then continue your genealogy research in Minnesota using sources such as public libraries, historical and genealogical societies, and other resources to help you find your family story in the state.

Registration required.

Collaborator: Minnesota Genealogical Center.

Sponsor: Friends of the Hennepin County Library.



Letter Writing Social Hour

Tuesday, December 8, 1pm
Arvonne Fraser Library

Suffering from screen fatigue? Rediscover vintage social media with us and establish a fun, new writing practice!

We'll supply stickers, stationery, neighborhood postcards, fun pens, letter-writing inspiration, and more! Bring an address, a friend, or just yourself.

Sponsor: Friends of the Hennepin County Library.



Poetry Lovers Converge

Monday, December 14, 2pm
Rogers Library

Join us once a month to find inspiration and/or inspire others with poetry. Poetry lovers gather to share poems.

Read or recite a poem that you have written or one by another poet and share in the experience.

If you choose, you can just come and listen.

HENNEPIN COUNTY
LIBRARY

Library Board November 2026 Conference Fund Update

Total 2026 Budget - $2,000

- PLA Conference, Amal Karim – $673
- PLA Conference, Kim Connolly - $259
- PLA Conference, Lynn Stetler -- $304
- MLA Conference, Kim Kang -- $75
- MLA Conference, Ashley Krohn -- $75
- MLA Conference, Rebecca Lowen -- $75
- MLA Conference, Lynn Stetler -- $75

Remaining Balance - $464

Library Administration
12601 Ridgedale Drive | Minnetonka, MN 55305
612-543-8500 | hclib.org

HENNEPIN COUNTY
LIBRARY

Commissioned Public Art Policy

Brief History: This policy was adopted by the Library Board in 2001. We do not have information about why this policy was adopted; all staff who worked at HCL in administration are no longer with the organization. Current staff who were here in 2001 don't know why this policy was adopted. The link that was found is the County Board Resolution, referenced in the policy, which states that one percent of project costs of library building projects of more than $1 million is set aside for commissioned artwork. This policy has been in place for 25 years and now the library is requesting that the Library Board consider rescinding this policy.

Engagement:

Staff engagement with the Director's Office, Capital Projects and Operations, Community Engagement, Strategic Services, and the County Attorney's Office produced the below feedback:

- The stated purpose of this policy is outside of the Library Board's scope. The only action here within the Board's purview is the appointment of members to selection committees
- This policy is not required by state statute or board resolution
- The State Statute listed in this policy is not relevant to HCL; it is specifically for state buildings
- Most of the content is appropriate for a Library Administrative Policy
- The role for the Library Board is to ensure there is a board member on the selection committee

Given this, it is recommended that the Library Board consider the following:

- Rescinding this policy during the November meeting
- Including the Art Selection Committee appointment to the Library Board Bylaws (due for review in November 2026)

Policy Committee discussion

- The committee was concerned rescinding the policy would end the solicitation of public art. Relevant procedures will be transferred to an administrative policy and public art installations will still be included in library building projects.
- To ensure there's no gap in active policy coverage, the committee suggests delaying rescinding until the November meeting where the new bylaws will be reviewed.

Library Administration
12601 Ridgedale Drive | Minnetonka, MN 55305
612-543-8500 | hclib.org

Commissioned Public Art

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to provide guidance and direction for the selection of commissioned public art. One percent of project costs of library building projects of more than $1 million is set aside for commissioned artwork. This policy is intended to provide a broad framework for decision making that does not unduly limit creative potential.

Definitions

For the purpose of this policy, public art is defined as an original work of commissioned art that is accessible to the public. It is designed for a specific library, reflects the local community, and is intended to support the library as a gathering place where all residents come to learn, grow, and spend time together.

Principles

- The State of Minnesota, Hennepin County, and the Hennepin County Library Board recognize that the presence of public art contributes to the life and vitality of our community.
- Public art in library buildings contributes to the library's mission to nourish minds, transform lives, and build community together. It helps to create a community identity and a place of contemplation and curiosity.
- Public art enhances the library experience; it creates positive public environments; reflects our legacy and expresses our diversity.
- Engaged participation by members of the community strengthens the art selection process and builds community excitement.

Scope

This policy applies to the acquisition of all public art that is commissioned for the Hennepin County Library. Commissioned public art is acquired through Hennepin County's "one percent for art" program in which library capital building projects of $1 million or more have 1% of the project costs (defined herein as encompassing construction costs, architectural fees, and contingency) dedicated to the selection, purchase, and installation of works of public art.

Art Selection Committees

The Library Director, the Hennepin County Library Board President, and the Executive Director of the Friends of the Hennepin County Library will coordinate the formation of an Art Selection Committee for each capital building project. The Art Selection Committee will include members of the community and reflect its diversity.

The Library Board President will appoint a Library Board member to each Art Selection Committee. Appointees will be active participants in the commissioned art selection process and report progress to the full Library Board.

Selection Considerations

The following considerations will be used by the One Percent For Art Selection Committees to guide the evaluation and selection of commissioned art proposals. The extent to which the public art:

- Celebrates, explores and includes the diverse histories and cultures of the community
- Has broad and timeless appeal
- Represents artistic excellence and innovation
- Is designed for a publicly visible and accessible area
- Is safe, durable and able to withstand theft, vandalism and exposure to the environment
- Requires low maintenance

Roles and Responsibilities

- The Library Director (or designee) will maintain an administrative policy which details the composition, responsibilities, and authority of each Art Selection Committee.
- The Art Selection Committees will uphold the Principles and Selection Considerations outlined in this policy.
- Hennepin County directs the art installation by the artist.
- The Library Board will take formal action to acknowledge and receive the commissioned art, once it is installed.

Associated Resolutions and Laws

- Hennepin County Board Resolution No. 01-04-212
- Hennepin County Library Board. Donation Policy.
- Library Administration. One Percent for Art Policy.
- Minnesota State Statute: 16B.35 ART IN STATE BUILDINGS

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2026
Date Approved: 2022

HENNEPIN COUNTY
LIBRARY

Patron Data Privacy Policy

Background: This policy outlines the responsibilities Hennepin County Library (HCL) has in protecting patron data privacy, as well as communicating with the public when that data may be shared.

Why This is Important: HCL takes patron data privacy seriously and this policy outlines the principles and values that are held by the board. This policy provides clear definitions of what public data is and what private data is. Important information about why we may share a patron's data is clearly outlined. The definitions, roles and responsibilities, and clear information about how patron data is managed is critical communication for our patrons. We want our patrons to understand what we do with their data, how it may be used, and how it may be shared. Transparency and clear communication is important so patrons can easily access and understand this information.

Engagement:

Engagement for this policy included:

- Director's Office
- Strategic Services
    - Hennepin County Library's Data Stewards
- Hennepin County Attorney's Office

Changes made:

- Update mission hyperlink, review dates, and process to reflect standard language
- Added library event registration as an example of patron data
- Made clear references to the Minnesota Government Data Practices Act and what constitutes private patron data
- Replaced specific references to the USA PATRIOT Act with broader referrals to federal or state statutes
- Capitalized the Library when referring to decisions made on a systemwide level, rather than by individual branches
- Updated titles for staff responsible for data privacy

Library Administration
12601 Ridgedale Drive | Minnetonka, MN 55305
612-543-8500 | hclib.org

Hennepin

Patron Data Privacy Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to communicate Hennepin County Library's (the Library) role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

Principles

- We value and advocate for patron privacy and confidentiality.
- We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.
- We expect the Library to employ responsible and transparent data practices, stay abreast of developments in the field, and leverage its role as a national leader of library service to maintain patron data privacy standards in this rapidly evolving world.

Definition and Scope

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and Hennepin County data governance policies and procedures.

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, registering for library events, and accessing downloadables and other resources via third party vendors.

Public Data

In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by statute or federal law.

Private Patron Data

The following patron data collected and maintained by Hennepin County Library (or those working under contract for the library) is private and may not be disclosed for other than

library purposes under the Library data section of the Minnesota Government Data Practices Act (MGDPA)

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested information or materials
3. All data (other than the name of the applicant) provided as a part of a library card application.

   Other patron data may be private under other MGDPA statute sections

Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.
3. Private data maybe disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the Library shall, upon request by the minor, withhold data from parents or guardians if the Library determines that withholding the data would be in the best interest of the minor. Minnesota Administrative Rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to federal or state statues ~~the USA PATRIOT Act.~~

(See also Minnesota Statutes 13.02, 13.05, 13.40 ~~and USA PATRIOT Act section 215~~)

Collecting and Retaining Patron Data

The Library collects and retains patron data which is:

- Necessary for the provision and management of library services
- Needed to provide opt in library services that are desired by library patrons
- Required by federal law.

The Library informs patrons of the necessity, purpose, and intended use of requested data. It maintains data retention schedules, and conducts regular data privacy audits.

Networked and Digitized Library Environment

The Library provides access to the Internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patrons visit, documents they produce, transactions they make, or emails they create or view.

Patron library card numbers, and the location and time of patron logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained~~. The USA PATRIOT Act requires that this data be retained~~ for a reasonable period of time.

The Library's collection is also a part of the networked, digitized library environment. Patrons increasingly borrow library materials by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron data privacy.

Handling and Disclosing Patron Data

Library staff and volunteers handle patron data in accordance with library administrative policy. Patron data that is public may be requested under the Minnesota Data Practices Act. The Library follows county procedures and responds to written data requests in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to requests for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

Roles and Responsibilities

The Hennepin County Board of Commissioners appoints a Hennepin County Responsible Authority ~~Data Governance Officer~~ who is responsible for developing, articulating, implementing, and managing the county's vision for organizational data management and data compliance practices in accordance with federal laws and state statutes. Each county department appoints a Departmental Responsible Authority Designee ~~data steward~~ who works with the Hennepin County Responsible Authority ~~Data Governance Officer~~ and is accountable for the quality and use of the department's data.

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.

Library staff and volunteers follow the Code of Ethics of the American Library Association and "protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted."

Library staff take annual data security training and play an active role educating and informing patrons about patron data privacy concerns especially as it relates to the digital environment.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

Associated Policies and Laws

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

- American Library Association. Code of Ethics
- Hennepin County. Data Practices Policy
- Hennepin County. Data Practices Requests
- Hennepin County. Privacy and Security Policy
- Hennepin County Library Administrative Policy. Handling and Disclosing Patron Data
- Hennepin County Library Board. Library Bill of Rights
- Minnesota. Government Data Practices Act
- Minnesota. Administrative Rules 1205.0500. Access to Private Data Concerning Data Subjects Who Are Minors
- United States. Children's Online Privacy Protection Act
- United States. Electronic Communications Privacy Act
- United States. USA PATRIOT Act

Process

This policy is reviewed by the Library Director (or designee) and the Library's legal counsel every four (4) years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2030
Last Reviewed/Revised Date: [INSERT DATE BOARD APPROVES]

HENNEPIN COUNTY
LIBRARY

Hennepin County Library Board Bylaws

Background:

This policy outlines the Library Board's roles and responsibilities, names specific functions, like ad hoc committee memberships, and provides guidance for the overall work of the board. The policy also provides directions on meeting structure and other operational work of the board.

Why This is Important:

The existence of the Library Board is required by State Statute Section 383B.239 BOARD, which states: "A county library board consisting of 11 members who reside in the county library service area shall be appointed by the county board.", and by County Board Resolution. This policy outlines the work of the Board, as advised by both statute and board resolution.

Engagement:

Engagement for this policy included:

- Library Board Executive and Policy Committees
- Library Leadership
- Hennepin County Attorney's Office

Changes made:

- Edited language for clarity and brevity
- Updates to Article 1, Section 1 on the appointment and removal process (pending input from County Attorney's Office and Board of Commissioners)
- Updates to Article 1, Section 2, clarifying the roles of the Board
- Added reference to the Library Board Per Diem and Expense Policy
- Added presidential appointment of a member to Library's Art Selection Committee
- Clarified appointment process for vacant committee seats and officer positions
- Clarified what happens during meetings in the event quorum isn't met
- Included list of standing committees
- Noted committees should consist of five members
- Added a review from the Hennepin County Attorney's Office for Bylaws changes
- Updated review dates and aligned review cycles of the Bylaws and Code of Conduct

Library Administration
12601 Ridgedale Drive | Minnetonka, MN 55305
612-543-8500 | hclib.org

Hennepin

Bylaws of the Hennepin County Library Board

Minnesota Statutes Sections 383B.237 to 383B.247 and Chapter 134 ~~134.001 to 134.50~~. County Commissioner Resolutions #81-2-108R and #96-11-695.

ARTICLE I: BOARD

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.

   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.

   A member shall be ~~automatically~~ removed from the Library Board if they ~~the member~~ fail~~s~~ to maintain residency in the county library service area or ~~if the member~~ fail~~s~~ to attend three or more Library Board meetings per term without providing notice to the Library Board President. ~~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, the Library Board President 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 Executive Committee may recommend to the County Board of Commissioners the removal of a Board member for violations of the Code of Conduct by majority vote. ~~The~~ appointments to fill ~~the~~ a 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.

   Advisory duties of the Library Board, as governed by state statute and county commissioner resolutions, include:

   - Budget Review: The Library Board shall annually review the proposed operating budgets of the Library Department and submit endorsement to the Hennepin County Board of Commissioners in sufficient time to permit consideration before adoption of the budgets.
   - Long Range Planning: The Library Board shall participate in developing long-range plans for Hennepin County Library.
   - Policies: The Library Board shall develop high level policies governing the operation and administration of Hennepin County Library, including collection development

and meeting room use. Procedures for library services are developed by library administration using the principles from Library Board policies.
- Gifts and Trust Funds: The Library Board has the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.
- Community Engagement: Provide a forum for public communication on library issues. Board members shall attend Library and Friends of the Library events as often as possible.

~~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 #96-11-695 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 Board meetings, a majority of members is required to constitute a quorum in order to conduct Board business.

~~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. Upon ~~written~~ request ~~sent via electronic communication to the Board's designated library administrative staff contact~~, a member shall receive a copy of any of the Board's records for any purpose reasonably related to the Board's work.
5. Library Board members may receive a per diem for attendance at Board meetings or other required meetings in accordance with the Library Board Per Diem and Expense Policy. Members may elect not to accept per diems.

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, in addition to regular business, the Library Board shall elect its officers, transfer leadership, and 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 with ~~thereafter upon~~ five days' written 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 of the Library Board. The President shall appoint an ex officio member for the Friends of the Hennepin County Library Board and a member to art selection committees. ~~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/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 Nominating Committee shall hold a special meeting to select a replacement. The Board ~~members~~ shall fill the vacancy via election at the next regularly scheduled meeting of the Board from a ~~list~~ recommendation 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 shall be permitted on any item pertaining to library business 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~~ no 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~~ requiring 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 the 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, except that roll call votes shall be taken during any virtual meetings or in the event that a member shall demand a roll call, and the voting shall be recorded in the proceedings of the Board.
~~6.~~ At all Board meetings, a majority of members is required to constitute a quorum in order to conduct Board business. The decisions of the majority of members present at any meeting with a quorum shall be a binding action of the Board, except as otherwise stated by statute or by these bylaws. If quorum is not met at any meeting of the Board, the majority of present members may adjourn the meeting and schedule a new meeting. Alternatively, information regarding library business may be shared, but the Board can not take any official action.

   ~~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 a binding action 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.~~

7. In consultation with the Director of the Hennepin County Library, the President shall prepare an agenda for each scheduled meeting of the Board.
8. The agenda for all regular Board meetings shall include, but not be limited to, the following:
    a. Call to order
    b. Attendance of Library Board Members
    c. Approval of Agenda
    d. Approval of Minutes and donations
    e. Public comment on library business.
    f. Report of President.
    g. Report of Director.
    h. Reports of committees.
    i. Unfinished business.
    j. New business.
    ~~k. Gifts.~~

l. 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. Standing committees consist of the Budget and Long Term Planning Committee, Executive Committee, Nominating Committee, and Policy Committee. 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 Chair pro tem. Committees shall consist of five members ~~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. Vacant committee seats shall be filled via appointment by the President at the next full Board meeting following the notification of vacancy.
2. The Executive Committee shall consist of ~~five members:~~ the 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 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 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. All Board members shall be invited ~~via electronic notice~~ to attend and participate in discussions at committee meetings.
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.
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 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: BYLAW AMENDMENTS AND REFERENCES

1. The Board may amend or alter the Bylaws by majority vote at any regular or special meeting. Advance notice of this discussion and copies of the proposed amendment and Bylaws must be provided to each member in advance.

   ~~The Board by majority vote thereof shall have the power to make, alter, amend, or repeal the Bylaws at any regular or special meetings 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 communication with said notice to each member.~~

2. Any changes to the Bylaws must be reviewed by the Hennepin County Attorney's Office before being adopted by the Board.
3. Within ten days after the adoption of any ~~resolution amending these~~ Bylaws amendment ~~in any respect,~~ a copy of the amended Bylaws shall be sent ~~via electronic communication~~ to each member.
4. These Bylaws shall be reviewed by the Library Board at least every three years, in concurrence with the review of the Code of Conduct for Hennepin County Library Board members.
5. 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.

Policy History:
Next Review Date: ~~2026~~
Date Last Reviewed: ~~June 21, 2023~~

HENNEPIN COUNTY
LIBRARY BOARD

THE PUBLIC IS WELCOMEAT ALL LIBRARY BOARDMEETINGS

Policy Committee Schedule

2027

Policy Committee Meetings

DATE	TIME	LOCATION
February 10, 2027	5:30 – 7:30	Ridgedale Library, room 174
April 14, 2027	5:30 – 7:30	Ridgedale Library, room 174
June 9, 2027	5:30 – 7:30	Ridgedale Library, room 174
October 6, 2027	5:30 – 7:30	Ridgedale Library, room 174

Library Board
Lynn Stetler, President | Amal Karim, Vice President | Erin Brudvik, Secretary | Kimberly Connolly | Kim Kang | Randy Klauk | Jessica Kraft | Ashley Krohn | Rebecca Lowen | Mike Sorensen

Library Director
Scott Duimstra

HENNEPIN COUNTY
LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

Budget & Long-Term Planning Committee Schedule

2027
Budget & Long-term Planning Committee Meetings

DATE	TIME	LOCATION
March 17, 2027	5:30 – 6:30	Ridgedale Library, Meeting Room 174
June 2, 2027	5:30 – 6:30	Ridgedale Library, Meeting Room 174
November 3, 2027	5:30 – 6:30	Ridgedale Library, Meeting Room 174

Library Board
Lynn Stetler, President | Amal Karim, Vice President | Erin Brudvik, Secretary | Kimberly Connolly | Kim Kang | Randy Klauk | Jessica Kraft | Ashley Krohn | Rebecca Lowen | Mike Sorensen

Library Director
Scott Duimstra