

# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

January 22, 2020, 5:30-7:30 p.m.

Rockford Road Library | Meeting Room | 6401 42<sup>nd</sup> Ave N. | Crystal, Minnesota 55427

# Library Board Agenda

1. Call to order
-  2. Approval of agenda\*
-  3. Consent\*
  - A. Approval of Minutes of November 20, 2019
  - B. Acceptance of Donations
4. Public comment
5. Ignite presentation
  - A. Rockford Road Library, Toni Miller and Tricia King
6. President's report
  - A. Announcements
  - B. Budget and Long Term Planning, Appoint new member to Committee
  - C. Exec Comm. Report
  - D. Communication Protocol
7. Library board dialogue
  - A. 2020 Library Goals, Janet Mills
8. Library board policies
  - A. Second Read
    - I. Lending Policy
    - II. Policy Review
  - B. Third Read
    - I. Collection Development
9. Director's report
  - A. Library, Community, and County Updates, Janet Mills
10. Committee reports
  - A. Friends of Hennepin County Library, Erin Vrieze Daniels
  -  B. Director Selection Committee Update, Katherine Blauvelt
  - C. Budget & Long-Term Planning, Katherine Blauvelt
11. Unfinished business
12. New business
-  13. Adjourn\*

 \*Denotes board action item.

### Library Board

Katherine Blauvelt, President | Chris Damsgard | Tim Dolan | Jonathan Gaw, Secretary | Rahfat Hussain | Adja K. Kaba  
Sheila Letscher | Margy Ligon | LaBelle Nambangi | Samuel Neisen | Erin Vrieze Daniels, Vice President

### Interim Library Director

Janet Mills



# HENNEPIN COUNTY

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### Hennepin County Library Board Meeting

#### Meeting Minutes

The Hennepin County Library Board met Day, November 20, 2019, Walker Library, Bde Maka Ska Meeting Room.

#### Attendees

**Present:** Katherine Blauvelt, Chris Damsgard, Tim Dolan, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Margy Ligon, Samuel Nelson, LaBelle Nambangi, Adja Kaba, and Erin Vrieze Daniels

**Hennepin County Staff:** Michael Rossman, Kari Boe-Schmidt, Jeannette Lewis, Janet Mills, Shannon Adkins, Johannah Genett, Deborah Johnson, Ali Turner, Kristi Pearson and Commissioner Debbie Goettel

**Public:** Elizabeth McNally

#### Call to Order

President Katherine Blauvelt called the Hennepin County Library Board meeting of November 20, 2019, to order at 5:00 p.m., and welcomed all in attendance.

#### Approval of Agenda

Chair Katherine Blauvelt made a motion to amend the agenda, removing agenda item #8 Library Board Policies, and adding (HR/Library Director Update) to agenda item #6 President's report.

Seconded by Erin Vrieze Daniels.

Motion passed.

#### Consent Items

Chair Katherine Blauvelt made a motion to approve the September 25, 2019 meeting minutes.

Seconded by Samuel Neisen.

Motion passed.

Chair Katherine Blauvelt made a motion to approve acceptance of donations from Friends of Hennepin County Library.

Seconded by Margy Ligon.

Motion passed.

#### Public Comment

#### Library Board

Katherine Blauvelt, President | Chris Damsgard | Tim Dolan | Jonathan Gaw, Secretary | Rahfat Hussain | Adja K. Kaba  
Sheila Letscher | Margy Ligon | LaBelle Nambangi | Samuel Neisen | Erin Vrieze Daniels, Vice President

Interim Library Director  
Janet Mills



Elizabeth McNally, a resident of Minneapolis, spoke about her positive experiences attending library story times with her toddler and expressed her support for the Stories Together With Drag Performers program.

### Staff Presentation

#### **Walker Library, Librarians Barbara Senevisai and Lesley McKintosh**

Barbara gave some background on Walker Library community involvement. Walker is a vibrant urban Library serving a very diverse community. The Library proximity to the Transit Station expands its reach.

A wide variety of programming, such as Coffee and Conversations held on the first Monday of each month, is offered at the Library. Patrons appreciate the different programs at Walker such as online job searching, resume writing, accessing Social Services websites, and connecting with family and friends. Most importantly Walker Library patrons enjoy a warm and welcoming environment and being treated with dignity.

Lesley spoke on behalf of youth services and her community activities serving youth. Some of those programs include story times and connecting with schools.

### President's Report

#### **Announcements, President Katherine Blauvelt**

Citizens Advisory Board vacancies are now posted. Board member Chris Damsgard is coming to an end of his final Library Board term.

#### **Budget and Long Term Planning\***

Chair Katherine Blauvelt appointed Jonathan Gaw, Samuel Neisen, and Rahfat Hussein to the Budget & Long-Term Planning committee. Chair Blauvelt also appointed Rahfat Hussein as Chair of the Budget & Long-Term Planning committee. Committee members will appoint the Vice-Chair at the first committee meeting. The first meeting is January 28th, 2020 at 5:00 p.m. at the Ridgedale Library, LadySlipper meeting room.

#### **Communications with members of the public\***

The Library Board discussed the need for new communication protocols for connecting with members of the public. A draft will come to the January full board meeting.

#### **HR/Library Director Update**

Chair Blauvelt invited Michael Rossman and Kari Boe-Schmidtz of Hennepin County Human Resources to give an update on the Library Director hiring process. Chair Blauvelt stated what the role of the Library Board is during this process, and that is to make recommendations to the County Administrator. The Library Board reviewed the Library Director Finalist Engagement Plan that was created by the Library Board Director Selection Process Committee.

Michael Rossman Chief Human Resources Officer and Talent Acquisition Manager Kari Boe-Schmidtz of Hennepin County thanked the Library Board for their great efforts creating a finalist engagement

process. Hennepin County Human Resources and County Administration reviewed the Draft Plan and have proposed an alternative Director Finalist engagement plan.

The Library Board discussed how important it is to hear feedback from the public. The Board discussed options adhering to the Hennepin County Director finalist engagement plan. Library Board members suggested changes to their engagement plan, such as eliminating the social media/live streaming aspect, including the entire Library Board at the interviews and receiving public comments via email. Rossman stated that those suggestions will be bought back to Hennepin County Administrator David Hough for consideration.

Katherine Blauvelt states a motion to take 5 min recess.

Motion by: Sheila Letscher

Seconded by: Jonathan Gaw

Motion passed.

The library board reconvened at 6:27 p.m.

#### [Library Board Dialogue](#)

##### **Friends of Hennepin County Library, Kristi Pearson**

Kristi Pearson, Friends of Hennepin County Library Executive Director, gave a PowerPoint presentation on the new FHCL Strategic Plan, 2020 – 2024. In 2020, FHCL will give \$1.4 million dollars to support library programs and services.

#### [Director's Report](#)

##### **Library, Community and County Updates**

Interim Director Janet Mills gave a projected budget update for the end of the 3rd quarter. Director Mills discussed the status of three Library building projects -- Arvonne Fraser Library, Franklin Library and Eden Prairie Library. All will open in the first quarter of 2020. Board member Jonathan Gaw inquired about Southdale Library and North Regional Library building project updates. Director Mills stated Southdale Library is still in the negotiations stage and there are no further updates at this time. North Regional Library will close for a renovation project in first quarter 2020 and the County Board did approve a lease for a temporary space while the library is closed.

Director Mills gave an update on the Macmillan embargo on eBook purchases by libraries. Discussions are happening among Macmillan, the American Library Association and other library advocacy groups but a resolution has not been found that can accommodate all parties. Several library systems have joined a boycott of Macmillan Publishers. At this time HCL is not taking that action. Chair Katherine Blauvelt asked the Board if anyone is interested in being on an ad hoc committee to explore a HCL response to this situation. Library Board members Sheila Letscher, Jonathan Gaw, Chris Damsgard and Margy Ligon agreed.

Interim Director Mills discussed programming and how decisions are made surrounding programming in the Libraries. The programs are developed locally by Library staff or developed centrally and offered for use locally. Centrally developed programs can be developed by our interest groups such as Pride Workgroup, Black History, and Culture Workgroup, or Media Literacy Workgroup. Programming development begins months in advance before the programming happening. Ideally, programs are developed to meet identified outcomes and or community needs or interests.

### Committee Reports

#### **Director Selection Process Committee, Katherine Blauvelt**

Katherine Blauvelt stated the next Director Selection Process meeting may be canceled or a special Library Board meeting may be called depending on the feedback received from Hennepin County Human Resources.

### Unfinished Business

Chair Katherine Blauvelt stated no unfinished business.

### New Business

Chair Katherine Blauvelt stated no new business.

### Adjourn

There being no further business, Katherine Blauvelt made a motion to adjourn the meeting at 7:47 p.m.; seconded by Margy O. Ligon. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, January 22, 2020 Rockford Road Library, Meeting Room, 6401 42<sup>nd</sup> Ave N. Crystal, MN 55427

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[Name], Secretary

**Hennepin County Library funding recently received from the Friends of the Hennepin County Library**

Friends of the Hennepin County Library Support - \$41,158.50

Local Friends of Hennepin County Libraries Support - \$18,810.63

- \$838 for Augsburg Park Library: funded by Friends of Augsburg Park Library
- \$3,600 for Champlin Library: funded by Friends of Champlin Library
- \$1,200 for Edina Library: funded by Friends of Edina Library
- \$1,083.47 for Excelsior Library: funded by Friends of Excelsior Library
- \$300 for Long Lake Library: funded by Friends of Long Lake Library
- \$470 for Minnetonka Library: funded by Friends of Long Lake Library
- \$293.99 for Nokomis Library: funded by Friends of Nokomis Library
- \$50 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- \$1,850 for Ridgedale Library: funded by Friends of Ridgedale Library
- \$395 for Rogers Library: funded by Friends of Rogers Library
- \$170 for Roosevelt Library: funded by Friends of Roosevelt Library
- \$400 for Walker Library: funded by Friends of Walker Library
- \$300 for Webber Park Library: funded by Friends of Webber Park Library
- \$7,860.17 for Westonka Library: funded by Friends of Westonka Library

**Grand Total = \$59,969.13**

# Hennepin County Library Board

## Library Director Finalist Engagement Plan

The library board will participate in additional County-led activities associated with the finalist engagement, per the County. The following outline focuses on those activities that the board will lead. The process outlined below will be undertaken separately for each candidate.

### **Finalist interview**

Purpose: The full library board will interview the finalists

90 minute forum

Location: Ridgedale, Brookdale or Hennepin County government center - pending room availability.

- Structure: Finalists are interviewed by board members, in a panel
  - After the finalists are identified, the director selection process committee chair will prepare questions for each candidate, with county HR input. The questions will have final sign off by the director selection process committee and will not be shared with finalists.
  - Questions will be shared to the board at least one day in advance.
  - Questions will be given by the board, alternating who asks the questions and who responds. Follow-up is allowed if directly related to question.
  - 90 minutes total
  - 5 minute response for each question, Timed by Secretary
  - Public meeting, per open meeting law. Audience listens and watches responses
  - Depending on capacity, we will stream the interview on social media, such as YouTube, with comments disabled.

Another day soon after finalist(s) interview:

### **Board meeting (special if necessary)**

Purpose: Board meeting to vote on its recommendation for director.

- Public comment period - the board will convene and take public comment, per its normal practice.
- Library board votes on recommendation to County Administrator

## Communications – The Library Board

1. Remove individual email addresses from the Board's "member" web page.
2. Grant an operative email address to the Board president and secretary. No need for other individual emails.
3. Change the top of the landing page for the Board to include: You may contact the Library Board at [libraryboard@hclib.org](mailto:libraryboard@hclib.org). This sentence should go at the end of this heading:

<image001.png>

4. Set up an AUTOREPLY for the [libraryboard@hclib.org](mailto:libraryboard@hclib.org) email address. It should read:

Thank you for communicating with the Hennepin County Library Board. We appreciate hearing from you. Please know that your email has been shared with all board members. Comments regarding library operations and programs have been forwarded to the appropriate library staff, to ensure they are informed.

5. The Library Director and administrator also will be on the [libraryboard@hclib.org](mailto:libraryboard@hclib.org) list. It is the Library Director's (or his/her designee's) responsibility to forward any emails requiring a response to the appropriate staff person.
6. For patron responses for emails to [libraryboard@hclib.org](mailto:libraryboard@hclib.org), the Library Board's president and secretary shall be "blind copied". In his/her judgement, the president will share a copy of the response with the full board in cases where it would be helpful to the board members' understanding of the library's programs and policies. The Library Board's secretary will catalogue and keep copies of all such correspondence.
7. Library Board members acknowledge that Board correspondence is the responsibility of the Board president (or secretary as delegated by the president) and that no other individual board member is authorized to correspond on behalf of the Board as a whole.

# Lending Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

### Principles

In its mission to nourish minds, transform lives, and build community together, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource-sharing environment that depends on the stewardship and good will of all.
- We value service to patrons; we serve individuals, and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

### Roles and Responsibilities

Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

### Associated Policies and Laws

- Hennepin County Library Board. [Collection Development and Management](#)
- Hennepin County Library Board. [Fee and Fine Policy](#)
- 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](#)

### Process

This policy is reviewed every four (4) years by the Library Director (or designee) 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

Next Review Date: 03/2019

Date Approved: 9/2016

# Policy Review Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies.

### Principles

- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect socio-economic and technological changes that continue to shape and reshape public library services.

### Policy Review

Each Library Board policy will be reviewed at least once every five years. Newly-created Library Board policies will receive an initial review after one or two years of their adoption.

### Roles and Responsibilities

- The Library Director (or designee) recommends policy revisions to the Library Board Program/Policy Committee.
- The Library Board Program/Policy Committee reviews and revises policies as necessary, endorses the draft policy revision and advances to the full Library Board for approval.
- The full Library Board reviews the revised policy and may move to adopt, defer action to the Library Board's next meeting, or return to the committee for further revision.

### Process

This policy is reviewed by the Library Director (or designee) every five (5) years who then makes recommendations to the Library Board Program/Policy Committee. The committee reviews and revises as necessary and advances to the full Library Board for approval. Library Board members may initiate a policy review at any time.

### Policy History

Next Review Date: 2019

Date last reviewed/revised: 05/28/14

Date Approved: 01/13/2010

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### Hennepin County Library Board Policy

#### Purpose

It is the Library Board’s role to “determine the contents of the collections of the library system” per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library’s (the Library) collection. This policy guides the Library’s responsibility to select, acquire, make accessible, maintain and preserve the Library’s collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

#### Principles

The collection is one of the Library’s major assets. It advances the Library’s mission to “nourish minds, transform lives, and build community together.” It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual’s right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community’s cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patrons’ access to resources and information -
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.
- We value having a collection that provides many viewpoints, including those viewpoints which have been historically underrepresented or excluded.

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#### Definitions

The Library’s collection is the body of materials selected for and made accessible to library patrons.

“Materials” has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library’s website and other online services.

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“Selection” refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library’s website or other online services.

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Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

### Collection Scope

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

### Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library's catalog, the Library's website, other online services and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library's outreach services enable greater access to the collection.

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Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library's materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- ~~Minnesota Library Access Center~~
- ~~Minneapolis Athenaeum~~
- ~~Digital Public Library of America~~

### Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor's child's or ward's use of library materials.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

### **Roles and Responsibilities**

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

### **Selecting Materials for the Collection**

Patron interest, both expressed and anticipated, ~~as well as the Library's strategic plan, are the primary influences for~~ ~~is a driving force in~~ the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed.

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests [which are gathered through the public website, emails, phone calls or in-person visits](#)

- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact
- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other resources in the community-

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Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements

- Vendor data privacy practices
- Not restricted by location.

### Reconsideration of Library Materials

Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at publically held Board meetings.

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### Collection Maintenance

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library’s website or other online services.

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The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence – information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library’s Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections ~~maintained at Minneapolis Central~~. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library’s mission and vision, or if the Library

no longer has the resources to house, manage, and maintain the collection. In order to remove or redefine a special collection, ~~library staff the Library Board~~ would make a recommendation for its removal subject to the approval of the ~~County Library Board~~.

Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

#### **Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Donation Policy](#)
- Minnesota Statute 383B.239. [Hennepin County Library] [Board](#)

#### **Process**

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board ~~Policy Committee~~. ~~Upon completion of the review, the policy is revised or reaffirmed. The Committee revises the policy as needed, endorses, and advances to the full Library Board for approval.~~

#### **Policy History**

Next Review Date: ~~13/2024~~19

Last Reviewed/Revised Date: ~~8/19/2015~~1/22/20

Date Adopted: ~~1/22/2020~~15