

HENNEPIN COUNTY
LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

April 14, 2021, 5:30-7:00 p.m.

Virtual Meeting

Library Board Agenda

POLICY COMMITTEE

1. WELCOME AND CALL TO ORDER



2. APPROVAL OF AGENDA*



3. APPROVAL OF MARCH 17, 2021 MEETING SUMMARY*

4. PROCEDURES - DISCUSSION

5. INTERNET PUBLIC USE POLICY – DISCUSSION

6. PATRON SERVICES POLICY – DISCUSSION

7. PER DIEM AND EXPENSE POLICY – DISCUSSION

8. NEXT POLICY REVIEW – PATRON USE OF SPACE, RESERVING AND USING LIBRARY ROOMS

9. NEXT POLICY COMMITTEE MEETING DATE



10. 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

LIBRARY BOARD

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Policy Committee

Meeting Summary

The Library Board Policy Committee met Wednesday, March 17, 2021, via Microsoft Teams.

Attendees

Present: Jane Brissett, Gordy Aune Jr, LaBelle Nambangi, Lynn Stetler and Amal Karim

Hennepin County Staff: Chad Helton, Jeannette Lewis and Johannah Genett

Public:

Welcome and Call to Order

Chair Jane Brissett called the meeting to order at 5:32 p.m. and welcomed attendees.

Fee and Fine Discussion

The Policy committee discussed proposed edits for the Fee and Fine Policy. One proposed edit includes renaming the Fee and Fine Policy to just Fee Policy. The policy committee will bring forth the proposed edits of the Fee and Fine Policy, to the next Library Board meeting for final approval and vote.

Per Diem Policy Discussion

The Policy committee discussed the Per Diem Policy in detail. The committee will bring the proposed edits to the full Library Board for consideration.

ADJOURN

Chair Jane Brissett adjourned the meeting at 6:21 p.m.

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



Internet Public Use Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm the library's role in providing public access to the Internet and to clarify patron responsibilities associated with Internet use in the library.

Internet use in the library means using the library's network to access the Internet either on library workstations or through a wireless connection.

Principles

Public access to the Internet is integral to Hennepin County Library's mission to nourish minds, transform lives, and build community together.

Public access to the Internet allows patrons to:

- Access online resources and services
- Communicate and engage with others
- Create content
- Complete transactions with public, nonprofit, and private entities

Hennepin County Library provides public access to the Internet in accordance with state and federal laws and the policies of Hennepin County and the Hennepin County Library Board. Collection, retention, handling, and disclosing of patron data is covered under the [Patron Data Privacy Policy](#).

Scope of Access

Public access to the Internet is available at all library locations via library workstations and wireless access. **Filtering** software is used to filter out proxy sites, and sites that pose a security risk to the network. It is also used to filter out obscene materials as defined by Minnesota Statute 617.241. **Filtering is imperfect and may restrict access to legitimate research sites. Also, filtering does not guarantee that all proxy sites, obscene materials, and sites that pose security risks will be blocked. Patrons can request that a website be reviewed to be blocked or unblocked by first speaking to a staff person.**

Library workstations support a variety of software programs that expand a workstation's capabilities and increase a patron's ability to utilize the Internet. The library may establish time limitations to ensure fair and equitable access to library workstations.

The Hennepin County Library Board, Hennepin County, and its employees assume no responsibility for damages of any type arising from patron use of the Internet through the library's network.

Patron Responsibilities:

Patrons acknowledge that the content on the Internet is not managed or governed by any entity and therefore they may encounter materials that are inaccurate or that they consider offensive.

Patrons recognize that their use of the Internet is conducted in a public place shared by many. Patrons are subject to the [Patron Use of Library Spaces Policy](#).

Patrons acknowledge that the library cannot protect the privacy of data that is transmitted to third parties via the Internet.

Patrons shall comply with all federal, state, and local laws, including but not limited to:

- Library patrons may not use the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography
- Library patrons may not knowingly exhibit or display any material ~~which~~that is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present, and where minors are able to view the material
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.

Failure to follow this policy may result in eviction from the library, and may include a trespass order or arrest. Violation of state and federal laws will be referred to the proper authorities for legal action.

Parent and Guardian Responsibility

Parents and guardians are responsible for monitoring Internet access for their children who are minors. Any additional restrictions placed on a child's access to the Internet on the library's network is the responsibility of the parent or legal guardian.

Associated Policies and Laws

- Hennepin County Library Board. [Patron Use of Library Spaces](#)
- 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](#)
- Minnesota Statute 134.50. [Internet Access; Libraries](#)
- Minnesota Statute 617.293. [Harmful materials](#)
- United States. [Children's Internet Protection Act](#)
- Minnesota Statute 617.241. [Obscene Materials and Performances; Distribution and Exhibition Prohibited; Penalty.](#)

Process

This policy is reviewed by the Library Director (or designee), the library's legal counsel and the Library Board Policy Committee at least every four years. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 3/~~2020~~2025

Date Approved: 11/2016

Date Adopted: 2016

Patron Services Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to articulate the overarching principles and objectives which guide the development, delivery, and evaluation of patron services.

Principles

We endorse the American Library Association's Equity of Access principle which states:

Libraries are the cornerstones of the communities they serve. Free access to the books, ideas, resources and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Equity of access means that all people have the information they need - regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers.

We recognize the critical role public libraries play in a democratic society.

Hennepin County Library's services embrace the human desire to imagine, explore, and grow. We value the vast dimension of human experience and uphold the principles of intellectual freedom.

Hennepin County Library delivers its services in myriad ways to maximize access and minimize barriers to service. We are good stewards of public resources and seek to make cost-effective and productive use of limited resources.

Service Objectives

The services provided by Hennepin County Library are designed to advance the library's mission and achieve its vision.

Our mission is to nourish minds, transform lives and build community together.

We envision a Hennepin County where library services ensure every person has the opportunity and resources to read, graduate, engage, work and learn.

Our services *nourish minds* ~~W~~we:

- ~~Help~~ Assist patrons access library collections and services;~~assist~~
- Assist them in their efforts to satisfy their informational, educational, and recreational interests
- Keep new and experienced readers engaged and excited about reading and learning
- Support families as they help their children develop into readers and become ready for school

Our services *transform lives* ~~we~~We:

- Increase the level of digital literacy and access to technology in the community
- Support language learners, multicultural populations, and those seeking citizenship
- Engage residents of county correctional facilities so they may build reading, work, and other life skills

Our services *build community* ~~W~~we:

- Encourage and assist children and teens to develop their interests, succeed in school, and build foundations for lifelong success
- Help patrons develop job skills and knowledge and pursue their entrepreneurial ideas
- Ensure [Hennepin County](#) residents have the opportunity to remain active and vitally engaged in their communities

Service Delivery

Hennepin County Library services are delivered in libraries, online, and in the community. They may be delivered to individuals or groups.

Hennepin County Library provides patrons access to:

- Places and spaces for learning, exploration, and conversation - formal and informal, physical and virtual
- A diverse collection of books, movies, music, and online content
- Technology with opportunities to view, create, and transmit content
- Knowledgeable staff who guide patrons in and through our services and enable them to be self-reliant

Service Development and Evaluation

In order to deliver relevant library services that are responsive to change, Hennepin County Library will:

- Recognize and respond to changing communities and demographics
- Solicit and act on patron feedback
- Seek local, national, and international insights, perspectives, and experience as new services are designed and delivered
- Establish formal and informal relationships to innovate and develop services
- Provide services that are community-based - reflecting both the Hennepin County community as a whole as well as the individual communities that reside within it
- Continually evaluate services to ensure they remain relevant to the community, are cost effective, and meet desired outcomes

Service Limitations

The library may establish service limitations to ensure the effective use of limited resources and to provide patrons with fair and equitable access to library services.

Roles and Responsibilities

The Library Director (or designees) may establish administrative level policies that articulate:

- The scope and limitation of service that is available for specific service areas
- How those services are evaluated
- General service guidelines to ensure the fair and consistent provision of service to patrons

Associated Policies

- Hennepin County Library Board. [Collection Development and Management Policy](#)
- Hennepin County Library Board. [Patron Use of Library Spaces](#)
- Hennepin County Library Board. [Internet Public Use Policy](#)
- Hennepin County Library Board. [Lending Policy](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Reserving and Using Public Gathering Places](#)

Process

This policy is reviewed by the Library Director (or designee) every four (4) years, ~~making who makes~~ recommendations to the Library Board Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Date Approved: 9/2016

Next Review Date: ~~3/2020~~ 3/2024

Date Adopted: 2016

~~QUESTION—Have we learned anything from COVID, racial disparities that have come to light recently that need to be addressed here?~~

Library Board Per Diem and Expense Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to state the types of expenses the Library Board may incur and define the roles and responsibilities for managing those expenses.

Principles

- Library Board members provide valued service to the Hennepin County Library and the residents of Hennepin County as a whole
- Library Board members freely give of their time and talents in support of the Hennepin County Library's mission and vision
- Hennepin County Library provides fiscal support to develop Library Board members' knowledge and understanding of public library services
- Library Board members receive compensation for their expenses in accordance with Minnesota State Law and Hennepin County Policy

Per Diem Payments

Pursuant to Minnesota Statute 383B.243 which states:

Members of the Library Board shall be allowed a per diem not to exceed \$50 for meetings relating to advice and recommendations concerning the library program. Each member may also be reimbursed for actual and necessary expenses incurred as a result of the meeting. Payment for meetings of the Library Board shall be authorized in an amount not to exceed two meetings monthly.

Per Diem payments may be claimed by Library Board members for the following meetings:

- Regular monthly Library Board meetings
- Special Library Board meetings
- Committee meetings
- Any meetings which Library Board members are requested to attend as official representatives

Professional Association Memberships

Library Board members may receive individual memberships in the American Library Association and the Minnesota Library Association for the duration of their service on the Hennepin County Library Board.

Travel and Library Conferences

Authorized travel and library conference attendance will be fully reimbursable, up to a Library Board member's budgetary shares. The value of a budgetary share is established as a part of the annual Library Board budget process.

- The Library Board President is entitled to two shares per year

- All other members are entitled to one share per year; members who officially represent Hennepin County Library in a professional library association receive one additional share per year
- A member whose board terms expires on December 31 and who does not seek reappointment or is not reappointed but who remains on the board until the Hennepin County Board of Commissioners appointment process is completed is not eligible for reimbursement for conference attendance expenses incurred after the member's official term ended on December 31

Expenses

On request, additional direct expenses, such as mileage and meals, shall be reimbursed in accordance with Minnesota law and Hennepin County Policy

Roles and Responsibilities

Library Board members will submit:

- The "Library Board Timesheet" by the 5th of each month to the Library Director's Office
- Travel and library conference attendance requests to the Library Board President for approval
- Requests for travel and other expenses in accordance with Hennepin County procedures

Library Board President in consultation with the Library Director:

- Manages the Library Board budget
- Authorizes Library Board member travel and conference attendance

Associated Policies and Laws

- Hennepin County. Conference and Travel Policy
- Hennepin County Library Board. [Code of Conduct for Hennepin County Library Board Members](#)
- Minnesota Statute 383B.243. Per Diems

Process

This policy is reviewed by the Library Director (or designee) every five years (5) who then makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval

Policy History

Next Review Date: 3/2021

Date Approved: 2017

Previous Policy Dated: 9/27/2006

Replaces: Expense Policy; Per Diem Payments Policy