

**MINUTES OF
HENNEPIN COUNTY LIBRARY BOARD MEETING
June 22, 2016**

The Hennepin County Library Board met Wednesday, June 22, 2016 at Wayzata Library.

Present: Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Barb Fenton, Jonathan Gaw, Sandy Johnson, Jill Joseph, Kathleen Lamb, Samuel Neisen, and Jane Shanard.

Hennepin County Staff: Elizabeth Grant, Lois Lenroot-Ernt, Janet Mills, Nancy Palmer, Thomas Rupp, Lois Langer Thompson, Ali Turner, and Marilyn Zastrow.

Public: Kristi Pearson and Doris Rubenstein

CALL TO ORDER

Library Board President Chris Damsgard called the Hennepin County Library Board meeting of June 22, 2016 to order at 5:00 p.m. and welcomed all in attendance.

APPROVAL OF AGENDA

Jill Joseph made a motion to approve the agenda; seconded by Barb Fenton. Motion passed.

CONSENT ITEMS

Caitlin Cahill made a motion to approve the meeting minutes of May 25, 2016 and accept donations; seconded by Jane Shanard. Motion passed.

PUBLIC COMMENT None

PRESIDENT'S REPORT

• Friends of HCL Update: Executive Director Kristi Pearson

- Growing membership equals growing library support.
 - 2011; 2,800 member households and \$256,700 in funding to HCL.
 - 2015; 7,500 member households and \$826,413 in funding to HCL.
 - 2016; close to 8,000 member households at mid-year and 2016 funding is on target to reach \$870,000.
- 2016 Operating Plan - four key goals of the 2014-2016 Strategic Plan:
 - Increase annual financial investment to support Hennepin County Library key program priorities.
 - Grow individual donor households with targeted investment.
 - Renewal rate: 74.3% (industry average is less than 50%).
 - Grow support from major individual donors
 - Total Minerva donors increased from 113 in 2013 to 150 in 2015.
 - Increase support from foundations and corporations by aligning their funding priorities with HCL strategic priorities.
 - Develop strategies and plans that ensure all Friends of HCL programs are focused on developing and retaining donors.
 - Support local Friends groups in their membership, fundraising, and community-focused efforts:
 - Encouraged local Friends support for system-wide library initiatives.
 - Hosted local Friends appreciation event in collaboration with HCL (2015).
 - Provided options for support in 2015 that resulted in increased giving.
 - Continued building trust with local leadership and streamlining funding processes.
 - Clarify, strengthen and grow Friends of HCL's brand in the community:
 - Establish FHCL's position as a dynamic and effective fundraising organization.
 - Identify and grow key new audiences.
 - Develop concise, strong, and appealing cases for giving.
 - Build organizational capacity:
 - Develop strong systems and processes to measure organizational performance.
 - Strengthen the fundraising capacity of the Board of Directors and ensure a pipeline of leadership for the Board of Directors.
- Strategic Planning for 2017-2019
 - By December 2016, the Board will:
 - Review and refresh our mission, vision, and values.

- Define a Theory of Action - what do we mean by “support” the library.
- Develop 3 year goals and strategies for meeting those goals.
- Create an evaluation plan to measure progress and success in implementation.
- Begin thinking about Board Development aligned to the new Theory of Action.
- By June 2017, the staff will:
 - Create communication & marketing plans for the Theory of Action.
 - Develop and implement fundraising strategies.
 - Align staff development to the Theory of Action.
- 20th Anniversary Season of Pen Pals – 75 new subscriptions for the season from the Anthony Doerr audience
 - Two Pulitzer Prize winners: Anna Quindlen and Elizabeth Strout, a two-term U.S. Poet Laureate: Billy Collins, Lee Child author of the bestselling Jack Reacher series, and a special musical season finale with a National Book Award winner James McBride.
- HCL-Minneapolis Central 10th Anniversary Celebration
 - On November 5, Friends of HCL will host the celebration for this milestone in our thriving community treasure.
 - Locally celebrated writers, corporate and philanthropic leaders, government officials, artists, and community thought leaders will join with an estimated 500 guests.
 - Featured spaces and activities include: Best Buy Teen Tech Center, James K. Hosmer Special Collections, book preservation workshop and our nationally acclaimed music collections featuring a one-of-a-kind grand piano rehearsal studio.
- Friends of HCL New Website
 - Key strategies: integration with HCL, fundraising, stories of impact, and mobile and social media ready.
 - Kathleen Lamb suggested that there is a market for mugs and stationery promoting HCL and recognizing the César Pelli Library (Minneapolis Central Library) for tourists and residents.
- **Revised Library Board meeting schedule**
 - An updated Library Board meeting schedule noted the change in location for July 27 meeting to Ridgedale Library.
- **Announcements**
 - New Brooklyn Park Library grand opening events are Thursday, June 23. 5 p.m. for the ribbon-cutting and Saturday, June 25, 10 a.m.-3 p.m. for community celebration with programs for all ages.
 - There will be a social gathering for the Library Board at Jane Shanard’s following the August 24 Library Board meeting.

PROGRAM REPORT

• **Former Library Board member commendation: Doris Rubenstein**

Library Board President Chris Damsgard made a motion to approve the following resolution honoring Library Board member Gary Thaden, seconded by Jill Joseph. Motion passed.

WHEREAS, Doris Rubenstein served with distinction as a Library Board member for Hennepin County Library from March 2013 until March 2016; and

WHEREAS, through her term as a Library Board member she endorsed the Hennepin County Library Strategic Plan 2011-2025 and 2014-2018 Capital budget requests; and

WHEREAS, she continued her library education by attending Minnesota Library Association Annual Conference in 2013 and 2015, and participated in a webinar on Minnesota Library Association legislative agenda; and

WHEREAS, Ms. Rubenstein served as a member of the Program/Policy Committee in 2014 and the Nominating Committee in 2015; and

WHEREAS, she participated in numerous local and community library events by attending the Richfield City Council meeting where Augsburg Park Librarian Phuoc Thi Minh Tran was awarded by the Richfield Human Rights Commission, the Gene and Mary Jacobsen Outstanding Citizen Award, adult volunteer recognition, Minnesota Library Legislative Day, Southdale Regional Center County Board Briefing, operating budget presentations, Brooklyn Park Library Ground-breaking, Washburn Library Community meeting and tour, Friends of Roosevelt Library preview tour, the Excelsior and Walker libraries grand opening events; tutored for Homework Help, and

WHEREAS, Ms. Rubenstein has been a faithful and steadfast colleague who contributed significantly to the goals and objectives of the Hennepin County Library system, treated patrons and colleagues with respect and sustained her strong commitment to the role of the public library in building strong communities; and

WHEREAS, through her term of dedicated service and hard work, Ms. Rubenstein has been a strong advocate for the Library and patrons; therefore:

BE IT RESOLVED that the Hennepin County Library Board by this resolution extends its gratitude to Doris Rubenstein and acknowledges with great respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County, Minnesota and wishes her all the best in her future endeavors.

Doris Rubenstein thanked the Board and after serving on the Board she appreciates libraries even more. Ms. Rubenstein announced that her book will be published this year and she plans to contribute several copies to Hennepin County Library.

DIRECTOR'S REPORT

• Operating and Capital Budget Update

- Library Director Thompson reviewed the 2017 Library operating budget request including the budget schedule, the annual reduction in merger funding and changes from 2016 to 2017.
- The submission includes two add back requests: 1) \$250,000 for collection and 2) \$100,000 to continue services developed for Cedar Riverside and extending those services to other communities.
- 2017 Library operating budget will be submitted next week to County Administration. The Library Board may recommend the budget request either this month or in July.
- Kathleen Lamb made a motion for HCL to either be compensated for the sale of the old Brooklyn Park Library building or remove the maintenance costs from the operating budget; seconded by Jane Shanard. Motion passed.
- Library Director Thompson reviewed the 2017 Capital Budget and 2017-2021 Capital Improvement Program.
- The Library Strategy – Buildings is being extended to a twelve year cycle to reduce the impact on the capital budget.

• Library and County Updates

- Ridgedale Library Renovation Open House: attended the open house with County Board Chair Jan Callison and Board members Caitlin Cahill and Jane Shanard. Patrons reviewed preliminary designs for the renovation project. There will be another community meeting this fall and the Library will be closed for 8-12 months starting spring 2017.
- Diversity and Inclusion: the Library offered Race 101 and 102 conversations for staff. The Diversity and Inclusion Manager position received over 100 applications. Final selection will occur in July.
- First read: Strategic Plan reframe includes promises to our communities, patrons and staff. The language is more transparent and includes updated language.
 - Katherine Blauvelt suggested adding diversity and inclusion more clearly in communities and patrons promises.
 - Samuel Neisen suggested strengthening the language to show the ties within all of our communities.
 - Jane Shanard made a motion to move the Strategic Plan reframe to the consent agenda for next month; seconded by Jill Joseph. Motion passed. Library Director Thompson clarified that there will be some changes based on the conversation.
- The Library's new catalog will go live on June 29.

COMMITTEE REPORTS

• Policy Committee Report by Caitlin Cahill

- The Policy Committee meeting scheduled for June 2 did not have a quorum. Attendees discussed Internet Public Use, Lending, and Patron Services policies with tracked changes to prepare for the next meeting on Thursday, July 14, 4:30 p.m. at Ridgedale Admin Offices, Conference Room 172.

UNFINISHED BUSINESS None

NEW BUSINESS

- Jane Shanard acknowledged Caitlin Cahill for obtaining her master's degree in Information Technology from Harvard.
- **Work session: Library Board policies**
 - Library Director Thompson thanked the Library Board for taking the time to talk about policies. The Policy Task Force identified three goals 1) identifying best practices for policy development, 2) analyzing where there are policy gaps and 3) reviewing current policies from the perspective of usability and accessibility. The Task Force decided to include the full Board in the discussion due to the importance of the subject matter.

- Currently the Library has Library Board, Library Administration and Hennepin County policies. Staff are completing a comparison with local and national library systems and the Library's Senior Team has provided input. Lois Lenroot-Ernt facilitated a discussion with the Board.
 - What caught your attention in this document?
 - What part of the Policy Project Overview excites you?
 - What concerns do you have?
 - What kind of library do we want to be?
 - What makes good policy?
 - What policies are important for a library to have?
- Library Director Thompson clarified the role of the Task Force to set strategy that will provide direction for the Library and Library Board Policy Committee.
- The Library Board asked to be notified when the next Library Board Task Force meets.

ADJOURN

There being no further business, Jill Joseph made a motion to adjourn the Library Board meeting at 7 p.m.; seconded by Chris Damsgard. Motion passed. The next Library Board meeting is Wednesday, July 27, 2016, 5 p.m. at Ridgedale Library, Robert H. Rohlif Meeting Room, 12601 Ridgedale Drive, Minnetonka.

Sandy Johnson, Secretary