

# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

### May 6, 2020, 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, February 13, 2020,
  - B. Acceptance of Donations
4. PUBLIC COMMENT
5. PRESIDENT'S REPORT
  - A. Announcements
  - B. Executive Committee Report
-  6. ELECTION OF OFFICERS\*
  - A. Jonathan Gaw, Nominating Committee Chair\*
7. DIRECTOR'S REPORT
  - A. Library, Community, and County Updates
8. LIBRARY BOARD POLICIES KICKOFF
  - A. Fee and Fine
  - B. Internet Public Use
  - C. Patron Services
  - D. Patron Use of Library Spaces
  - E. Reserving and Using Library Rooms
9. BYLAWS/CODE of CONDUCT REVIEW
10. COMMITTEE REPORTS
  - A. Friends of Hennepin County Library
  - B. Budget & Long Term Planning Committee Update
11. UNFINISHED BUSINESS
12. NEW BUSINESS
-  13. ADJOURN\*

 Denotes board action item.

# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

### Hennepin County Library Board Special Meeting

#### Meeting Minutes

The Hennepin County Library Board met Thursday, February 13, 2020, Minneapolis Central Library, Robins, Kaplan, Miller and Ciresi Room Room.

#### Attendees

**Present:** Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Margy Ligon, and Erin Vrieze Daniels

**Hennepin County Library Staff:** Janet Mills, Johannah Genett and Ali Turner

#### Call to Order

President Katherine Blauvelt called the Hennepin County Library Board special meeting of February 13, 2020, to order at 5:32 p.m., and welcomed all in attendance.

#### Approval of Agenda

Sheila Letscher made a motion to approve the agenda; seconded by Erin Vrieze Daniels. Motion passed.

#### Consent Items

Margy Ligon made a motion to approve the minutes from the January 22 meeting; seconded by Erin Vrieze Daniels. Motion passed.

#### Public Comment

None.

#### eBooks Update

Sheila Letscher began discussion of the statement from the Urban Libraries Council on equitable public access to eBooks. The statement, which has been signed by numerous mayors and county officials around the country, asks publishers to continue to negotiate with libraries to find a fair, transparent and flexible pricing model for eBooks.

Letscher made a motion to have the board contact mayors and commissioners of Hennepin County to inform them of the statement from the Urban Libraries Council and the issue around eBook pricing models and to ask the mayors to sign the statement. The motion was seconded by Katherine Blauvelt and passed unanimously.

#### 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



Letscher will work with Janet Mills to draft an email to the mayors and county commissioners to introduce them to the ULC statement.

**Director Selection Update**

**Katherine Blauvelt**

A panel consisting of five members of the Library Board will interview two candidates for the Library Director position and offer its input to the county administrator. Once the county administrator has chosen finalist, that person will be interviewed by the full Library Board in a special meeting.

Katherine Blauvelt made a motion to approve a group of five board members to serve on the interview panel. The proposed five board members would be Chris Damsgard, Erin Vrieze Daniels, Rahfat Hussain, Margy Ligon and Sheila Letscher, with Katherine Blauvelt as an alternate. Erin Vrieze Daniels seconded the motion, which passed unanimously.

The Library Board discussed themes for questions to be asked of the finalists, including: the role of libraries and librarians in the 21st century; advocacy around library funding; experience working with a large, unionized workforce and metrics for library success.

**Unfinished Business**

No unfinished business

**New Business**

No new business.

**Adjourn**

There being no further business, Margy Ligon made a motion to adjourn the meeting at 5:54 p.m.; seconded by Erin Vrieze Daniels. Motion passed.

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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 - \$215,000.00

Donor Designated Support - \$5,461.91

- \$2,863.68 for digitizing hidden collections: funded by Council on Library and Information Resources
- \$2,598.23 for Linden Hills Library: funded by Linden Hills Neighborhood Association

**Grand Total = \$220,461.91**

# Fee and Fine Policy

## Hennepin County Library Board Policy

### Purpose

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

### 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 collection and services freely accessible to all.
- Patrons are responsible for the materials they borrow. When materials are returned late or are lost, they are no longer available for others.
- The library is a publicly funded institution and will establish new or changed fees and fines only after a Hennepin County Board of Commissioners public hearing.

### Fees

Fees may be established to help defray the costs to support the provision of supplemental services (e.g. photocopying, meeting room rental, and room set-up services).

### Fines

Fines are charged for overdue materials as an incentive to return materials on time and for lost materials to support replacement.

The Library Director may authorize some library programs or services (e.g. Outreach Services) to be exempt from overdue fines. All other patrons are subject to overdue fines.

## Fee and Fine Waivers

Circumstances may warrant designated staff to waive a patron's fees and fines. Library staff will apply fee and fine waivers fairly and equitably according to practices established in the administrative policy.

## Roles and Responsibilities

Patrons are responsible for the library materials checked out on their cards and are expected to return materials in a timely manner.

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

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

The Library Services Division Manager (or designee) communicates the *Collecting Fees and Fines for Library Material Administrative Policy* that:

- Establishes practices to collect and waive library fees and fines.
- Defines expectations for the timely resolution of disputes.
- Describes financial oversight and review.

Authorized fees and fines are posted on the [Hennepin County Library website](#). Library staff collect fees and fines, resolve disputes in a timely manner, and work with patrons to restore borrowing and library use privileges.

## Associated Policies and Laws

- Hennepin County Library Administrative Policy. [Collecting Fees and Fines for Library Material](#)
- Hennepin County Library Administrative Policy. [Fee and Fine 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 Director (or designee) every three years or more frequently as needed. Recommendations are advanced to the Library Board Program/Policy Committee who reviews, revises as necessary, endorses, and advances to the full Library Board for approval.

## Policy History

Next Review Date: 2019

Date Approved: 04/2017

# 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, handing 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.

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 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: 03/2020

Date Approved: 11/2016

# 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*; we:

- Help patrons access library collections and services; 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:

- 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*; 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 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 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: 03/2020

Date Approved: 9/2016

# Patron Use of Library Spaces Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure.

### Principles

- The library's mission to "nourish minds, transform lives, and build community together" is achieved in part by the willingness of its patrons to respect one another and coexist in library spaces.
- Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of patrons.
- Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.

### Roles and Responsibilities

Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of library patrons and staff.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way.

Patrons will comply with federal, state, and local laws and policies.

Library staff will work in partnership with security staff to ensure that library spaces are safe and welcoming to all. Staff will work with individuals or groups to ensure compliance with the policy. Failure to comply may result in loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with the Minnesota Statutes cited below.

### Associated Policies and Laws

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

- Hennepin County. [Diversity, Non-discrimination and Respectful Workplace Policy](#)
- Hennepin County. [Tobacco Free Property Policy](#)
- Hennepin County Library. [Patron Conduct](#)
- Hennepin County Library Board. [Internet Public Use](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Minnesota Statute 609.541. [Protection of Library Property](#)
- Minnesota Statute 609.595. [Damage to Property](#)
- Minnesota Statute 609.72. [Disorderly Conduct](#)

## **Process**

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

The Library Director (or designee) will maintain an associated administrative policy that further defines the patron conduct that is necessary to ensure the equitable and consistent application of this policy.

## **Policy History**

Next review date: 2020

Date approved: 9/27/2017

Date Adopted: 6/24/2009

Previous Policy Named: Customer Use of Libraries

# Reserving and Using Library Rooms

## Hennepin County Library Board Policy

### Purpose

The Library Board is “responsible for the use of library meeting rooms” per Minnesota Statute 383B.239. This policy guides the reservations and use of Hennepin County Library’s (the Library) meeting rooms, conference rooms, study rooms, and other library spaces defined in this policy. An associated library administrative policy establishes specific [use regulations](#).

### Principles

- We, the Library Board, are committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- We support free reservable spaces in libraries throughout Hennepin County where groups can come together to learn and exchange information and ideas in a commercial free environment.

### Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

*Meeting Rooms:* Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

*Conference Rooms:* Conference rooms have less flexibility than meeting rooms. Room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-20.

*Study Rooms:* Study rooms have fixed room configurations and are designed for small group conversations and study. Room sizes vary. Maximum room capacities range from 4-10.

*Piano Room:* Created for the musical enjoyment of patrons who wish to play the piano. Available at Minneapolis Central Library.

*Rental Venues:* Five specific spaces at Minneapolis Central Library that may be reserved for a fee. These spaces offer additional services and more available hours than any of the other reservable places. Events management and exclusive catering services are offered by a contract vendor.

### Fees

Rooms in libraries throughout Hennepin County may be reserved free of charge. Fees are assessed for additional services provided and for the rental venues at Minneapolis Central Library. See the [Fee and Fine Schedule](#) for more information.

Pending room availability, fees may be waived for government entities, the Hennepin County Library Board, the Friends of the Hennepin County Library, and local Friends of the Library groups. These organizations may be relocated to alternate locations if fee-paying bookings intervene.

### Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

## **Reservations and Use Limitations**

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at Minneapolis Central Library may extend beyond normal hours. The [associated library administrative policy](#) defines how far in advance rooms may be reserved.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. Hennepin County departments and units
3. General public

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or Hennepin County use. Alternate locations will be sought as needed.

Patrons must review and agree to the established [use regulations](#) before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees.

The Library, the Friends of the Hennepin County Library, local library Friends' groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Friends of the Hennepin County Library and the local Friends of the Library groups.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.

## **Responsibilities**

Patrons will comply with all federal, state, and local laws and policies. Patrons are responsible for using library spaces in accordance with the established use regulations. Future reservations may be denied if the regulations are not met.

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Hennepin County, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Services Division Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms, per [Minnesota Statutes 383B.239](#).

## **Associated Policies and Laws**

- Hennepin County. [Use of Space by the Public in County Facilities \(PDF\)](#)

- Hennepin County Library. [Patron Conduct](#)
- Hennepin County Library. [Fee and Fine Schedule](#)
- Hennepin County Library. [Regulations for Reserving and Using Library Rooms](#)
- Hennepin County Library Board. [Patron Use of Library Spaces](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Minnesota Statute 383B.239. [Hennepin County Library] [Board](#)
- Minnesota Statute 609.595. [Damage to Property](#)
- Minnesota Statute 609.72. [Disorderly Conduct](#)

### **Process**

This policy is reviewed every three (3) years by the Library Director (or designee), the Library's legal counsel, and the Library Board Policy Committee. The Committee revises as needed, endorses, and advances to the full Library Board for approval.

### **Policy History**

Next Review Date: 03/2020

Last Date Approved: 1/27/2016

Date Adopted: 11/18/2009

Previous Policy Named: Reserving and Using Public Gathering Places Policy

## BYLAWS OF THE HENNEPIN COUNTY LIBRARY BOARD

Minnesota Statutes Sections 383B.237 to 383B.247 and 134.001 to 134.50.

### ARTICLE I BOARD

1. The county board shall direct, operate and manage the county library system. A county library board consisting of 11 members who reside in the county library service area shall be appointed by the county board.

In the event a member leaves the Board for any reason, the appointment to fill the vacancy shall be for the remainder of that member's term, and the replacement will be made by the County Board of Commissioners.

All terms commence January 1 of their respective year of appointment; incumbents are expected to serve until the County Board of Commissioners makes the appointment; and, as each term expires the successor shall be appointed for a three year term. No member shall serve more than three consecutive terms.

If any member resigns at any time, written notice must be sent to the Library Board President who shall forward the notice to the County Board of Commissioners. Any such resignation shall take effect at the date of receipt of the notice or any later date specified; unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

2. The Library Board shall be advisory to the County Board of Commissioners and shall be responsible for policy and legislative recommendations relating to the library system and shall perform their duties and responsibilities pertinent to library matters as may be delegated by the County Board of Commissioners.

State Law gives power to County Board of Commissioners to:

- Maintain a system of public libraries.
- Determine the locations of the libraries.
- Levy taxes for library operations and maintenance.
- Direct, operate and manage county library system.
- Appoint eleven members to Library Board who reside in service area of the library.

State Law gives power to County Library Board to:

- Determine the contents of the collection.
- Be responsible for use of library meeting rooms.
- Make recommendations to County Administrator about appointment or removal of Library Director.

County Commissioner Resolution #81-2-108R gives power to County Library Board to:

- Establish rules governing library operation.
- Review the annual operating budget for submission to the County Board of Commissioners.
- Develop a long range plan.
- Accept and manage gift and trust funds.

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."

3. At all meetings of the Board a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of the majority of the members present at which there is a quorum shall be the act of the Library Board.

4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws.

## **ARTICLE II ANNUAL MEETING**

1. An annual meeting shall be called by the President and held by the Board pursuant to this article.
2. Notice of the annual meeting shall be written and sent to Board members at least five days before the meeting date.
3. At the annual meeting the Library Board shall elect its officers, transfer leadership, and transact any business as may come before it. If there is not a quorum present at the annual meeting, then it shall be recessed to another day as soon as practicable thereafter upon five day written and mailed notice.

## **ARTICLE III OFFICERS OF THE BOARD**

1. At the annual meeting, the Library Board shall elect a President, a Vice President and a Secretary.
2. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.
3. The President shall appoint all committees not otherwise ordered by the Bylaws or the Library Board. The President or designee shall serve as an ex officio member on the Friends of the Hennepin County Library Board.
4. The Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; keep true records of the votes at the elections and of all other proceedings; and attest the records after every meeting by his/her signature; and/or delegate any of these responsibilities to the library staff.
5. If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board from a list provided by the Nominating Committee.

## **ARTICLE IV MEETINGS**

1. Regular meetings of the Board shall be held on date and time determined annually.
2. Notices of scheduled Board meetings shall be sent not less than five days before the meeting and shall include the place of the meeting, the agenda, financial statements, papers, charts, and/or reports pertaining to business that would require Board action
3. Special meetings may be called by the President or any two Library Board members, by written notice stating the time, place and object of the meeting, to be sent at least three days before the meeting.

4. All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.
5. All voting at meetings of the Board shall be by voice vote unless a member shall demand a roll call and record it in the proceedings of the Board.
6. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
7. In consultation with the President, the Director of the Hennepin County Library shall prepare an agenda for each scheduled meeting of the Board.
8. The agenda for all monthly Board meetings shall include, but not be limited to, the following:
  - a. Approval of minutes and agenda.
  - b. Public comment.
  - c. Report of President.
  - d. Report of Director.
  - e. Reports of committees.
  - f. Unfinished business.
  - g. New business.
  - h. Gifts.
  - i. Adjournment.
9. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.
10. The Library Board is subject to the Open Meeting Law (Minn. Stat. Ch. 13D).

## **ARTICLE V COMMITTEES**

1. The President, with the concurrence of the Library Board, may appoint standing and ad hoc committees. The President shall designate the chair who shall preside at all meetings of the committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members.
2. The Executive Committee shall consist of the following members: The current President, the Vice-President, the Secretary, the immediate Past President and an additional member if deemed advisable by the President.
3. The President, with the concurrence of the Library Board, shall appoint a Nominating Committee at least one month prior to the annual meeting to determine recommendations for officers. The nominating committee is a standing committee of the Board. The President shall designate a chair who shall preside at all meetings of the committee. In the absence of the Chair, the committee shall elect a Chair pro tem. The Committee will consist of an odd number of members. The Committee shall also meet to nominate candidates to fill vacancies under Article III, section 5. The Nominating Committee shall advise the Library Board of the recommendation of nominees for offices at least 5 calendar days prior to the annual meeting. The chair of the Committee will present the nominations for each office at the annual meeting. After each nomination per office, the chair will call for further nominations from the floor, conduct the election for that office, and then repeat this procedure for each of the offices to be filled by the election.
4. Each committee shall fix its own rules of procedure and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members.

5. In every case the affirmative vote of a majority of all members of a committee present at the meeting shall be necessary for its adoption of any resolution.
6. Minutes of committee meetings shall be kept and, if possible, sent to all members of the Board before the next scheduled Board meeting which follows the committee meeting.
7. With the exception of the Nominating Committee, the President of the Board shall be an ex officio member of all committees and shall have a full vote upon all matters at the committee meetings he/she may attend.

**ARTICLE VI  
DIRECTOR OF THE HENNEPIN COUNTY LIBRARY**

1. The Library Director shall be appointed and removed by the County Administrator, with approval by the County Board, pursuant to Minnesota Statutes Sections 383B.241 and 383B.102. Prior to the appointment or removal of the Library Director, the Library Board shall make recommendations to the County Administrator. The Library Director shall be the Chief Administrative Officer of the Library System.
2. Under the Board's policies the Library Director shall be responsible for the proper management of the Library and the preservation of all the library properties.

**ARTICLE VII  
BYLAWS RELATING TO BYLAWS**

1. The Board by majority vote thereof shall have the power to make, alter, amend or repeal the Bylaws at any regular or special meeting of the Board, the notice of which shall have stated the amendment of the Bylaws as one of the purposes of the meeting, providing an advance copy of the proposed amendment and a copy of the Bylaws then in force be mailed with said notice to each member.
2. Within ten days after the adoption of a resolution amending these Bylaws in any respect, a copy of the amended Bylaws shall be mailed to each member at his/her last known post office address.
3. These Bylaws shall be reviewed by the Library Board at least every three years.
4. The Bylaws shall include as reference, the following attachments:
  - A. The Hennepin County Open and Unclassified Service Appointments; and,
  - B. Code of Conduct for Hennepin County Library Board Members.

Bylaws adopted: February 22, 2017

Next review date: 2021

3.14.17

# Code of Conduct for Hennepin County Library Board Members

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to state the conduct that is expected of the Hennepin County Library Board members and to outline member roles and responsibilities with regard to member conduct.

### Principles

As members of the Hennepin County Library Board:

- We strive to advance Hennepin County Library's mission, vision, and Strategic Plan
- We uphold the integrity of the Hennepin County Library
- We set and uphold the [Bylaws of the Hennepin County Library Board](#) and [Library Board Policies](#)
- We seek to develop our knowledge and understanding of library service
- We value transparency
- We embrace the principles defined in the American Library Association's Code of Ethics
- We act with mutual respect and understanding

### Roles and Responsibilities

Library Board members will:

- Make the distinction between personal philosophies, attitudes, and convictions with positions adopted by the board
- Strive for transparency in Board meeting discussions and disclose any potential conflict of interest that may exist with regard to any matter being discussed
- Conduct themselves in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their duties as library board members
- Not receive anything of value, based upon any understanding that a vote, official action or judgment of the member would be influenced thereby
- Be subject to the same conduct as local officials and follow Minnesota State Statutes pertaining to open meetings, conflicts of interest, and receipt of gifts from interested parties

The Library Board will:

- Determine whether or not a potential conflict of interest is such that it requires board members to excuse themselves from either participating in the discussion or being present for it
- Record the decision in the meeting minutes

The Library Board President will:

- Discuss any concerns that may arise with individual members who may not be in adherence to this policy and resolve any outstanding issues
- Advance ongoing, unresolved issues to the Hennepin County Board of Commissioners who is the appointing authority of this advisory board

### Associated Policies and Laws

- American Library Association. [Code of Ethics](#)
- Minnesota Statute 10A.07. Conflicts of Interest
- Minnesota Statute Chapter 13D. Open Meeting Law
- Minnesota Statute 471.895. Certain Gifts by Interested Persons Prohibited

### Process

This policy is reviewed every five (5) years by the Library Director (or designee) in consultation with the Library's legal counsel. The Library Director (or designee) 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: 2021

Date Approved: 6/28/2017

Previous Policy Dated: 6/27/2012

Replaces: Ethics for Hennepin County Library Board Members