

HENNEPIN COUNTY  
LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

August 3, 2022, 5:00-7:00 p.m.  
Virtual Meeting

# Library Board Agenda

## POLICY COMMITTEE

1. WELCOME AND CALL TO ORDER



2. APPROVAL OF AGENDA\*



3. APPROVAL OF MAY 11, 2022, MEETING SUMMARY\*

4. FEE POLICY

5. COMMUNICATION POLICY

6. STANDARDIZATION OF POLICY HISTORY



7. ADJOURN\*



*\*Denotes board action item.*

### Library Board

Adja Kaba, President | Jane Brissett, Vice President | Lynn Stetler, Secretary | Tim Dolan | Erin Vrieze Daniels | Michael Hogan | Gordy Aune, Jr | Briana Eicheldinger | Amal Karim | Keegan Xavi

Interim Library Director  
Dan Rogan

T h e p u b l i c i s w e l c o m e a t a l l l i b r a r y b o a r d m e e t i n g s

## Policy Committee

### Meeting Summary

The Library Board Policy Committee met Wednesday, May 11, 2022, via Microsoft Teams.

#### Attendees

Present: Jane Brissett, Gordy Aune, Jr., Mike Hogan, and Erin Vrieze Daniels

Hennepin County Staff: Dan Rogan and Katie Zeuli

#### Welcome and Call to Order

Chair Jane Brissett called the meeting to order at 5:00 p.m. and welcomed attendees.

#### Approval of Agenda

Gordy Aune, Jr. made a motion to approve the agenda; seconded by Mike Hogan Motion passed.

#### Approval of Meeting Summary

No changes were made to the April 6, 2022, meeting summary therefore the summary was approved.

Motion: Gordy Aune, Jr.

Second: Mike Hogan

Approved.

#### Library Bill of Rights Policy Discussion

The Policy Committee members discussed the Library Bill of Rights, a policy which is created by the American Library Association and affirmed and endorsed by the Library Board. This policy was most recently updated by the American Library Association on January 29, 2019. The committee discussed the 2019 updates to the policy.

Motion: Gordy Aune Jr.

Second: Mike Hogan

Motion Passed.

Committee members motioned to amend the previous motion, to bring the updated policy to the Library Board on June 22 at the next full board meeting for final approval.

Motion approved. Motion passed.

#### Communication Policy draft Discussion

The committee members discussed the creation of the first draft of the Communication Policy. The Communication policy outlines the communication between board members, as well as between the board members, the library staff, and the public.

The committee voted against bringing the new policy to the board for approval in its current state.

Motion: Gordy Aune, Jr.

Second: Mike Hogan

Motion failed. Will be brought back to the Policy committee with future revisions.

#### ADJOURN

Mike Hogan motioned to adjourn, Gordy Aune, Jr. Second. Motion passed.

Jane Brissett adjourned the meeting at 6:01 p.m.

# Fee Policy

## Hennepin County Library Board Policy

### Purpose

This policy states the principles upon which fees are established; advises the acceptable scope of library fees; and describes the roles and responsibilities for establishing and administering fees.

### Principles

Our overarching value is access to and stewardship of library resources:

- Hennepin County Library serves the community as a whole and strives to make its limited collection, technology, and services freely accessible to all. We are committed to reducing economic barriers to library access and use.
- Patrons are responsible for the materials and technology they borrow. When materials or technology are returned late or are lost, they are no longer available for others.
- The library is a publicly funded institution and will establish fees and fines only after a public hearing. As of January 1, 2021, Hennepin County Library is a “fine free” library. This means that no fines are assessed for overdue library materials, and all outstanding overdue fines on patrons’ accounts have been forgiven and removed from the accounts.

### Scope and Application

Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items in a timely manner. A fee will be charged to a patron’s account for items not returned within 40 days of their due date. If the patron returns the overdue item within one year of the due date, the fee will be waived and removed from the patron’s account. If the fee total on a patron’s account exceeds \$10, then limitations may be placed on the account as set forth on the library’s [fee page](#). In addition, a patron who deliberately damages or steals library material or technology may have further service denied.

Fees may be established to support the provision of supplemental services (e.g., photocopying and room set-up services). Circumstances may warrant staff to waive a patron’s fees. Library staff will apply fee waivers fairly and equitably according to established practices. In addition, the Library Director may authorize some library programs or services (e.g., Outreach Services) to be exempt from fees.

### Roles and Responsibilities

The Hennepin County Board of Commissioners bears the authority to establish library fees and fines.

The Library Board has the responsibility for establishing fee and fine policies which align with the decisions of the Hennepin County Board of Commissioner and leading library practice.

The Library Director, as a part of the annual budget process, briefs the Library Board regarding any proposed fee and fine changes and advances the proposed changes to the Hennepin County Board of Commissioners for approval.

The Library Services Division Manager (or designee) posts a library administrative policy that:

- establishes practices to collect and waive library fees;
- defines expectations for the timely resolution of disputes; and
- determines the necessary level of financial oversight and review.

Authorized fees are posted at <https://www.hclib.org/about/borrowing#fees>. Library staff will collect fees, resolve disputes in a timely way, and work with patrons to restore borrowing and library use privileges.

## **Associated Policies and Laws**

- Hennepin County Library Administrative Policy. Collecting Fees for Library Materials and Technology
- Hennepin County Library Administrative Policy. Fee Schedule
- Hennepin County Library Administrative Policy. Lending Rules
- Hennepin County Library Administrative Policy. Library Materials: Staff Use
- [Minnesota Statute 134.14. Public Libraries; Multicounty, Multitype Libraries. Title to Property; Free Use](#)
- [Minnesota Statute 383B.118. Hennepin County. Fees](#)
- [Minnesota Statute 609.541. Protection of Library Property](#)

## **Process**

This policy is reviewed by the Library Board (or a committee thereof) every four years, more frequently when suggested by the Library Director, or when required to accommodate a fee or fine change made by the Hennepin County Board of Commissioners. Revisions to the policy are subject to the approval of the Library Board. Recommendations are advanced to the Library Board Policy Committee, which reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

## **Policy History**

Next Review: 2022

Date Adopted: March 24, 2021

# Fee Policy with suggested changes

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- The library is a publicly funded institution and will establish fees and fines only after a public hearing. As of January 1, 2021, Hennepin County Library is a "fine free" library. This means that no fines are assessed for overdue library materials, and all outstanding overdue fines on patrons' accounts have been forgiven and removed from the accounts.

### Scope and Application

Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items in a timely manner. **A fee will be charged to a patron's account for items not returned within 40 days of their due date.** (NOTE TO COMMITTEE: Is this clear enough? Would it be better to say something like "within 40 days of their *most recent due date*" in case the item was automatically renewed? Or another option: "No overdue fines are charged for items returned late up to 41 days after the due date. Starting 41 days after the due date, if an item is not returned, a replacement fee is charged.")?

If the patron returns the overdue item within one year of the due date, the fee will be waived and removed from the patron's account. If the fee total on a patron's account exceeds \$10, then limitations may be placed on the account as set forth on the library's [fee page](#). In addition, a patron who deliberately damages or steals library material or technology may have further service denied.

Fees may be established to support the provision of supplemental services (e.g., photocopying ~~and room set-up services~~). Circumstances may warrant staff to waive a patron's fees. Library staff will apply fee waivers fairly and equitably according to established practices. In addition, the Library Director may authorize some library programs or services (e.g., Outreach Services) to be exempt from fees.

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### **Policy History**

Next Review: [2022-2026](#)

[Reviewed: 2022](#)

Date Adopted: March 24, 2021 [Delete this line?](#)

## **Hennepin County Library Board Communication Policy**

### Purpose

The purpose of this policy is to clarify how Hennepin County Library Board members communicate with one another and with Library administration in accordance with Minnesota Open Meeting and Government Data Practices Laws.

### Definitions

“Library business” refers to the responsibilities and powers of the County Library Board as outlined in the Board’s bylaws.

“Non-substantive matters” refers to topics of coordination, such as reminders of meeting times, dates, places, or suggestions for agenda items.

### Policy

It is the goal of the Library Board to keep all board members and Library administration informed about matters related to the work of the Library Board. In accordance with Minnesota Open Meeting Laws, Minn. Stat. § 13D.01-.08, Board member communications on library business are executed during Board or Committee meetings. Email is used as a one-way communication and for non-substantive matters.

Board members must be mindful of the requirements of Minnesota Open Meeting Laws and Minnesota Government Data Practices and how they impact email communications. The Open Meeting Law’s requirements apply to written communications (email, text message, etc.) when the communication: (1) is among a quorum of the Board and (2) it is about library business. For example, the Minnesota Department of Administration has advised that back-and-forth email communication among a quorum of a public body in which official business was discussed violated the open meeting law. However, one-way communication between the chair (or another board member) and all other library board members is permissible, such as when the chair sends meeting materials via email to all board members, as long as no discussion or decision-making ensues. Board members may have a non-public meeting, send an email, or have a non-public social media discussion with less than a quorum of Board members. There is no expectation of privacy for any messages sent or received by email in connection with a Board member’s role.

Library Board members will receive Board packets, meeting invites, and reminders via email. This information is also posted to the public website.

Library administration may provide information relating to library business to Library Board members using email. Any response from Library Board members regarding these communications must be sent only to Library Administration, not the entire Board.

Additionally, patron feedback is critical to the work of the Board. Outside of public comment periods of Board meetings, patrons can contact the Library Board by mail or by email through Library Administration.

Library Board members are provided with one another’s email address and phone numbers, unless an individual board member requests that their contact information is not shared. When contact information is shared with a quorum of Board members, the information is considered public data.

### Email Protocol

The Library maintains a single Library Board email address. Emails sent to this address go to the board members private email addresses and to Library Administration. When emails from the public require a Board response, the President or their designee will respond and will copy other Board members and Library Administration. The President will inform Library Administration when they should respond to an email.

### Process

This policy is reviewed by the Library Board (or a committee thereof) every four years, or more frequently as needed. Recommendations are advanced to the Library Board Policy Committee, which reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

### Associated Policies and Laws

[Minnesota Open Meeting Law](#)

[Minnesota Government Data Practices Act](#)

[Bylaws of the Hennepin County Library Board](#)

### Policy History

Next review: 2023

Date adopted: INSERT DATE

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~~When messages from the public require a Board response, the Board President or their designee will respond and will copy the other Board members and Library administration.~~

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[Bylaws of the Hennepin County Library Board](#)

#### Policy History

Next review: 2023

Date adopted: INSERT DATE