

# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# February 24, 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 JANUARY 13, 2021 MEETING SUMMARY\*

4. COMMITTEE APPOINTMENTS

5. BOARD PLANNING: 2021 LIBRARY DIALOGUES / DISCUSSION TOPIC

6. FINALIZE FOR ADOPTION AT THE ANNUAL MEETING: 2021-2023 CALENDARS

7. AGENDA FOR MARCH 24, 2021 BOARD MEETING

8. NEW BUSINESS



8. ADJOURN\*



\*Library Board action items

### Library Board

Erin Vrieze Daniels, President | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Lynn Stetler | Adja K. Kaba | Jane Brissett | LaBelle Nambangi | Samuel Neisen | Amal Karim | Gordy Aune Jr.

### Library Director

Chad Helton

# HENNEPIN COUNTY

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### Executive Committee

#### Meeting Summary

The Library Board Executive Committee met Wednesday, January 13, 2021, via Microsoft Teams.

#### Attendees

**Present:** Sheila Letscher, Erin Vrieze Daniels, Jonathan Gaw, Adja Kaba, Jane Brissett, Keegan Xavi, Gordy Aune Jr, and LaBelle Nambangi

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

#### Public:

##### Welcome and Call to Order

Chair Erin Vrieze Daniels called the meeting to order at 5:30 p.m. and welcomed attendees.

##### Approval of Agenda and Meeting summary

Sheila Letscher made a motion to approve the agenda; second by Adja Kaba.

Sheila Letscher made a motion to approve the October 21, 2020 meeting summary; second by Adja Kaba.

##### 2021 Budget/Operations

Director Chad Helton will give an update at the January 27, 2021 full Library Board meeting

#### Library Board

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

Library Director  
Chad Helton



### [Discussion: 2021 Calendar and Meeting Planning](#)

Committee members discussed the 2021 calendar for board meetings. The committee would like to increase the meeting cadence to monthly meetings. Sheila Letscher proposed moving the Policy Review schedule back to full board meeting discussions. Adja Kaba suggested having a committee structure for policy review, allowing for more in-depth dialogue, which would come back to the full board for discussion and approval. The committee discussed the timeline for the Strategic Plan work.

### [Agenda for Next Board Meeting](#)

Committee members participated in open discussion about agenda items for the next full board meeting on January 27, 2021.

### [NEW BUSINESS](#)

ALA Mid-winter conference sign-up is now open.

### [ADJOURN](#)

Chair Erin Vrieze Daniels adjourned the meeting at 6:11 p.m.

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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							
	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		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		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		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 <sup>st</sup> 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

# HENNEPIN COUNTY

## LIBRARY BOARD

### Policy Review Schedule

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

<sup>1</sup> Suggest changing this to 4 years at next review in 2024.

<sup>2</sup> 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.

<sup>3</sup> Suggest changing this to 4 years at next review in 2021.

<sup>4</sup> Suggest changing this to 3 years at next review in 2023.

<sup>5</sup> 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 <b>MOVE TO JULY</b>	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* <b>MOVE TO 1<sup>ST</sup> OR 2<sup>ND</sup> WEEK OF DEC</b>	5:30 – 7:30	Eden Prairie Library, Meeting Room

## Executive Committee Meetings

DATE	TIME	LOCATION
<b>ADD EARLY JAN</b>		
Mar 9, 2022 <b>MOVE TO LATE FEB</b>	5:30 – 7:30	Hosmer Library, L02 meeting room
<b>ADD APRIL MTG</b>		
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 <b>MOVE TO JULY</b>	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* <b>MOVE TO 1<sup>ST</sup> OR 2<sup>ND</sup> WEEK OF DEC</b>	5:30 – 7:30	Golden Valley Library, Meeting Room

## Executive Committee Meetings

DATE	TIME	LOCATION
<b>ADD EARLY JAN</b>		
Feb. 22, 2023	5:30 – 7:30	Augsburg Park Library, Meeting Room
<b>ADD APRIL</b>		
June 7, 2023	5:30 – 7:30	Brooklyn Park Library, Mississippi Room
Aug 16, 2023	5:30 – 7:30	Northeast Library, Meeting Room
<b>ADD OCTOBER</b>		

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## LIBRARY BOARD

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March 24, 2021, 5:30-7:30 p.m.

Virtual Library Board Meeting

# Library Board Agenda

1. Call to order



2. Approval of agenda\*



3. Consent\*

- A. Approval of Minutes of January 27, 2021
- B. Donations

4. Public comment

5. Mni Sota

6. Commissioner Debbie Goettel

7. Presidents report

- A. 2021 Board Planning
- B. ALA Mid-winter Conference
- C. Committee Appointments
- D. Virtual Meetings

8. Director's report, Chad Helton

- A. Final Budget 2021,
- B. Staff Request for Modified Service
- C. Strategic Planning and Library Board Involvement

9. 21<sup>st</sup> Century Library Models

10. Introduction to 2021 Policy review Cycle

- A. Per Diem
- B. Internet
- C. Fine and Fee
- D. Patron Services
- E. Patron Use of Space
- F. Reserving & Using

11. Committee Reports

- A. Executive Committee
- B. FHCL
- C. Budget Committee

12. Unfinished Business

13. New Business



14. Adjourn\*



\*Denotes board action item.

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### Library Director

Chad Helton

