November 20, 2019, 5-7:00 p.m.
Walker Library | Bde Maka Ska Meeting Room | 2880 Hennepin Ave | Minneapolis, Minnesota 55408

Library Board Agenda

1. Call to order

2. Approval of agenda*

3. Consent*
   A. Approval of Minutes of September 25, 2019
   B. Acceptance of Donations

4. Public comment

5. Staff presentation
   A. Walker Library

6. President’s report
   A. Announcements
   B. Budget & Long Term Planning Committee*
   C. Communications with members of the public

7. Library board dialogue

FHCL, Kristi Pearson

8. Library board policies
   A. Second Read
      I. Lending Policy
      II. Policy Review
   B. Third Read
      I. Collections Development & Management Policy

9. Director’s report
   A. Library, Community, and County Updates

10. Committee reports
    A. Director Selection Process Committee, Katherine Blauvelt

11. Unfinished business

12. New business

13. Adjourn*

The next meeting of the Hennepin County Library Board will be held Wednesday, January 22, 2020, 5:30 p.m. at Rockford Road Library, Meeting Room, 6401 42nd Ave N. Crystal, MN 55427.

*Denotes board action item.

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

Interim Library Director
Janet Mills
The public is welcome at all library board meetings

Hennepin County Library Board Meeting
Meeting Minutes
The Hennepin County Library Board met Wednesday, September 25, 2019, Plymouth Library, Meeting Room.

Attendees
**Present:** Katherine Blauvelt, Chris Damsgard, Tim Dolan, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Margy Ligon, Samuel Nelson, LaBelle Nambangi, and Erin Vrieze Daniels

**Hennepin County Staff and Elected Officials:** Commissioner Jeff R. Johnson, Michael Ohama (Debbie Goettel), Jeannette Lewis, Janet Mills, Shannon Adkins, Joyce Cobb, Joanna Redman, Carrie Brunsberg, Laurie Simenson, Laurie Schuelein, Linnea Fonnest, Gail Mueller Schultz

**Public:** Kristi Pearson, Jane Shanard

Call to Order
President Katherine Blauvelt called the Hennepin County Library Board meeting of September 25, 2019, to order at 5:02 p.m., and welcomed all in attendance

Approval of Agenda
Margy Ligon made a motion to approve the agenda; seconded by Chris Damsgard. Motion passed.

Consent Items
Chris Damsgard made a motion to approve the consent items; seconded by Jonathan Gaw. Motion passed. President Katherine Blauvelt thanks HCL Friends - Plymouth for their donation.

Public Comment
None.

County Commissioner Update
**Commissioner Jeff Johnson, 7th District**
President Blauvelt welcomes and thanks Commissioner Johnson for his many years of public service to Hennepin County. Commissioner Johnson thanks the Library Board for the invitation,
and is happy to be in attendance of the Library Board meeting - he provided an update on the Board’s annual budget process: The Board of Commissioners’ first budget meeting is September 26th. The maximum levy was passed September 24th, setting property taxes at proposed 4.75% increase. After the initial Budget meeting there will be ongoing weekly meetings discussing different lines of business including the Library. The Board will vote on the budget in early December, and starts all over again next January. Commissioner Johnson thanks the Library Board and all of Hennepin County libraries for their work in supporting our communities.

Commissioner Johnson opened the dialogue, with room for questions. Dialogue followed, regarding the value that libraries contribute to supporting people in need, and how the library budget fits into the larger services. Commissioner Johnson noted the high degree of support among Board of Commissioner members in regards to Library funding, and the importance of a safety net for the most vulnerable citizens along with measurement and analysis on what is working.

President Blauvelt thanked the commissioner for attending and offered an invitation to the Commissioner to return.

**Staff Presentation**

**Plymouth Library – Linnea Fonnest, Youth Services Librarian**

Linnea shared information on the work the Plymouth Library is doing to stay in contact with the community. Most of the library’s community engagement opportunities come about as a result of working with a non-profit social services organization Inner Faith Outreach located in Plymouth, and the school district’s and family services collaborative called Partners for Healthy Kids. The newest collaboration is a series of three free programs at the library for caregivers and preschoolers.

They have made great efforts to engage and connect with the children and families of the community of all ages, backgrounds, income, and also a wide variety of cultures and languages, as the community has become more diverse. The library encourages all to come here and learn about their neighbors, and break down those perceived barriers opening up the community to everyone. Library board members thanked Ms. Fonnest for her work and service to the community.

**President’s Report**

**Announcements - President Katherine Blauvelt**

1. Vacancies are posted for the Library Board – 5 people are up, 4 people are eligible for reappointment (Margy Ligon, Tim Dolan, Katherine Blauvelt and Erin Vrieze Daniels). Follow the same application process as before.
2. Welcome to new Library Clerk Jeannette Lewis.
3. Thanks to Michael Ohama who is here on the behalf of Commissioner Debbie Goettel
Budget and Long Term Planning*
Board members reviewed a draft proposal. A Chair and committee members will be elected at the first Budget and Long Term Planning committee meeting. The purpose of the committee is to provide a more evergreen space to discuss planning around the budget and capital plan and to track other funding resources, the board discussed the scope of work.

Katherine Blauvelt made motion to appoint ad hoc Budget and Long Term Planning Committee.
Motion by: Jonathan Gaw
Seconded by: Erin Vrieze Daniels
Motion passed.

2020 Meeting schedule and locations*
Katherine Blauvelt states an Executive Committee meeting has been added to the calendar from the previous draft shared. Several board members noted the goal to hold meetings in different areas of the county, to increase accessibility for patrons and learning for the board members, but this is contingent on library hours and location availability.

Katherine Blauvelt made motion to approve the 2020 meeting dates and locations.
Motion by: Erin Vrieze Daniels
Seconded by: Christopher Damsgard
Motion passed.

Library Board Dialogue
E-Books
Interim Director Mill provided context regarding the recent decision made by the McMillian Publishers to put an embargo on eBooks for library sales. Johannah Genett gave background information on eBooks and eAudio pricing models.

Katherine Blauvelt made a motion to take 5 min recess so that background materials could be gathered.
Motion by: Sheila Letscher
Seconded by: Jonathan Gaw
Motion passed.

Board meeting reconvened at 6:37 p.m.

Dialogue discussing resolution for eBooks.

Samuel Nielsen states a motion to table discussion and move to next agenda item.

Library Board Policies
2019 Policy Review
Policy Name 1: Lending Policy – moved policy to second read on Nov. 20. 2019

Policy Name 2: Policy Review - moved policy to second read on Nov. 20. 2019

Katherine Blauvelt states motion to move Lending Policy and Policy Review to 2nd read on 11/20/19
Motion by: Jonathan Gaw
Seconded by: Samuel Nielsen
Motion passed.

Second Read, Johanna Genett
Policy Name 1: Collection Development – Dialogue
*Katherine Blauvelt moved to have Collection Development policy stay at 2nd read.

Policy Name 2: Freedom to Read – Dialogue.
*Katherine Blauvelt moved to have Freedom to Read policy stay at 2nd read.

Policy Name 3: Freedom to View – Dialogue.
*Katherine Blauvelt moved to have Freedom to View policy stay at 2nd read.

Katherine Blauvelt states a motion to move all policies to consent agenda on Nov. 20. 2019.
Motion by: Katherine Blauvelt
Seconded by: Jonathan Gaw
Motion passed.

Director’s Report
Library, Community and County Updates

Interim Director Mills moved Directors Report to next Board meeting on Nov. 20. 2019

Committee Reports
Friends of Hennepin County Library – Erin Vrieze Daniels
Friends of HCL is continuing its hard work, and yielding many successes. Their Strategic Plan has been approved by their board.

Executive Committee – Katherine Blauvelt
Please review minutes for updates.

Director Selection Process Committee – Katherine Blauvelt
Hennepin County Sourcing Plan handout is available for review. Next DSP Committee meeting is October 16, 2019.

**Unfinished Business**

**eBooks Resolution**
Final resolution determined by Library board - WHEREAS, the publishers have recently announced new policies for eBooks and e-Audiobooks that severely limits public libraries' ability to purchase, or delays the purchase of digital copies of materials and information; and WHEREAS, these limitations make it difficult for libraries to fulfill their central mission of ensuring access to information for all, regardless of socioeconomic status and physical ability.

BE IT RESOLVED on this day September 25, 2019, that we, the Hennepin County Library Board call upon publishers, to postpone these recently announced policies and engage in a meaningful and direct dialogue with libraries, and other relevant stakeholders for the purpose of creating new policies that ensure equitable access to all Minnesotans, while recognizing the importance of a healthy publishing community.

Erin Vrieze Daniels moved the eBooks resolution as stated.
Motion by: Erin Vrieze Daniels
Seconded by: Margy O. Ligon
Motion passed.

**New Business**
No new business.

**Adjourn**
There being no further business, Katherine Blauvelt made a motion to adjourn the meeting at 7:27 p.m.; seconded by Margy O. Ligon. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, November 20, Walker Library, Bde Maka Ska Room, 2880 Hennepin Ave, Minneapolis, MN 55408.

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

Friends of the Hennepin County Library Support - $250,000

Local Friends of Hennepin County Libraries Support - $23,730.95
  • $1,542 for Augsburg Park Library: funded by Friends of Augsburg Park Library
  • $300 for Edina Library: funded by Friends of Edina Library
  • $838.95 for Excelsior Library: funded by Friends of Excelsior Library
  • $1,969 for Hopkins Library: funded by Friends of Hopkins Library
  • $2,790 for Maple Grove Library: funded by Friends of Maple Grove Library
  • $490 for Nokomis Library: funded by Friends of Nokomis Library
  • $650 for Penn Lake Library: funded by Friends of Penn Lake Library
  • $380 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
  • $4,968 for Ridgedale Library: funded by Friends of Ridgedale Library
  • $150 for Roosevelt Library: funded by Friends of Roosevelt Library
  • $1,953 for Walker Library: funded by Friends of Walker Library
  • $200 for Webber Park Library: funded by Friends of Webber Park Library
  • $7,500 for Westonka Library: funded by Friends of Westonka Library

Grand Total = $273,730.95
VISION
Together, FHCL and HCL envision a library that ensures every person has the opportunity and resources to read, graduate, engage, work and learn.

MISSION
As Hennepin County Library’s fundraising partner, FHCL builds awareness, appreciation and support for our world-class library.

2020-2024 STRATEGIC PLAN

KEY DRIVERS

STORYTELLING
Expanding storytelling capacity and role as content curators to highlight the value libraries bring to individuals and the entire community.

CONVENCING & CONNECTING
Reaching out beyond traditional boundaries to engage with various audiences, connecting them to the Library’s story and each other.

INNOVATING
Leveraging private support to fund innovation and unconventional approaches to service, lifting the Library to its utmost potential.

EXCELLENCE IN PHILANTHROPY
Aspiring to become THE donor experience organization.

A DIVERSE AND INCLUSIVE CULTURE OF PHILANTHROPY
Bringing forth a culture of inclusivity, diversity, equity and accessibility across all levels of the organization.

INFRASTRUCTURE INVESTMENTS
Leveraging current growth mindset and recent investment returns to accelerate future library support.

MARKET POTENTIAL
Significantly growing membership and annual giving to the Library, commensurate with the Library’s scale and reputation.

CORE VALUES

GENEROSITY
STEWARDSHIP
CURIOSITY
INCLUSION
FRIENDSHIP

VISION
Together, FHCL and HCL envision a library that ensures every person has the opportunity and resources to read, graduate, engage, work and learn.

MISSION
As Hennepin County Library’s fundraising partner, FHCL builds awareness, appreciation and support for our world-class library.

2020-2024 STRATEGIC PLAN

KEY DRIVERS

STORYTELLING
Expanding storytelling capacity and role as content curators to highlight the value libraries bring to individuals and the entire community.

CONVENCING & CONNECTING
Reaching out beyond traditional boundaries to engage with various audiences, connecting them to the Library’s story and each other.

INNOVATING
Leveraging private support to fund innovation and unconventional approaches to service, lifting the Library to its utmost potential.

EXCELLENCE IN PHILANTHROPY
Aspiring to become THE donor experience organization.

A DIVERSE AND INCLUSIVE CULTURE OF PHILANTHROPY
Bringing forth a culture of inclusivity, diversity, equity and accessibility across all levels of the organization.

INFRASTRUCTURE INVESTMENTS
Leveraging current growth mindset and recent investment returns to accelerate future library support.

MARKET POTENTIAL
Significantly growing membership and annual giving to the Library, commensurate with the Library’s scale and reputation.

CORE VALUES

GENEROSITY
STEWARDSHIP
CURIOSITY
INCLUSION
FRIENDSHIP
Increase awareness and grow appreciation for Hennepin County Library

Storytelling
Expand storytelling to meaningfully express the depth and breadth of the Library’s mission, work and value.

The Friend Journey
Establish a deep, personal understanding of a Friend’s “journey” that follows the relational evolution between the donor and FHCL.

Audience, Branding and Messaging Alignment
Anchor all communications in strategic audience segmentation findings.

Marketing Channel Expansion
Strengthen and develop marketing channels to enhance “follow-ship” from a broader range of audiences.

Presence in 41 Libraries and Beyond
Expand on-the-ground presence to reach into all libraries and fully support local Friends chapters in their roles as Library champions.

The Donor Journey
Gain a comprehensive, understanding of a donor’s “journey” to build deep, engaging relationships that unlock the philanthropist in all.

Best Practices in Fundraising
Utilize best practices across the for-profit and nonprofit sectors to craft data-driven strategies that maximize return on investment.

Revenue Growth Across Streams
Grow contributions across giving levels, commensurate with the Library’s scale and reputation.

Meaningful Stewardship
Create personal communications to celebrate individual milestones and highlight the donor’s profound impact on the community.

Contagious, Distinctive Philanthropy
When people say... you have to give to this place because the experience is so wonderful.

Striving for Inclusivity
Include voices from populations served by the Library to reflect the diversity of stakeholders, tapping into new energies and ideas.

Diverse Perspectives
Include a full range of perspectives and experiences in organizational decision-making.

Building Equity
Support library resources and initiatives aimed at combating structural racism; continually push ourselves to be better allies to one another; celebrate our Library as a convening organization for all of us to gather.

Accessibility for All
Enhance cultural competency of board and staff to break down barriers for engaging with the Library and Friends.

Local Friends
Bring forth one Friends funding model to financially support ALL 41 libraries and support local Friends chapters in their role as Library champions.

Investing in Areas with Strong Rate of Return
Maximize net revenue by investing in long-term strategies that result in the greatest increase in net assets.

Thinking Broadly
Think outside traditional boundaries to grow Library support to its greatest potential.

Staff Professional Development
Invest in training and development, empowering staff to learn, grow and propel FHCL forward.

Board Composition
Closely align board candidate recruitment with the key goals of the FHCL strategic plan.
2019 Board of Directors

PRESIDENT
KAI SAKSTRUP, Chief Strategy Officer, Executive Vice President, U.S. Bank

VICE PRESIDENT
AIMEE ROGSTAD GUIDERA, Founder & former CEO, Data Quality Campaign

TREASURER
PETER LANCASTER, Partner, Dorsey & Whitney LLP

SECRETARY
SUZAN McGINNIS, Senior Director, ReThink Compliance

JULIE ALLINSON, Entrepreneur, Eyebobs Founder, Philanthropist
JULIA DAYTON KLEIN, Principal, Gray Plant Mooty
CHRIS DU BOIS, Chief Digital Officer, Senior Vice President, Allianz Life Insurance Co. of N.A.
CHARLES GROSSMAN, Educator, Breck School
BERNADEIA JOHNSON, Assistant Professor, MSU Mankato
CHARLIE KNUTH, President, Friends of the Plymouth Library
MOHAMMED LAWAL, Chief Executive Officer & Principal Architect, LSE Architects
CHERYL OLSETH, Principal, Olseth Family Foundation
KYLE PARSONS, Director, Alumni Affairs and Giving, Breck School
TOM RACCIATTI, Retired CEO, WW Johnson Meat Company
PAT SCHMITT, Vice President, Human Resources and Organizational Effectiveness, uCare
ADDIS TESFAYE, Solution Expert, Ultimate Software

KRISTI PEARSON, Executive Director, Friends of the Hennepin County Library, Ex officio
JANET MILLS, Director (Interim), Hennepin County Library, Ex officio
ERIN VRIEZE DANIELS, Member, Hennepin County Library Board, Ex officio
Friends of HCL
Board of Directors

41 Local Friends Chapters
(Volunteers)

Kristi Pearson
Executive Director

Linda Merritt
Finance & HR Director

Adam Breininger
Senior Director

Miriama Douglass
Marketing & Communications Manager

Courtney Backen
Membership Manager

Katie Lawson Ishida
Development & Operations Specialist

Phil Edwards
Donor Relations Officer

Janet Mills
Director (Interim), HCL

Rob Goudy
Events Manager

2019 Staff
Organizational Chart
Lending Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

Principles
In its mission to nourish minds, transform lives, and build community together, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We value patron service; we serve individuals and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

Roles and Responsibilities
Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws
- Hennepin County Library Board. Collection Development and Management
- Hennepin County Library Board. Fee and Fine Policy
- Hennepin County Library Board. Freedom to Read
- Hennepin County Library Board. Freedom to View
- Hennepin County Library Board. Library Bill of Rights
- Hennepin County Library Board. Patron Data Privacy

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: 2023
Date Approved: 2019 (anticipated)
Policy Review Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies and to ensure that new policies are developed as needed.

Principles
- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect socio-economic and technological changes that continue to shape and reshape public library services.
- Library Board policies reflect the Hennepin County Library’s mission and its innovative reputation.

Policy Review
Each Library Board policy will be reviewed at least once every five years. Newly created Library Board policies will receive an initial review after one or two years of their adoption.

Roles and Responsibilities
- As needed, the Library Director (or designee) will consider whether any new Library Board policies should be developed and will forward any recommendations to the Library Board for action by a Library Board committee.
- The Library Director (or designee) recommends policy revisions to the Library Board Program/Policy Committee.
- The full Library Board reviews the new or revised policy and may move to adopt, defer action to the Library Board’s next meeting, or appoint a committee for further revision.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)
Collection Development and Management Policy

Hennepin County Library Board Policy

Purpose

It is the Library Board’s role to “determine the contents of the collections of the library system” per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library’s (the Library) collection. This policy guides the Library’s responsibility to select, acquire, make accessible, maintain and preserve the Library’s collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

Principles

The collection is one of the Library’s major assets. It advances the Library’s mission to “nourish minds, transform lives, and build community together.” It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual’s right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community’s cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patrons’ access to resources and information.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.
- We value having a collection that provides many viewpoints and we affirm that equity, diversity and inclusion are central to the promotion and practice of intellectual freedom.

Definitions

The Library’s collection is the body of materials selected for and made accessible to library patrons.

“Materials” has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library’s website.

“Selection” refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library’s website.
Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Collection Scope
The Library’s collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

Access and Resource Sharing
Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library’s catalog, the Library’s website, vendor application software and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library’s outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library’s collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library’s materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- Minnesota Library Access Center
- Minneapolis Athenaeum
- Digital Public Library of America

Intellectual Freedom
The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor’s child’s or ward’s use of library materials.
The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The American Library Association’s Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association’s Intellectual Freedom and Censorship Q & A provides additional guidance on this subject.

Roles and Responsibilities

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library’s collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library’s collection. They make suggestions and provide feedback via the Library’s website or directly to staff.

Selecting Materials for the Collection

Patron interest, both expressed and anticipated, as well as the Library’s strategic plan, are the primary influences for the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed.

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests which are gathered through the public website, emails, phone calls or in-person visits
• Present and potential relevance to community needs
• Format options
• Physical design is suitable for library use
• Subject and style is suitable for intended audience
• Publicity, critiques, and reviews
• Importance of the item as an artifact
• Historical significance
• Price of material
• Relevance to current trends and events
• Relation to the existing collection
  - Potential appeal
  - Relation to other resources in the community.

Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements
• Vendor data privacy practices
• Not restricted by location.

Reconsideration of Library Materials

Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to an individual’s written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at publicly-held Board meetings.

Collection Maintenance

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library’s website.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

• Format or physical condition is no longer suitable for library use
• Content is available in multiple formats
• Obsolescence – information that is no longer timely, accurate, or relevant
• Insufficient use or lack of patron demand
• Little or no relevance to current trends and events
• No long-term or historical significance
• Space limitations
• Sufficient number of copies in the collection
• Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library’s Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections maintained at Minneapolis Central. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library’s mission and vision, or if the Library
no longer has the resources to house, manage, and maintain the collection. In order to remove or redefine a special
collection, library staff would make a recommendation for its removal subject to the approval of the
County Library Board.

Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are
maintained in accordance with the terms of those partnerships.

Associated Policies and Laws

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

- Hennepin County Library Board, Library Bill of Rights
- Hennepin County Library Board, Freedom to Read
- Hennepin County Library Board, Freedom to View
- Hennepin County Library Board, Donation Policy
- Minnesota Statute 383B.239. [Hennepin County Library] Board

Process

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board Policy Committee.
Upon completion of the review, the policy is revised or reaffirmed. The Committee revises the policy as needed,
endorses, and advances to the full Library Board for approval.

Policy History

Next Review Date: 9/25/2023
Last Reviewed/Revised Date: 9/19/2015
Date Adopted: 11/20/1920
Library Director Finalist Engagement Plan DRAFT

DRAFT FOR DISCUSSION

Please note that as a volunteer advisory board, we have limited resources. We will also have limited time with the finalists for library director.

How can we make this plan better? Let us know by emailing XYZ! Tell us your thoughts on:
- At the end of the finalist engagement process, what information do you want to have learned?

Friday (Day 1): Reception with Finalists
Note: We have suggested that, prior to this reception, the County Administration take the candidates on tours of various libraries and different parts of Hennepin County - board members could participate.
Purpose: Provide an opportunity for the finalists to meet and learn about community members and library staff, and vice versa.
- Reception with candidates, Central Library (pending availability) in Minneapolis, 5 pm - 7 pm
- Each finalist has 5-10 minutes to give speech. Basic prompt: Who are you and why do you want to lead Hennepin County Library? No Q & A at this time.
- Informal mingling and social hour - opportunity for individuals to meet the finalists, and for the finalists to meet community members.

Saturday (Day 2): Finalist interview and Board meeting
Purpose: The full library board will interview the finalists, and will hold a board meeting to vote on its recommendation for director. Members of the public and staff have the opportunity to view our interview and board meeting, and provide a bit of feedback. The event will be held on a weekend in the afternoon (a different timing than the first event) to help ensure accessibility; it is also in a different location that helps show the diversity of the library system.
- 1 pm - 3 pm: Afternoon forum, at Ridgedale or Brookdale, pending room availability.
• Structure: Finalists are interviewed by board members, in a panel
  o Questions will be given by the board, alternating who asks the
    questions and who responds. Follow-up is allowed if directly
    related to question.
  o 90 minutes total, allowing for about 10 questions.
  o 3 minute response for each, Timed by Secretary
  o Public meeting, per open meeting law. Audience listens and
    watches responses
  o Depending on capacity, we will stream the interview on social
    media, such as YouTube & Facebook Live; and check on public
    access t.v availability.

• 30 Minute Break

• 3:30 pm - 4:15 pm: Public comment period - the board will convene
  and take public comment, per its normal practice. **Candidates will not
  be present.** Public comment is 2 minutes per individual, to ensure all
  as many as possible are heard.

• Board recesses until 5:30 pm

• 5:30 pm - Library Board reconvenes; votes on recommendation to
  County Administrator
Draft posting for HCLIB website and for the internal staff website:

Library Director Job Search - The Library Board’s Role
Hennepin County has restarted the job search for a new Library Director, and the Library Board’s Director Selection Process (DSP) Committee is working to get its plans in order for purposes of the Library Board’s part in the search. The role of the Library Board in the director selection process is a limited but important one. It is the Library Board’s job to hold public meetings and interviews of the finalists for the position and to make a recommendation to the County Administrator regarding the selection. Then, it is the County Administrator, with the approval of the County Board, who ultimately will appoint the Library Director. Both the DSP Committee and the Library Board as a whole are excited to be a part of this process and hope that we can add valuable input.

How can you be involved?
- Give input on our draft plan for the Library Board’s role in the selection process. If you have any recommendations for improving the draft plan, we would welcome them! Read the plan & send an email to XXYY (waiting for email address from County) with your ideas and suggestions.
- We will discuss our plan at our December 18th Director Selection Process Committee meeting, 5:30 pm - 7:30 pm at Ridgedale Library - the public is welcome to attend and listen.
- More ways to come! - When we are further along in the hiring process and know more, we’ll be able to share more details on how you can be involved.

Draft content for emails such as to Friends executive directors (short and sweet):
Give feedback on the library board’s draft process for engaging library director finalists
Hennepin County has restarted the job search for a new Library Director, and the Library Board’s Director Selection Process Committee is working to get its plans in order for purposes of the Library Board’s part in the search. The role of the Library Board in the director selection process is a limited but important one. You can give input on our draft plan for the Library Board’s role in the selection process - learn more here (HYPERLINK TO HCLIB WEBSITE WHICH CONTAINS OUR DRAFT PLAN!)