

**MINUTES OF
HENNEPIN COUNTY LIBRARY BOARD MEETING
July 27, 2016**

The Hennepin County Library Board met Wednesday, July 27, 2016 at Ridgedale Library.

Present: Adja Ann, Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Barb Fenton, Jonathan Gaw, Sandy Johnson, Jill Joseph, Kathleen Lamb, Samuel Neisen, and Jane Shanard.
Hennepin Ellie Chowan, Susan Cooper, Heather Frisch, Johannah Genett, Lois Lenroot-Ernt, Janet Mills, Nancy Palmer, Holly Racy, Elena Ryabinin,
County Staff: Lois Langer Thompson, Ali Turner, Susan Woodwick, and Marilyn Zastrow.

CALL TO ORDER

Library Board President Chris Damsgard called the Hennepin County Library Board meeting of July 27, 2016 to order at 5:03 p.m. and welcomed all in attendance.

APPROVAL OF AGENDA

Jane Shanard made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.

CONSENT ITEMS

Chris Damsgard made a motion to move the Strategic Plan reframe to Unfinished Business for further discussion; seconded by Caitlin Cahill. Motion passed. Jill Joseph made a motion to approve the meeting minutes of June 22, 2016 and accept donations; seconded by Caitlin Cahill. Motion passed.

PUBLIC COMMENT None

LIBRARY HIGHLIGHT

• Outreach: Service Manager Susan Woodwick

Outreach brings the library to people facing barriers to visiting libraries. Susan Woodwick noted that Jane Shanard volunteers with a team of nine preparing 3,500 *At Home Readers* for distribution every other month and Sandy Johnson is a *Read to Me* volunteer with the Corrections program.

Services to Corrections:

- Services to Corrections includes the following facilities: Public Safety, County Home School, Adult Corrections and Juvenile Detention Center. Services include providing books, book talks, answering information requests, *Read to Me* program, and visits by staff from neighborhood libraries to encourage residents to visit their local library when they return to their community.
- With Friends of HCL, submitted a grant proposal for a Library Services Technical Act (LSTA) focused on library service to families impacted by incarceration.
- With the grant funding, HCL Outreach staff will create a guide to showcase library services, build partnerships with the corrections service providers, present local and national authors at the facilities and in the community, and have experts on families impacted by incarceration provide panel presentations.

Deposit collections, At Home and Mail Service:

- Deposit collections include large and regular print books that are brought to 63 sites every quarter.
- At Home Service connects HCL trained volunteers who bring materials to people who cannot leave their homes.
- Mail Service sends books and other media to at-home patrons who range in age from teens to over 100 years old.
- *TV Time* is a new service, funded with a grant from Friends of Ridgedale Library, to purchase and circulate DVDs of 1960 TV shows to senior residences.
- Received a Library Seed Grant through the action planning process to purchase five eReaders for senior residences. EReaders can be set up to allow staff to remotely manage the account, allowing staff to push magazines and books onto the eReader. The activity directors at the facilities have received training, and along with HCL staff, provide support for residents.

Library Board members commented on being reminded of the overwhelming scope of services by Outreach and HCL that result in HCL being a national leader in the field.

PRESIDENT'S REPORT

• Announcements

- A consensus for a Special Collections tour at Minneapolis Central Library is scheduled for prior to the meeting on September 28 at 4:30 p.m.

- Library Board members interested in attending the Minnesota Library Association 2016 Conference on Thursday, September 29 – Friday, September 30, at Duluth Entertainment Convention Center should let Chris know by Monday, August 8. Early bird registration deadline is August 29.
- **American Library Association Annual Conference Report: Jill Joseph**
Jill Joseph serves on several committees: ALA Literacy Committee and United for Libraries Program Committee.
 - The Literacy Committee is under the sponsorship of the newly named Office of Diversity, Equity and Outreach. The Committee agreed to use the Office of Economic Cooperation and Development (OECD) definition:
Literacy is the ability to identify, understand, interpret, create, communicate and compute, using printed and written materials associated with varying contexts. Literacy involves a continuum of learning in enabling individuals to achieve their goals, to develop their knowledge and potential, and to participate fully in their community and wider society.
 - The committee agreed to initiate the development of an online Literacy Toolkit for all libraries to use.
 - Literacy Programming at the conference included a well-attended panel: *Library Services to Incarcerated Adults* that included HCL staff member Susan Woodwick.
 - Jill's service on this committee will continue for several more years.
 - United For Libraries (UFL) Program Committee met. One of UFL's programs this year was: *Milestone Celebrations*. Susan Woodwick presented HCL milestone celebrations such as Sumner Library Centennial.
 - Jill attended the opening general session by noted professor and author Michael Eric Dyson. He spoke passionately on the conference theme saying that the cornerstone of diversity, equity, and inclusion is literacy. He emphasized the critical role that libraries play in literacy for inclusion.
 - Dr. Safiya Noble presented *Toward an Ethic of Social Justice in Information* outlining the results of many studies showing racial and gender bias in search engines and other sources of digital information and what measures are being taken to counteract bias.

DIRECTOR'S REPORT

• Library and Community Updates

- Attended 2016 American Library Association Conference in Orlando with Jill Joseph. They joined the Urban Libraries Council breakfast. As a result, HCL was invited along with Hopkins Schools and Prince Georges County in Maryland to present a ULC Webinar on our ConnectEd initiative. Attended the following programs:
 - Workplace culture. Policies can set your culture or they can reflect your culture.
 - Community engagement and building projects. As part of the renovation of the Harold Washington Library in Chicago they are engaging the community in innovative ways resulting in the community's desire to recapture unused space and creating incubator spaces for patrons to interact and learn from each other.
 - Ethics of Diversity. Discussion on the difference between morality and ethics. The presenter defined morality as principled behavior and ethics as the process to analyze, discuss and make decisions. Ethics can help you reconcile differences in morality. The presenter cautioned against looking for an answer in a policy to support your moral belief. This will be discussed with the Policy Committee going forward.
- During the past month attended:
 - Friends of HCL Board of Director's meeting and strategic planning session with committee defining purpose.
 - Brooklyn Park Library Grand Opening on June 23.
 - MELSA Advisory Board meeting. Minitex is looking at SELF-e that offers self-published authors a way to make their eBooks available through libraries.
 - Staff meetings at libraries and sections. The meetings will continue into the fall. Some themes are starting to emerge.
- Diversity and Inclusion update:
 - HCL is finishing the hiring process for the Diversity and Inclusion Manager. The consultant contract is in process and we want to make sure it's a well-planned coordinated effort to ensure our work place is more diverse and inclusive.
 - Library Director Thompson has posted several director's messages and invited staff to an open meeting to talk about the library's response in times of crisis. A few highlights from the conversation are included:
 - Review our book club kits to ensure books that support discussion on race and equity are included. Staff are working on identifying titles and developing questions to support conversations.

- An example of response was opening our libraries following tornadoes in Rogers and North Minneapolis.
 - Libraries have provided services for immigrants for over 100 years and are now extending services to patrons experiencing homelessness.
 - The group discussed addressing both the immediate crisis and sustaining long term community support.
 - Building staff capacity and ensuring our collections and displays are diverse, available and promoted.
 - Listening, learning, and then reviewing policies with a diversity and inclusion lens.
 - Building relationships with community partners including police departments.
 - Determining the support and resources that are needed for the future.
 - Acknowledging how difficult and emotional these issues are personally and for patrons who come in and need to talk.
- Capital Projects Manager Lois Lenroot-Ernt gave an update on library policy review
 - The project started in January with direction from Library Director Thompson. In April, the Library Board Task Force was formed. Members include: Caitlin Cahill, Chris Damsgard, and Kathleen Lamb. A team of five staff are currently reviewing information including an analysis of policies in peer libraries in MELSA and across the nation. The Library Board discussed policies in June.
 - Staff are reviewing the meeting room policy to build a template to use for review of all policies. They have looked at both the Library Board and Administrative meeting room policies.
 - There is duplication between the two policies and the team is considering ways to streamline the policies while retaining the intent of the current content. The policy is also being reviewed for accessibility and ease of use including format, plain language and breadth of coverage. For example, best practice is to write public policy at a fourth or fifth grade level and some of our policies are written at an eleventh grade level.
 - The review of the meeting room policy will be brought forward to the Library Board Task Force.
 - Next steps; staff will finalize the template this summer and a meeting will be scheduled with the Library Board Task Force in early fall.
 - **Recommendation for 2017 Library Operating and Capital Budgets**
 - Library Director Thompson reviewed the 2017 Library operating budget request noting the addition of \$50,000 for the upgrade to the Horizon staff catalog and servers, the increase to the Friends of HCL grants to the Library, and the request for additional FTE for the new Webber Park Library.
 - The next step is a review of the budget request with County Administration.
 - Discussion:
 - Operations Division Manager Nancy Palmer clarified that the adjustment being made is an increase in revenue and an increase in expenditures funded by Friends of HCL funding. If the funding is not received, the expenditures will be under budget and revenue will be under budget. The Library will not use property tax to make up for any deficit.
 - Negotiations with AFSCME for impact bargaining have been completed. Staff moved into new job classes on June 27. The increase to the personal services budget will be managed within the current budget.
 - Kathleen Lamb made a motion to recommend the 2017 Library operating budget request to move forward; seconded by Barb Fenton. Motion passed.
 - 2017 Hennepin County Budget Schedule
 - The County Board 2017 Budget Briefing for Operations and Library is September 26, 1-4 p.m.
 - 2017-2021 Capital budget request
 - Library Director Thompson reviewed the 2017 Capital Budget and 2017-2021 Capital Improvement Program
 - 2017-2018 budget years are set and 2019-2021 are under review.
 - The county approves the funding for 2017 and a five year plan.
 - Jill Joseph made a motion to recommend the 2017-2021 Library capital budget request; seconded by Caitlin Cahill. Motion passed.
 - As follow up to a motion last month, the Brooklyn Park Library will be used to house collections during closed times for Ridgedale and Eden Prairie libraries.

COMMITTEE REPORTS

• Policy Committee Report by Caitlin Cahill

The committee discussed Internet Public Use, Lending, and Patron Services policies with tracked changes including the addition of: "sites that pose a security risk are not constitutionally protected" to the end of the section of Scope of Access in the Internet Public Use policy for clarity. County Attorney Chuck Salter has reviewed and approved. The policy history format will be changed on all three policies to read: date approved and next review date to be consistent.

The committee would like the policies to move to a second read for August and consent for September.

First Read: Internet Public Use Policy

- Question was raised if the language for unauthorized downloads - software belongs in this policy. Library Director Thompson responded that they would follow-up on this question.
- A discussion was held on the first paragraph under Scope of Access. Members felt the wording is too vague. The Policy Committee will review the paragraph for clarity.
- First Read: Lending Policy
 - Question was raised if this policy was needed. The Policy Committee is deferring those decisions until the Library Board Policy Task Force completes its review.
- First Read Patron Services Policy
 - No discussion

UNFINISHED BUSINESS

• Strategic Plan reframe

- Library Director Thompson noted three changes (italicized) to the document based on Library Board and staff input.
 - To Our Communities
 - Providing library services that reflect and respond to community *diversity*
 - To Our Patrons
 - Delivering relevant, innovative *and inclusive* library services
 - To Our Staff
 - *Encouraging learning and development and leveraging existing expertise*
- Kathleen Lamb made a motion to approve the Strategic Plan; seconded by Jane Shanard. Discussion followed. The next step is that it will go to the County Board. Motion passed.

NEW BUSINESS None

ADJOURN

There being no further business, Kathleen Lamb made a motion to adjourn the Library Board meeting at 6:25 p.m.; seconded by Jonathan Gaw. Motion passed. The next Library Board meeting is Wednesday, August 24, 2016, 5 p.m. at Ridgedale Library, Robert H. Rolf Meeting Room, and 12601 Ridgedale Drive, Minnetonka.

Sandy Johnson, Secretary