

HENNEPIN COUNTY

LIBRARY BOARD




THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

January 13, 2021, 5:30-7:00 p.m.

Virtual Meeting

Library Board Agenda

EXECUTIVE COMMITTEE

1. WELCOME AND CALL TO ORDER
-  2. APPROVAL OF AGENDA*
-  3. APPROVAL OF OCTOBER 21, 2020 MEETING SUMMARY*
4. 2021 BUDGET/OPERATIONS UPDATE – DIRECTOR HELTON
5. DISCUSSION: 2021 CALENDAR AND MEETING PLANNING
6. AGENDA FOR NEXT BOARD MEETING
7. NEW BUSINESS
-  8. ADJOURN*

 *Library Board action items

Library Board

Erin Vrieze Daniels, President | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Rahfat Hussain | Adja K. Kaba | Jane Brissett | LaBelle Nembang | Samuel Neisen | Sheila Letscher, Vice President | Gordy Aune Jr.

Library Director

Chad Helton

HENNEPIN COUNTY

LIBRARY BOARD

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Executive Committee

Meeting Summary

The Library Board Executive Committee met Wednesday, October 21, 2020, via Microsoft Teams.

Attendees

Present: Sheila Letscher, Tim Dolan, Sam Neisen, Erin Vrieze Daniels and LaBelle Nambangi

Hennepin County Staff: Chad Helton, Janet Mills, Ali Turner and Jeannette Lewis

Public:

Welcome and Call to Order

Chair Erin Vrieze Daniels called the meeting to order at 5:32 p.m. and welcomed attendees.

Approval of Agenda and Meeting summary

Sheila Letscher made a motion to approve the October 21, 2020 agenda; second by Tim Dolan.

Sheila Letscher made a motion to approve the June 3, 2020 meeting summary; second by Tim Dolan.

Virtual Meeting Rules

Committee members discussed virtual meeting rules. Full board and committee meeting invites should only include board members and presenters for the LIVE event meeting. Roll call for presenters is also helpful in confirming who is in the LIVE meeting.

HCL staff and members of the public should attend the meetings using the link on the HCL public website. This process will allow the board chair to better interact with board members during the meetings. Committee members agreed that a power point presentation will only be necessary when there is content about an agenda topic to present.

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Board Member On-Boarding

Hennepin County Commissioners appointed three new members to the Library Board. The new members are Keegan Xavi, Gordy Aune, Jr. and Jane Brissett, appointed on October 20, 2020. Committee members discussed the on-boarding process for the new members. There will be a virtual orientation and mentor process in place for the new members.

Strategic Plan

Committee members participated in open discussion about the Library's 2011 – 2025 Strategic Plan. In 2021, the board plans to engage in work and discussion around strategic planning. Library Director Chad Helton gave some ideas and examples of how the board can collaborate with library staff on the strategic planning work.

Goals and Initiatives to the Library Foundation

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.”

NEW BUSINESS

The committee discussed agenda items for the November 18, 2020 full Library Board meeting.

ADJOURN

Chair Erin Vrieze Daniels adjourned the meeting at 6:15 p.m.

HENNEPIN COUNTY
LIBRARY BOARD

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Library Board Schedule

2021

Library Board Meetings

DATE	TIME	LOCATION*
January 27, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room (R)
March 24, 2021	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room (R)
Annual Meeting May 5, 2021	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room (R)
June 23, 2021	5:30 – 7:30	Brookdale Library, ABC Meeting Room (R)
September 22, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room (R)
November 17, 2021*	5:30 – 7:30	Golden Valley Library, Meeting Room (R)

Executive Committee Meetings

DATE	TIME	LOCATION*
Feb. 24, 2021	5:30 – 7:30	Augsburg Park Library, Meeting Room (R)
Schedule April??		
June 2, 2021	5:30 – 7:30	Brooklyn Park Library, Mississippi Room (R)
Aug 18, 2021	5:30 – 7:30	Northeast Library, Meeting Room (R)
Oct 13, 2021	5:30 – 7:30	Hosmer Library

***ALL MEETINGS ARE HELD VIRTUALLY UNTIL FURTHER NOTICE**

*Meeting in week three of November due to Thanksgiving holiday.

(R) = Reserved in LibCal

2021	Full Board		Full Board		Exec. Comm.		Full Board		Executive Comm.		Full Board		Exec. Comm.		Full Board		Exec. Comm.		Full Board		Exec. Comm.		Full Board	
	Template	Time	Jan. 27, 2021	Time	Feb 24, 2021	Time	Mar. 24, 2021	Time	Schedule APRIL??	Time	May 5, 2021	Time	Jun. 2, 2021	Time	Jun. 23, 2021	Time	Aug. 18, 2021	Time	Sept. 22, 2021	Time	Oct. 13, 2021	Time	Nov. 17, 2021	Time
Consent	New Member Intro. Approval of Agenda Consent	2 1 1	Approve Agenda Consent Agenda	2		Approve Agenda Consent Agenda	1 1	Approve Agenda Consent Agenda	1 1	New Member Intro Approve Agenda Consent Agenda	1 1 1	Approve Agenda Consent Agenda	1 1	Approve Agenda Consent Agenda	1 1	Approve Agenda Consent Agenda	1 1	Approve Agenda Consent Agenda	1 1			Approve Agenda Consent Agenda	1 1	
Public Comment	Public Comment	3	Public Comment	3		Public Comment	3			Public Comment	3			Public Comment	3			Public Comment	3			Public Comment	3	
County Commissioner Update	Commissioner, District	15	Goettel	10		N/A	0	N/A	0	No	0	N/A	0		15	N/A	0	TBD	15			TBD	15	
Special Presentations	Ignite or Special Presentation/Election	3	County Strategic Planning Process	20		Strategic Planning Work	60	N/A	0	Election of Officers Appt of FHCL rep	5	N/A	0	ERP Winners	15	N/A	0	County Administrator	15			FHCL	15	
President's Report / Formal Business	Announcements Commendation(s) Appointments Conference Report Topic(s)	15	2021 Meeting schedule 2020 Accomplishments	5 2		Announcements Nom. Committee Appointments	2 3	2021 Agendas Budget Comm report re: 2022		Announcements Commendation HC Attorney Chuck Salter Meeting Locations Conf. Reports	1 5 10 5 5	Review Budget Meeting Review	60 25	Announcements Exec. Comm	5 10	FHCL \$ Review Meeting Review Review & Recommend 2020 Meeting Schedule New member onboarding	13 25 20 30	Announcements Exec. Comm Review 2020 Meeting Schedule Approve FHCL \$	5 5 10 5			Announcements & reminder for Bd re-applications Approve 2020 meeting schedule	5 10	
Library Board Dialogue	Dialogue	45	21 st C Library Models	40		N/A	0	N/A	0	2020 Budget Outcomes	45	N/A	0	Review & Recommend Budget	40	N/A	0	Technology pt 1	45			Technology pt 2	45	
Library Board Policies	Policy 1 Policy 2 Policy 3 Policy 4 Policy 5 Policy 6	20	Policy Introduction Per Diem / Internet Fee & Fine Patron Services Patron Use of Space Reserving & Using	20		Policy Review Per Diem Internet Fee & Fine	20	N/A	0	Policy Review Patron Services Patron Use of Space Reserving & Using	15	N/A	0	First Read Per Diem / Internet Fee & Fine Patron Services Patron Use of Space Reserving & Using	30	N/A	0	Second Read Per Diem / Internet Fee & Fine Patron Services Patron use of Space Reserving & Using	10			Approval Per Diem / Internet Fee & Fine Patron Services Patron Services/Space Reserving & Using	10	
Director's Report	Library, Community, Topic(s)	10	Updates	10		Updates	10	N/A	0	Updates	3	N/A	0	Updates	5	N/A	0	Updates	5			Updates	5	
Committee Reports	FHCL Public Art	2	Exec Comm Report FHCL Report	3 2		Exec Comm FHCL	5 2	N/A	0	Exec Comm Rept FHCL	15 2	N/A	0	FHCL	2	N/A	0	FHCL	2			FHCL	2	
Unfinished	Unfinished Business	1	Unfinished Bus.	1		Unfinished Bus.	1	N/A	0	Unfinished Bus.	1	N/A	1	Unfinished Bus.	1	N/A	0	Unfinished Bus.	1			Unfinished Bus.	1	
New Bus.	New Business	1	New Bus.	1		New Bus.	1	N/A	0	New Bus.	1	N/A	1	New Bus.	1	N/A	0	New Bus.	1			New Bus.	1	
Adjourn	Adjourn	1	Adjourn	1		Adjourn	1	N/A	0	Adjourn	1	N/A	1	Adjourn	1	N/A	0	Adjourn	1			Adjourn	1	
Total time		120		120			110		88		120		90		130		90		125				115	

Policy Review Schedule

As a part of this process, throughout each year, the board will

- Discuss policies, incorporating an equity lens into policy discussions
 - Based on board discussions, staff will develop policy drafts
- The library board will review and discuss drafts, staff will amend policies based on library board input
- Board will conduct first and second readings of amended policies
- Library Board will approve policies by the end of each year

Agenda Schedule

1. **Introduction to policy group for review:** January
 - a. Some policies the board is only able to adopt or reject, not able to edit.
2. **Policies focused conversations:** March
 - a. May begin at end of prior year for some policies
3. **Review drafts:** May (annual meeting)
4. **First read:** June
5. **Second read:** September
6. **Board approval:** November

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LIBRARY BOARD

Policy Review Schedule

Library Board Policy	Next Review Year	Review Schedule***	Last Adopted
GROUP A			
Commissioned Public Art	2022	every 4 years	2018
Donation	2022	every 4 years	2018
Library Bill of Rights	2022	every 4 years	2018
Patron Data Privacy	2022	every 4 years	2018
GROUP B			
Collection Development & Management	2024	every 4 years	2020
Freedom to Read	2024	every 4 years	2019
Freedom to View	2024	every 4 years	2019
Lending	2024	every 4 years	2020
Policy Review Policy	2024	every 5 years ¹	2020
GROUP C			
Internet Public Use	2021	every 4 years	2016
Fee and Fine Policy	2021	every 3 years ²	2017
Patron Services Policy	2021	every 4 years	2016
Patron Use of Library Spaces	2021	every 4 years	2017
Reserving & Using Library Rooms Policy	2021	every 3 years ³	2017
GROUP D			
By Laws	2023	every 3 years	2020
Code of Conduct for HCL Board Members	2023	every 5 years ⁴	2020
Library Board Per Diem & Expense Policy	2021 and 2023**	every 5 years ⁵	2017

*Per Policy Review Policy, all policies should be reviewed every 5 years at a minimum, except that (i) any newly adopted policy should be reviewed after year 1 or 2 of adoption and (ii) bylaws should be reviewed every 3 years (suggested above that Code and ****Per Diem** be on same schedule as bylaws).

***If the review schedule is noted, the policy itself sets forth the cycle, but note that any policy may be reviewed more frequently should the need arise (e.g., change in law, change in standard library practice, community needs, etc.).

¹ Suggest changing this to 4 years at next review in 2024.

² Suggest changing this to 4 years at next review in 2021 BUT schedule review of fine elimination for 2023 since it is a major change and impact should be considered as if it is a "new" policy.

³ Suggest changing this to 4 years at next review in 2021.

⁴ Suggest changing this to 3 years at next review in 2023.

⁵ Suggest changing this to 3 years at next review in 2021.

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Library Board Schedule

2022

Library Board Meetings

DATE	TIME	LOCATION
January 26, 2022	5:30 – 7:30	Rockford Road Library, Meeting Room
March 23, 2022	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
Annual Meeting May 4, 2022	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
June 22, 2022	5:30 – 7:30	Brookdale Library, ABC Meeting Room
September 21, 2022	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room
November 16, 2022*	5:30 – 7:30	Eden Prairie Library, Meeting Room

Executive Committee Meetings

DATE	TIME	LOCATION
Mar 9, 2022	5:30 – 7:30	Hosmer Library, L02 meeting room
June 1, 2022	5:30 – 7:30	Oxboro Library, River Valley Meeting Room
Aug 10, 2022	5:30 – 7:30	Maple Grove Library, Meeting Room
Oct 19, 2022	5:30 – 7:30	Northeast Library, Meeting Room

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Library Board Schedule

2023

Library Board Meetings

DATE	TIME	LOCATION
January 25, 2023	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
March 22, 2023	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
Annual Meeting May 3, 2023	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room
June 21, 2023	5:30 – 7:30	Brookdale Library, ABC Meeting Room
September 20, 2023	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
November 15, 2023*	5:30 – 7:30	Golden Valley Library, Meeting Room

Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 22, 2023	5:30 – 7:30	Augsburg Park Library, Meeting Room
June 7, 2023	5:30 – 7:30	Brooklyn Park Library, Mississippi Room
Aug 16, 2023	5:30 – 7:30	Northeast Library, Meeting Room

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January 27, 2020, 5:30-7:30 p.m.

Virtual Library Board Meeting

Library Board Agenda - DRAFT

1. Call to Order
-  2. Approval of Agenda*
-  3. Consent*
 - A. Approval of Minutes of 18 Nov 20
 - B. Donations
4. Public Comment (5:35pm)
5. Commr. [] (5:45 pm)
6. Director's Report (6:00 pm)
 - a. Final Budget 2021
 - b. Staff Request for Modified Curbside Service
 - c. Strategic Planning & Library Board Involvement
7. 21st Century Library Models – Director & Staff (6:20 pm)
8. Introduction to 2021 Policy Review Cycle (6:50pm)
 - a. Per Diem
 - b. Internet
 - c. Fee & Fine
 - d. Patron Services
 - e. Patron Use of Space
 - f. Reserving & Using
9. 2021 Board Planning – President (7:00pm)
10. Committee Reports (7:15 pm)
 - a. Executive Committee
 - b. FHCL
11. Unfinished Business (7:20 pm)
12. New Business (7:25 pm)
13. Adjourn (7:30 pm) 

 *Denotes board action item.

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