THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

June 27, 2018, 5-7:00 p.m.
Minneapolis Central Library | Doty Board Room | 300 Nicollet Mall | Minneapolis, MN 55401

Library Board Agenda

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. CONSENT
   A. Approval of Minutes of May 09, 2018
   B. Acceptance of Donations

4. PUBLIC COMMENT

5. PRESIDENT’S REPORT
   A. Announcements
   B. Executive Committee Report

6. 2019 BUDGET
   A. 2019 – 2023 Capital Improvement Plan, Johannah Genett
   B. 2019 Operating Budget, Nancy Palmer

7. DIRECTOR’S REPORT
   A. Library, County, and Community Updates

8. LIBRARY BOARD POLICIES
   A. First Read
      I. Commissioned Public Art
      II. Donation
      III. Library Bill of Rights
      IV. Patron Data Privacy

9. COMMITTEE REPORTS
   A. Friends of Hennepin County Library,
      Erin Vrieze Daniels

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. ADJOURN

* Denotes board action item.*
HENNEPIN COUNTY LIBRARY BOARD MEETING

Meeting Minutes

The Hennepin County Library Board met Wednesday, May 9, 2018, Minneapolis Central Library, Doty Board Room.

ATTENDEES

Hennepin County Staff: Commissioner Peter McLaughlin, Director Lois Langer Thompson, Maria Baca, Johannah Genett, Casey Krolczyk, Lois Lenroot-Ernt, Michele McGraw, Janet Mills, Nancy Palmer, Elena Ryabinin, Tracy Thompson, Ali Turner, and Jody Wurl.

Public: None.

CALL TO ORDER
President Chris Damsgard called the Hennepin County Library Board meeting of May 09, 2018 to order at 5:00 p.m., and welcomed all in attendance especially new Library Board member Sheila Letscher who introduced herself.

APPROVAL OF AGENDA
Margy Ligon made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.

CONSENT ITEMS
Caitlin Cahill made a motion to approve the meeting minutes of March 28, 2018, and accept donations; seconded by Margy Ligon. Motion passed.

PUBLIC COMMENT
None.

COUNTY COMMISSIONER UPDATE
Hennepin County Commissioner Peter McLaughlin, District 4
Commissioner McLaughlin represents the people of District 4, whose libraries include East Lake, Franklin, Hosmer, Central, Nokomis, Roosevelt and Southeast.

Commissioner McLaughlin recalled the consolidation of the Hennepin County and Minneapolis Library systems and attributed the success of the merger to the staff and Library Board. He is thankful the success of the merger prevented additional closing of libraries in Minneapolis. He credited Hennepin County for being one of few major library systems significantly expanding hours during the last decade due in part to the ballpark sales tax revenue.

The Commissioner praised Amy McNally and Library staff for their work on the Testify exhibit at Minneapolis Central Library calling the exhibit the highlight of his year and exactly the type of work the Library should be doing. He also gave special mention to Marilyn Bell recognizing her work at the Nokomis Library. She exemplifies what staff can be and are every day of the week; leaders, teachers, and friends for all of our residents.

Commissioner McLaughlin spoke on the importance of Narcan training and having security staff carry Narcan to help combat the heroin epidemic and the grim reality we are facing in our neighborhoods. He explained libraries are more than repositories for collections, but that they are also a place for people to come together in the community. He finds it is important to maintain those community spaces and keep them safe and welcoming.

The Commissioner applauded the Board and staff for the welcoming social work initiatives with patrons who are experiencing homelessness. He finds the library’s work an innovative and softer touch that complements law enforcement.

Commissioner McLaughlin reported that residents in his area are really happy with building remodels at Nokomis and Roosevelt libraries, and the Southeast Library building project community engagement model is being met with enthusiasm. He and his residents would like to see staff continue to tackle the question of how to expand hours while maintaining the right balance between collection, hours and other technical innovations.

Vice President Blauvelt inquired on creative fundraising to help fund future renovations. The Commissioner shared he is very impressed with the strong leadership at Friends of Hennepin County Library and applauds their work and anything the Library Board can do to help intensify their efforts.

The Commissioner thanked the Library Board members for their service to the County and to the Library. He is proud of our library system, and the staff who do such great work. Commissioner McLaughlin looks forward to continuing to make Hennepin County one of the premier library systems in the country. President Damsgard and the board thanked the commissioner for attending.
COMMENDATIONS
Barbara Fenton
President Damsgard read the resolutions commending former Library Board member Barbara Fenton. He made a motion to approve the resolution, seconded by Jonathan Gaw. Motion passed.

Ms. Fenton was not able to attend but extended her gratitude to the board for their contribution to the wonderful experience she had. She will remember the board and committee meetings along with the enriching library events as incredibly meaningful growth opportunities. She will never take the privilege and responsibility of being a library user for granted, and will always remain a staunch and enthusiastic supporter and advocate for its role in our civil society.

PRESIDENT’S REPORT
Chuck Salter, Hennepin County Attorney
Mr. Salter spoke on open meeting laws and how it applies to the Library Board, any meeting of the group, and best data practices regarding group e-mails.

President Damsgard thanked him for attending.

PLA Conference Report, Jonathan Gaw and Erin Vrieze Daniels

Gaw reported most of the sessions he went to were related to measuring outcomes at libraries and data practices at libraries. In attending the sessions he saw how well HCL is doing compared to other systems. He was favorably impressed with some of the things he knows HCL does and comparing them to what some of the libraries were either demonstrating or presenting about; particularly when it came to measuring outcomes of various library projects or services. He reported the Narcan sessions were eye opening to see the different solutions available, but found what’s really seemed important is tying in these Narcan programs with social services to do an intervention of some kind. He thinks it is great our libraries are being involved in this work, but knows it to be a very small part of the solution.

Vrieze Daniels shared she had a similar experience attending the data practices sessions. During the conference she spent time talking between sessions to others and was amazed that everyone she met knew about HCL and the innovative work we are doing. She found we are a prevalent and a well-respected institution. One thing that struck her the most is what it means if collections are things we lend for knowledge, like bird watching kits, things that do not necessarily mean books. She was also inspired by sessions relating to assessing program success outside of attendance numbers by looking at a difference in clientele post program, if fliers were taken or interest was shown, and evaluating if the location felt like a safe space. She found Narcan training fascinating in how easy it easy to administer technically, but how hard it can be emotionally. She also attended a session on preparing for the good, bad and ugly of private funding; finding our donation policy is currently ahead of other systems who participated.

Computers in Libraries Report, Caitlin Cahill
Caitlin Cahill announced that she had attended the *Computers in Libraries* conference in April in Arlington, Virginia. Cahill highly recommended members consider attending future conferences as they have expanded from focusing on computers and have become more about discussion on innovation in technology. She informed the conference shares all presentations on their website. She found many people were familiar with and impressed by the work of Hennepin County.

Call for Volunteers: Appreciation of Service Brunch

Hennepin County Library’s Appreciation of Service Brunch, will be held the morning of Wednesday, May 23, at Brookdale Library. Board members are welcome to attend.

ELECTION OF OFFICERS

Nominating Committee – Caitlin Cahill

Caitlin Cahill thanked President Damsgard for his services to the board over the year and his willingness to continue serving if needed.

Cahill said the nominating committee submitted the following nominations: for President, Katherine Blauvelt; for Vice-President, Erin Vrieze Daniels; for Secretary, Adja K. Kaba Ann.

Cahill opened nominations from the floor for President. There were none, and nominations were closed. Cahill called for a vote. Katherine Blauvelt was elected President.

Cahill called for nominations from the floor for Vice President. There were none, and nominations were closed. Cahill called for a vote and Erin Vrieze Daniels was elected Vice-President.

Cahill called for nominations from the floor for Secretary. There were none, and nominations were closed. Cahill called for a vote. Adja K. Kaba Ann was elected Secretary.

President Damsgard transferred leadership to new President Katherine Blauvelt following the election. President Blauvelt thanked the board for this special privilege and hoped she could do this as well as President Damsgard.

President Blauvelt, per the bylaws, appointed Jonathan Gaw as a member at large to the Executive Committee as recommended by the Nominating Committee. Jonathan Gaw accepted the appointment.

President Blauvelt acknowledged Damsgard will continue to serve on the Executive Committee as Past President. The next Executive Committee meeting will be held 5:30 – 7:00 p.m. on Wednesday, June 6, at Hopkins Library. Director Thompson said it will focus on the operating budget. She encouraged all board members to attend.

DIRECTOR’S REPORT

Library Board Dialogue, 2019 Operating Budget, Johannah Genett, and Nancy Palmer

Johannah Genett, Resource Services Division Manager, reviewed how we are using metrics to influence budget decisions.
Nancy Palmer reviewed the budget schedule and reminded board members Facility Services, Information Technology and Personal Services costs are yet to be determined.

President Blauvelt advised the board that they will be receiving an arc of information moving forward. She instructed that as an advisory board they are not in a position to approve or disprove these figures and should focus on strategic guidance and recommendations.

Library budget introduction, Director Thompson
Director Thompson reviewed discussion points to consider moving forward around the 2019 framework and frameworks for future years to inform the direction of HCL budget planning and develop a sustainable plan for the next five years.

Library Board Discussion, Caitlin Cahill
Cahill lead the board in a dialogue about the 2019 library board budget. Board members agreed with the strategy to keep all 41 libraries open with their current hours in 2019. Vice President Vrieze Daniels expressed a desire to see an increase in hours if possible. Neisen inquired if the Library had pursued or considered corporate sponsorship for library building projects. Ann would like further information on the process of reviewing collection practices when there are reductions in expenditures.

President Blauvelt asked if there is anything we can do or learn this year to inform how we are setting up sustainability for years 2020-2025. She wants the Library Board to consider how we are setting short-term decisions in context of long-term impacts. Gaw reminded the group that we have not experienced a recession in nine years and would like our strategies to prepare for that possibility.

President Blauvelt instructed the board to hold strategic questions in mind and not to get too deep into the numbers as staff layer on information in upcoming meetings. Future discussions will be focused on priorities and discussions of what’s helpful to your local library and the community as a whole.

Library, Community and County Updates
Budget updates
• We are awaiting rates from Information Technology and Facility Services. That information will be ready for the June Executive Committee meeting. All members are encouraged to attend if able.
• Final budget recommendation will be reviewed at June full board meeting.

Capital projects
• The next Southdale community meeting is scheduled for May 21 from 7-9. An online survey will also be available.

Community Embedded Library Service
• The Library is in the process of hiring staff to support community embedded library service in the Franklin and Oxboro library neighborhoods.
• Director Thompson introduced Jesmyn Ward and the 2018-2019 season at FHCL’s May Pen Pals.
• Director Thompson attended ALA Midwinter and PLA. Highlights include:
  o Co-presenting PLA pre-conference on Identity, Power, and Oppression and Liberation, a justice and equity training.
  o Service to Indigenous people (Canada).
  o Library Neutrality debate.
• A tour of Special Collections will be held for interested Library Board members 30 minutes prior to the June 27 meeting. Let Library Board Clerk Tracy Thompson know if interested. June will be our last meeting at Minneapolis Central in 2018.

2018 Policy Review, Lois Lenroot-Ernt
Lois Lenroot-Ernt presented the first round of suggested changes based on comments and questions of Library Board members at the previous meeting. A first read of policies will be held in June based on feedback so far. President Blauvelt reminded the Board that we are in a trial run of reviewing policies as a committee of the whole, designed for everyone to be able to give substantive input.

Staff advised a change needed to be made to the existing Reserving Meeting Room policy approved in September 2017, due to a discontinuation of a related administrative policy. Staff requested to remove references to an administrative policy and replace with a Meeting Room Public Use Agreement. Tim Dolan made a motion to approve the policy as presented; seconded by Samuel Neisen. Motion passed.

COMMITTEE REPORTS
Friends of Hennepin County Library, Katherine Blauvelt
• President Blauvelt shared the 2018-2019 Pen Pals season has been announced. The 2017-2018 had record subscriptions, anticipate the upcoming season will as well.
• Talk of the Stacks will be held Wednesday, May 16. Board members are invited to a pre-reception.
• Board members are encouraged to attend the Sioux Chef event on June18, see packet for details.
• President Blauvelt appointed Erin Vrieze Daniels as the 2018 FHCL ex-officio member. Vrieze Daniels accepted the appointment.

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

ADJOURN
There being no further business, Katherine Blauvelt made a motion to adjourn the meeting at 6:57 p.m.; seconded by Adja K. Kaba Ann. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, June 27, Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, Minnesota, 55401.

____________________________________________
Adja K. Kaba Ann, Secretary
List of Donations Recently Received
As of June 19, 2018

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

Friends of Hennepin County Library Support - $212,131.59

Local Friends of Hennepin County Libraries Support - $15,891.68
• $900 for Augsburg Park Library: funded by Friends of Augsburg Park Library
• $1,118.57 for Edina Library: funded by Friends of Edina Library
• $1,179.11 for Excelsior Library: funded by Friends of Excelsior Library
• $1,050 for Golden Valley Library: funded by Friends of Golden Valley Library
• $2,180 for Hopkins Library: funded by Friends of Hopkins Library
• $239 for Nokomis Library: funded by Friends of Nokomis Library
• $1,350 for Penn Lake Library: funded by Friends of Penn Lake Library
• $900 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
• $1,000 for Rockford Road Library: funded by Friends of Rockford Road Library
• $2,400 for Southdale Library: funded by Friends of Southdale Library
• $500 for Walker Library: funded by Friends of Walker Library
• $300 for Washburn Library: funded by Friends of Washburn Library
• $2,205 for Wayzata Library: funded by Friends of Wayzata Library
• $570 for Webber Park Library: funded by Friends of Webber Park Library

Private Sources Support - $2,500
• $2,500 for Brooklyn Park Library: funded by Computer & Communications Industry Association

Grand Total = $230,523.27
Executive Committee

Meeting Summary

The Library Board Executive Committee met Wednesday, June 6, 2018, Hopkins Library, meeting room.

Attendees

Committee members: President Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, and Vice President Erin Vrieze Daniels.
Library Board members: Sheila Letscher.
Staff: Director Lois Langer Thompson, Lois Lenroot-Ernt, Janet Mills, Nancy Palmer, and Tracy Thompson.

Welcome and Call to Order
President Blauvelt called the meeting to order at 5:42 p.m. and welcomed attendees.

Approval of Agenda and Meeting Summary
Jonathan Gaw made a motion to approve the agenda; seconded by Vice President Vrieze Daniels. Motion passed.

Chris Damsgard made a motion to approve the March 6, 2018, meeting summary; seconded by Vice President Vrieze Daniels. Motion passed.

Public Comment
• None.

2019 Proposed Library Operating and Capital Improvement Plan
• Nancy Palmer reviewed preliminary 2018 Library Operating budget data.
• Director Thompson reminded the committee that the Library Board’s role is to review and recommend the operating and capital budgets. Library Board members are invited to attend the County Board Capital Budget meeting. Once the date is set, Library Board members will be informed.
• President Blauvelt asked Nancy Palmer to begin with the narrative around the data at the full Library Board meeting on June 27.
Board members suggested wording to help strengthen and clarify the Library’s needs and outcomes for requests.

The Board discussed the Library proposals for use of fund balance, proposed addbacks, and sources of funding to meet the 2019 operating budget request.

**Library Board Goals and Agendas for Upcoming Meetings**

- Director Thompson presented a calendar of proposed Library Board meeting dates and topics for the next 18 months.
- The Committee discussed how to frame future discussions with the question or framework in mind of “The Future of Libraries” to help build conversations over time.
- The Committee brainstormed a list of future dialogue topics and presentations around current and future technology, collection, disparity reduction, and how to make the Library more resilient over time.
- Sheila Letscher inquired if there are key speaking points for Library Board members to be familiar with when engaging with public and officials. She requested this be a part of future presentations or new member onboarding.
- To help maximize time in future meetings, Vice President Vrieze Daniels requested the County Attorney not present every year or present at new member onboarding instead, unless new information will be shared.
- The August Executive Committee meeting will be a facilitated discussion to further develop Library Board dialogue topics and questions with a goal of presenting the 2019 schedule to the full board in September.
- The Committee reviewed future 2018 agendas and proposed to not hold a board meeting in August 2018. All Library Board members will be encouraged to attend the August Executive Committee meeting.

Vice President Vrieze Daniels made a motion to recommend the Library Board not hold a full board meeting in August; seconded by Chris Damsgard. Motion passed.

**Next meeting**
The next meeting of the Library Board Executive Committee is Wednesday, August 8, 2018, 5:30 p.m., Hosmer Library, meeting room.

**Adjourn**
Vice President Vrieze Daniels made a motion to adjourn the meeting at 7:01 p.m.; seconded by Chris Damsgard. Motion passed.
MEMBERS

The Hennepin County Library Board is appointed by the County Board of Commissioners and consists of 11 Hennepin County residents.

Adja K. Kaba Ann | adja.ann@hclib.org
City of Residence: Maple Grove
7th District, Commissioner Johnson
First Term: 01/01/2015
Current Term Expires: 12/31/2020

Katherine Blauvelt | katherine.blauvelt@hclib.org
City of Residence: Minneapolis
4th District, Commissioner McLaughlin
First Term: 01/01/2014
Current Term Expires: 12/31/2019

Caitlin Cahill | caitlin.cahill@hclib.org
City of Residence: Maple Plain
7th District, Commissioner Johnson
First Term: 01/01/2010
Current Term Expires: 12/31/2018 (final term)

Chris Damsgard | chris.damsgard@hclib.org
City of Residence: Brooklyn Park
1st District, Commissioner Opat
First Term: 01/01/2011
Current Term Expires: 12/31/2019 (final term)

Tim Dolan | tim.dolan@hclib.org
City of Residence: Edina
6th District, Commissioner Callison
First Term: 01/01/2017
Current Term Expires: 12/31/19

Jonathan Gaw | jonathan.gaw@hclib.org
City of Residence: Minneapolis
4th District, Commissioner McLaughlin
First Term: 01/01/2016
Current Term Expires: 12/31/2018

Rahfat Hussain | rahfat.hussain@hclib.org
City of Residence: Minneapolis
3rd District, Commissioner Greene
First Term: 01/01/2018
Current Term Expires: 12/31/2020

Sheila Letscher | sheila.letscher@hclib.org
City of Residence: St. Louis Park
3rd District, Commissioner Greene
First Term: 01/01/2018
Current Term Expires: 12/31/2020

Margy Ligon | margaret.ligon@hclib.org
City of Residence: Minneapolis
3rd District, Commissioner Greene
First Term: 01/01/2017
Current Term Expires: 12/31/2019

Samuel Neisen | samuel.neisen@hclib.org
City of Residence: Minneapolis
2nd District, Commissioner Higgins
First Term: 01/01/2016
Current Term Expires: 12/31/2018

Erin Vrieze Daniels | erin.vriezedaniels@hclib.org
City of Residence: Richfield
5th District, Commissioner Goettel
First Term: 01/01/2017
Current Term Expires: 12/31/2019
## Library Board Schedule

### 2018

**Library Board Meetings**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2018</td>
<td>5 p.m.</td>
<td>Southdale Library, Ethel Berry Room</td>
</tr>
<tr>
<td>March 28, 2018</td>
<td>5 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
</tr>
<tr>
<td>Annual Meeting</td>
<td>5 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
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<tr>
<td>May 9, 2018</td>
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<tr>
<td>June 27, 2018</td>
<td>5 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
</tr>
<tr>
<td>September 26, 2018</td>
<td>5 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room**</td>
</tr>
<tr>
<td>November 28, 2018</td>
<td>5 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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### Executive Committee Meetings

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>March 6, 2018</td>
<td>5:30 p.m.</td>
<td>Rockford Road Library, Meeting Room</td>
</tr>
<tr>
<td>June 6, 2018</td>
<td>5:30 p.m.</td>
<td>Hopkins Library, Meeting Room</td>
</tr>
<tr>
<td>August 8, 2018</td>
<td>5:30 p.m.</td>
<td>Hosmer Library, Meeting Room</td>
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**Location dependent upon Ridgedale Library official reopening date**
## 2019 Budget Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Action or Activity</th>
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<tbody>
<tr>
<td>June 28</td>
<td>Budget requests due to OBF</td>
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<tr>
<td>August 6</td>
<td>CBTF hearings and deliberations on 2019 Library Capital Budget (2019 - 2023 CIP)</td>
</tr>
<tr>
<td>August 9</td>
<td>County Administration/OBF budget discussions with lines of business/departments</td>
</tr>
<tr>
<td>September 18</td>
<td>County Administrator submits 2019 proposed budget to the County Board</td>
</tr>
<tr>
<td>September 25</td>
<td>County Board adopts maximum 2019 property tax levy. Hennepin County Regional Railroad Authority (HCRRA) and the Hennepin County Housing and Redevelopment Authority (HCHRA) max levy approved by respective boards</td>
</tr>
<tr>
<td>October - November</td>
<td>2019 Budget Committee hearings (subject to board approval)</td>
</tr>
<tr>
<td>Mid-November</td>
<td>Truth-in-Taxation notices mailed</td>
</tr>
<tr>
<td>November 27</td>
<td>County Board holds public meeting to discuss budget and levy at 6:00 p.m.</td>
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<tr>
<td>December</td>
<td>Commissioner Amendments – 2019 budget (subject to board approval)</td>
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<tr>
<td>December 11</td>
<td>County Board approves 2019 budget and levy at regularly scheduled board meeting</td>
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Appreciation of Service

Speaking Points
Wednesday, May 23, 2018  |  9 – 11:30 a.m.  |  Brookdale Library – Rooms ABC

Lois Langer Thompson, Hennepin County Library Director
Tim Dolan, Hennepin County Library Board
Rahfat Hussain, Hennepin County Library board
Sheila Letscher, Hennepin County Library Board

2012
This year, we’re starting things off by recognizing staff members who have worked at Hennepin County for five years.

In 2012, when this group joined the Library team, Argo was the Oscar-winning Best Picture, we watched the summer Olympic Games in London, and gas was $3.64 a gallon here at home – that’s about a dollar more than it is today! There were other highpoints at HCL, more worth celebrating:

- HCL was the fifth most-searched library in the United States, according to Google’s annual “Zeitgeist report”
- “Poems From Inside,” a collection of poems from writing workshops organized by Outreach staff at the Hennepin County Adult Corrections Facility, was published and made available in our collection
- Minneapolis Central Library was awarded funds to install a Best Buy Teen Tech Center, one of four sites in the country that year, helping teens grow with access to new technologies in a creative and safe environment

And, these colleagues joined us at HCL:

<table>
<thead>
<tr>
<th>Aaron Bonds</th>
<th>Nancy Greer</th>
<th>Ester Osayande</th>
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<tbody>
<tr>
<td>Erin Cavell</td>
<td>John Hansen</td>
<td>Lisa Peterson</td>
</tr>
<tr>
<td>Lesley Chaudhry</td>
<td>Bridget Harff</td>
<td>Becky Rech</td>
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<tr>
<td>John Clark</td>
<td>Tony Hirt</td>
<td>Christine Schmidt</td>
</tr>
<tr>
<td>Amelia Cohoes</td>
<td>Katia Holanda-Cavalcante</td>
<td>Carol Skalko</td>
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<tr>
<td>Rebecca Cooper</td>
<td>Lauren Kewley</td>
<td>Mary Walker</td>
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<tr>
<td>Anna Schwindt DeGroot</td>
<td>Chuck Knudsen</td>
<td>Libby Whittier</td>
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<tr>
<td>Melissa Diaz</td>
<td>Jonathan Kojis</td>
<td>Jessica Zillhart</td>
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<tr>
<td>Gerald Erickson</td>
<td>Jack Kronebusch</td>
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<tr>
<td>Deb Garbison</td>
<td>Michelle Lewis</td>
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<tr>
<td>Angel Gardner-Kocher</td>
<td>Paulanne Maze</td>
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<tr>
<td>Chip Gehring</td>
<td>John McNeil</td>
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<tr>
<td>Gail Gorski</td>
<td>Tsering Norzom</td>
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2007

In 2007, when our 10-year employees joined the Library team, we saw the end of one era with the release of *Harry Potter and the Deathly Hallows*, and the dawn of another, with the release of the first iPhone.

Now, it goes without saying that 2007 was a significant year for us here, too. That year:

- Minneapolis Public Library and Hennepin County Library prepared for consolidation. It was the beginning of a new era for us as one 41-library system, serving the residents of Minneapolis and Hennepin County together.
- North Regional Library reopened following a renovation, and as the Star Tribune called it, went from “drab” to “light and fab,” and was a hopeful bright spot in Minneapolis amidst three other branch closings.
- The Building One Library team held a “library crawl,” a two-night after hours event for staff from HCL and MPL to get to know each other and our libraries – stops included North Regional, Pierre Bottineau, Golden Valley, Eden Prairie, Hosmer and Oxboro - as we became one system.

During such a year, we were so fortunate to welcome these talented colleagues in 2007:

- Liz Barry
- Andrea Bentrud
- Bethany Carlson
- Carolyn Foreman
- Johannah Genett
- Isaac Handlson
- Carol Hoseth
- Tricia King
- Jenni Klumpp
- Liz Lang
- Angela Langeberg
- Joe Lasar
- Steve Mannie
- Sheri McCoy
- Barb McKenzie
- Laura Miller
- Phuong Nguyen
- Brad Oftelie
- Amy Peters
- Gloria Ring
- Vadim Rubinchik
- Nina Shimmin
- Rose Spaulding
- Jackie Tessmann
- Rebecca Thayer
- Sue Tveter
- Katie Wahl
- Noah Warren
- Ben Weiss
- Jen Wenner
- Susan Woodwick
- Kay Yang-Cha

2002

In 2002, when our 15-year employees joined the Library team, American athletes had a record-breaking showing at the Winter Olympics in Salt Lake City, winning 34 total medals. Box office hits included *The Lord of the Rings: The Two Towers*, *Star Wars: Attack of the Clones* and *Spider-Man*. People in the United States reeled in the wake of the 9-11 attacks, and U.S. forces invaded Afghanistan.

Closer to home, it was a big year for new initiatives and new buildings:

- Hopkins Library reopened after an 8-month, $1.7 million renovation, creating a lighter, airy interior; while construction began on the new Pierre Bottineau Library at the former Grain Belt brewery complex, the millwright and wagon shops forming the heart of the space.
• Old Central Library closed, preparing for demolition and reconstruction at 300 Nicollet Mall
• As part of an effort to break down barriers to library services, Hennepin County Library staff put up multilingual welcome signs, added materials in new languages and welcomed Hmong-, Spanish- and Somali-speaking colleagues.

And, these staff members each had their own beginnings in 2002:

<table>
<thead>
<tr>
<th>Shirin Bastani</th>
<th>Samantha Jekot-Graham</th>
<th>Jude Vanspall</th>
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<tbody>
<tr>
<td>Laura Carlson</td>
<td>Penpa Kura-Amje</td>
<td>Jackie White</td>
</tr>
<tr>
<td>Bernie Farrell</td>
<td>Roushan Navvab</td>
<td>Elizabeth Whitt</td>
</tr>
<tr>
<td>Julia Foster</td>
<td>Prem Srivastava</td>
<td>Mark Yannie</td>
</tr>
<tr>
<td>Abdul Gama</td>
<td>Marguerite Teslow</td>
<td>Katheryn Zimmerman</td>
</tr>
<tr>
<td>Elizabeth Grant</td>
<td>Puoc Tran</td>
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</tr>
</tbody>
</table>

1997

In 1997, when our 20-year team members joined the Library, Titanic was the Oscar-winning Best Picture while grossing a record-breaking $1.8 billion worldwide. The sovereignty of Hong Kong was returned to China from the United Kingdom, marking the end of the British Empire, and Dolly the sheep’s birth raised questions about human cloning.

Here at the library,

• HCL’s 93 copies of Welcome to Dead House, the first book in the Goosebumps series, had been checked out 5,546 times overall – an incredible measure of the series’ popularity in a year when local schools were facing challenges over the titles
• Hosmer reopened following a 15-month renovation meant not only to preserve the 1916 building for decades to come, but to restore the front entrance to its original experience,
• Author Amy Tan was the featured guest in the inaugural Hennepin County Library Pen Pals lecture, which was held at Adath Jeshurun Congregation in Minnetonka

Also in 1997, these colleagues began their work in our library systems:

<table>
<thead>
<tr>
<th>Sherry Anderson</th>
<th>Mechelle Fogelson</th>
<th>Rory Segety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Barry</td>
<td>Neal Gruenberg</td>
<td>Mary Steinbicker</td>
</tr>
<tr>
<td>Patrick Brueske</td>
<td>Rich Harrington</td>
<td>Andrea Stelljes</td>
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<tr>
<td>Jo Christianson</td>
<td>Brenda Lopez</td>
<td>Demita Workman</td>
</tr>
<tr>
<td>John Dillon</td>
<td>Tatyana Maron</td>
<td>David Postelthwaite</td>
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<td>Phil Feilmeyer</td>
<td>Dirk Schot</td>
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</tbody>
</table>
1992

In 1992, when our 25-year team members joined the Library, the space shuttle Endeavor had its first mission, and Bill Clinton was elected to his first term as president. The Twin Cities invited the national spotlight by opening the Mall of America and hosting Super Bowl twenty-six at the Metrodome.

- The Hennepin County Board approved funding for new Hennepin County libraries in Plymouth and Champlin.
- Virginia Bradley completed the painting “Laughing Water” on the dome in the expanded children’s area at Washburn Library.
- An anonymous donor attempted to gift a $1,000 book of photographs from the restored Sistine Chapel to Rockford Road Library, but with concerns about security and care for the precious book, the generous gift could not be accepted as the donor intended.

We did, however, most graciously accept these staff members who joined us in 1992:

- Angela Fiero
- Natalie Hart
- Maureen Kenney
- Don Kleven
- Joanie Knight
- Mary McDevitt
- Hilary Murphy
- Gloria Olson
- Anne Peterson
- Jeff Rosales
- Rose Ryan

1987

Our 30-year staff members joined the Library in 1987, the year the Minnesota Twins won the World Series for the first time, and Michael Jackson released the album “Bad,” loaded with singles like “Dirty Diana” and “Man in the Mirror.” At that time, a gallon of gas cost an average of 89 cents, and a dozen eggs were 65 cents.

The year’s big news on the library front:

- Minneapolis Public Library associate director Zella Shannon retired, and in an interview covering the changes she’d seen over her career, Shannon noted the new service at MPL – staff would perform free computer searches – but only “up to eight minutes”
- A July storm damaged books stored at Ridgedale for the new Maple Grove Library. But the library opened anyway, to the delight of residents.
- Minneapolis Library officials put a plan in place to make rare and valuable materials more available for patrons’ use, setting the course for the present-day relationship between Special Collections and the Athenaeum.

Also valuable to us are these staff members, who began their careers in 1987:

- Heather Clark
- Sue Dorf
- Karen Edstrom
- Val Gruber
- Ted Hathaway
- Linda Lee
- Lynn Picquet
- Xan Laurence
1982

In 1982, when our 35-year employees started their careers with the library, TIME Magazine’s Man of the Year feature honored not a man or woman, but the computer, and Steven Spielberg’s “E.T. The Extra-Terrestrial” was released.

A little closer to home, Ridgedale Library opened, and the Planetarium at the downtown library had to be closed due to lack of funding. But business went on as usual, as we found this gem in the Minneapolis Public Library 1982 annual report:

“It is indeed fitting that the outstanding use of the Library’s recent acquisition of the limitless technology in the Patent collection was for a humanitarian purpose. Early in the year a doctor from the Children’s Hospital called to find out the chemical composition of a dry cell battery which a child had swallowed. It was a race against time because the stomach fluids would dissolve the outer casing exposing the child to possibly fatal chemicals. In order to treat the child properly, the chemicals must be identified. With the patent number from a similar battery, a library staff member easily located the patent containing the necessary information. Months later, with some difficulty, the doctor was located and was very happy to inform us that the child received proper treatment in time and after several days was released from the hospital. This was further testimony of the unending ways that the Library serves its community.”

Congratulations to this 1982 group, with us for 35 years:

Cheryl Bren          Marsha Konstas         Lisa Polec
Susan Hein           Claudia Kroeck

1977

In 1977, when our 40-year employees began their careers, the first Star Wars movie was released, but we stayed firmly grounded here at home as the Vikings lost their first Super Bowl. Elvis Presley died in August, which led to a surge of interest in material about him here at the library.

Other notes from that year:

- The energy crisis forced Minneapolis Public Library to reduce hours and turn down thermostats to save fuel, in accordance with requests from state energy officials
- Penn Lake Library offered a program for Vietnamese adults on fishing licenses and local fishing hot spots, while at neighboring Southdale Library, the president of Beer Can Collectors of America presented a “Beer Can Collecting 101” program.

So much appreciation for these colleagues, welcomed aboard in 1977:

Teresa Kachelmeier          Laurie Schuelein         Natalie Turtinen
Becky Mobarry              Vicky Trocke             Mary Swanson
1972

And now, 1972! Our estimable 45-year colleagues joined the library when gas was 36 cents a gallon, the first episode of The Price Is Right aired, hosted by Bob Barker, and women competed (officially, anyway) in the Boston Marathon for the first time.

Back at the library, then as now, we had our own moments of celebration, curiosity, and everything in between:

- Hennepin County Library marked 50 years of service in 1972, the same year that Rockford Road Library and Westonka Library opened, the state-of-the-art Southdale Library neared completion, and the Hopkins Municipal Library officially joined the Hennepin County system
- It was business as “usual” at the reference desk. From the 1972 MPL annual report:

  “Although we found out how to do the tinikling (Philippine dance) for an insurance company who had a claim from a client who broke his foot doing it, and we told a caterer several times what colors to mix to get an unusual school color for cakes she was decorating, our most frequent requests were for song titles, scores, addresses of music publishers, artists, and values of antiques.”

Very pleased to recognize these two colleagues for a remarkable 45 years of service.

Paula Baron
Craig Brandenburg
Southdale Site Development
Purpose

• Provide site history

• Update on library facility planning

• Recommendation

• Next Steps
Southdale Site Development

• Location
  • Richfield/Edina Border
  • Edina School District

• Size: 7.74 acres

• History
  • 2015 Board Briefing
  • 2016 Service Center Relocation
  • 2019 Courts Relocation
  • Contract with Edina
Community Meeting Site Feedback

• Hennepin County Southdale Library is a prized regional asset
• Provide and improve neighborhood connections and access
• Enhance pedestrian safety at York Avenue
• Provide more green space on site
• Housing at affordable pricing or geared toward seniors
The Future Library

- MSR Design Architects
- 55,000 USF / 72,000 GSF
- $50M Budget
- Project completion mid-2021
The Future Library – Program Visioning

• Strong collection
• Meeting rooms and spaces for study and collaboration
• Technology to bridge the digital divide and foster lifelong learning
• Early learning spaces for school readiness
• Connect with school districts to support education
• Partner with workforce centers to increase employment
Site Considerations

• Zoning
• Height Restraints
• Site Coordination
• Trail Connection
• Land Value
Option 1 - Library as 25%

- Two story library: 2 acres
- Available for development: 5.74 acres
Option 2 - Library as 65%

- Two story library: 5 acres
- Available for development: 2.74 acres
Option 3 - Library as 65%

- One story library: 5 acres
- Available for development: 2.74 acres
Option 4 - Library as 65%

1, 1.5, or 2 story library: 5 acres
Available for green space: 2.74 acres
Recommendation

New Library – Option 1

- Library located on 25%
- Parking addressed on portion of site
- County sells remaining property
Preferred Option

- Two story library: 2 acres + parking
- Available for development: 3.85+ acres
Next Steps / Questions
Commissioned Public Art

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to express the role public art plays in libraries and to provide guidance and direction for the selection of commissioned public art. The Board understands this policy will not anticipate the creative scope of possibilities for public art projects. It is the intent, therefore, of this policy to provide a broad framework for decision making that does not unduly limit creative potential.

Definitions

For the purpose of this policy, public art is defined as an original work of visual commissioned art that is accessible to the public. It is designed for a specific library location, reflects the local community, and is intended to support the library as a gathering place where all residents come to learn, grow, and spend time together.

Principles

- The State of Minnesota, Hennepin County, and the Hennepin County Library Board recognize that the presence of public art contributes to the life and vitality of our community.
- Public art in library buildings contributes to the library’s mission to nourish minds, transform lives, and build community together. It helps to create a community identity and a place of contemplation and curiosity.
- Public art enhances the library experience; it creates positive public environments; reflects our legacy, and expresses our diversity.
- Engaged participation by members of the community strengthens the art selection process and builds community excitement.

Scope

This policy applies to the acquisition of all public art that is commissioned for the Hennepin County Library. Commissioned public art may be acquired in one of two ways:

1. Hennepin County’s “one percent for art” program in which library capital building projects of $1 million or more have 1% of the project costs (defined herein as encompassing construction costs, architectural fees, and contingency) dedicated to the selection, purchase, and installation of works of public art.
2. Public art proposals submitted to Hennepin County Library by the Friends of the Hennepin County Library.

Art Selection Committees

The Library Director, the Hennepin County Library Board President, and the Executive Director of the Friends of the Hennepin County Library will coordinate the formation of an Art Selection Committee for each capital building project. The Art Selection Committee will include members of the community’s voices and reflect its diversity.

Additional Art Selection Committees may be established by the Library Director in response to proposals from the Friends of the Hennepin County Library to commission public art for libraries.

The Library Board President will appoint a Library Board member to each Art Selection Committee. Appointees will be active participants in the commissioned art selection process and report progress to the full Library Board.
Selection Considerations

The following considerations will be used by Art Selection Committees to guide the evaluation and selection of commissioned art proposals.

The extent to which the public art:

- Celebrates, and explores and includes the diverse unique histories, and cultures, and environment of the community
- Has broad and timeless appeal
- Represents artistic excellence and innovation
- Is designed for a publicly visible and accessible area
- Is safe, durable and able to withstand theft, vandalism and exposure to the environment
- Requires low maintenance

Roles and Responsibilities

- The Library Director (or designee) will maintain an administrative policy which details the composition, responsibilities, and authority of Art Selection Committees and which defines the subsequent staff responsibilities for acquiring and maintaining the selected art.
- The Art Selection Committees will uphold the Principles and Selection Considerations outlined in this policy.
- Hennepin County directs the art installation by the artist. The art is installed by the artist under the direction of Hennepin County.
- The Library Board will take formal action to acknowledge and receive the commissioned art, once it is installed.

Associated Resolutions and Laws

- Hennepin County Board Resolution No. 01-04-212
- Hennepin County Library Board. Donation Policy.
- Library Administration. Commissioned Public Art: One Percent for Art
- Minnesota State Statute: 16B.35 ART IN STATE BUILDINGS

Process

This policy is reviewed by the Library Director (or designee) every four years and 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: 3/2022
Date Approved: 9/17/2014 3/2018
Donation Policy

Hennepin County Library Board Policy

Purpose

Hennepin County Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the Hennepin County Library through a financial or other donation. It describes the scope of donations received, and defines the roles and responsibilities for accepting donations made to the Hennepin County Library.

Principles

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its mission to nourish minds, transform lives, and build community together.
- Donations enhance the library's services and programs.
- Financial donations enrich Hennepin County Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of Hennepin County Library.

Roles and Responsibilities

The Hennepin County Board of Commissioners has delegated to the Library Board the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts, and does not accept materials that are not outright gifts. All donated materials are outright gifts to the Library.

Scope and Disposition of Donations Received

- Library supporters are encouraged to make financial donations to the Friends of Hennepin County Library or to the individual Friends of the Library groups.
- The Library Board encourages library supporters to consider the planned giving opportunities administered by the Friends of Hennepin County Library.
- The Library Board’s Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection. Materials not suitable for the collection are given to individual Friends of the Library groups for resale.
- Donations of books and other materials will be accepted. Staff will determine if the material will be added to the collection or given to the Friends of Hennepin County Library or to individual Friends of the Library groups for resale.
- Donations of material that may be suitable for Hennepin County Library’s collection will be considered for acceptance in the context of the library’s Collection Development and Management Policy.
- The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of Hennepin County Library, which has the authority on retention, location and disposition.
- Works of art may be donated to the Hennepin County Library. The considerations and criteria defined in the Commissioned Public Art Policy will be applied to individual works of art that may be donated. The decision to accept and utilize donated art in libraries is made by the Library Board upon recommendation of the Library Director. Donated art becomes the property of Hennepin County Library, which has the authority on retention, location and disposition. A good faith effort will be made to keep donated art in the library intended by the donor.
Associated Policies and County Board Resolutions

- Hennepin County Board Resolution No. 81-2-108R
- Hennepin County Board Resolution No. 96-11-695
- Hennepin County Library Board. Collection Development and Management Policy
- Hennepin County Library Board. Commissioned Public Art Policy

Process

This policy is reviewed by the Library Director (or designee) every five years, or more frequently as needed. Recommendations are advanced 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: 3/2018-2021
Date Approved: 4/22/2014-2018
Library Bill of Rights

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to affirm and endorse the following Library Bill of Rights as adopted by the American Library Association.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


Process
This policy is reviewed by the Library Director (or designee) every five years and makes recommendations to the Library Board Policy Committee. The Committee reviews and advances to the full Library Board for approval.

Policy History

Next Review Date: 3/2018 2021
Date Approved: 2/25/2015 2018
Patron Data Privacy Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to communicate Hennepin County Library's (the Library) role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

Principles

- We value and advocate for patron privacy and confidentiality.
- We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.
- We expect the Library to employ responsible and transparent data practices, stay abreast of developments in the field, and leverage its role as a national leader of library service to maintain patron data privacy standards in this rapidly evolving world.

Definition and Scope
For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and Hennepin County data governance policies and procedures.

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadables and other resources via third party vendors.

Public Data
In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by statute or federal law.

Private Patron Data
The following patron data collected and maintained by Hennepin County Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron’s name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application.

Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.
3. Private data may be disclosed to a parent or guardian of a minor or vulnerable adult, incapacitated person. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. Minnesota Administrative Rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

(See also Minnesota Statutes 13.02, 13.05, 13.40 and USA PATRIOT Act section 215)

**Collecting and Retaining Patron Data**

The Library collects and retains patron data which is:

- Necessary for the provision and management of library services
- Needed to provide opt in library services that are desired by library patrons
- Required by federal law.

The Library informs patrons of the necessity, purpose, and intended use of requested data. It maintains data retention schedules, and conducts regular data privacy audits.

**Networked and Digitized Library Environment**

The library provides access to the Internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patrons visit, documents they produce, transactions they make, or emails they create or view.

Patron library card numbers, and the location and time of patron logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time. It is currently retained for two months.

The library's collection is also a part of the networked, digitized library environment. Patrons increasingly borrow library materials by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron data privacy.

**Handling and Disclosing Patron Data**

Library staff and volunteers handle patron data in accordance with library administrative policy. Patron data that is public may be requested under the Minnesota Data Practices Act. The Library follows county procedures and responds to written data requests in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to requests for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

**Roles and Responsibilities**

The Hennepin County Board of Commissioners appoints a Data Governance Officer who is responsible for developing, articulating, implementing, and managing the county's vision for organizational data management and data compliance practices in accordance with federal laws and state statutes. Each county department appoints a data steward who works with the Data Governance Officer and is accountable for the quality and use of the department's data.

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.
Library staff and volunteers follow the Code of Ethics of the American Library Association and "protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted."

Library staff take annual data security training and play an active role educating and informing patrons about patron data privacy concerns especially as it relates to the digital environment.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

**Associated Policies and Laws**

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

- Hennepin County. Data Practices Policy
- Hennepin County. Data Practices Requests
- Hennepin County. Privacy and Security Policy
- Hennepin County Library Administrative Policy. Handling and Disclosing Patron Data
- Hennepin County Library Board. Library Bill of Rights
- Minnesota. Government Data Practices Act
- United States. Children's Online Privacy Protection Act
- United States. Electronic Communications Privacy Act
- United States. USA PATRIOT Act

**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 three (3) years. 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: 2/25/2018
## Upcoming 2018 Library Events

### JUNE

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
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<tbody>
<tr>
<td>Special Collections Tour</td>
<td>Wednesday, June 27</td>
<td>4:30 p.m.</td>
<td>Minneapolis Central Library, Special Collections, 4th Floor</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>Library Board Meeting</td>
<td>Wednesday, June 27</td>
<td>5:00-7:00 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
<td>Tracy Thompson 612-543-8504</td>
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### JULY

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<tr>
<th>Purpose</th>
<th>Date</th>
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<th>Note/Staff Contact</th>
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<tbody>
<tr>
<td>Talk of the Stacks Reception &amp; Author Lecture: Tayari Jones Friends of the Hennepin County Library</td>
<td>Wednesday, July 18</td>
<td>7:00 p.m. Doors open at 6:15 p.m.</td>
<td>Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, MN 55401</td>
<td>Kristi Pearson (612) 543-8105 Not eligible for per diem</td>
</tr>
<tr>
<td>Southeast Library Community Meeting – Building Project</td>
<td>Wednesday, July 25</td>
<td>6:00–8:00 p.m.</td>
<td>Southeast Library, 1222 4th St. E, Minneapolis, MN</td>
<td>Tracy Thompson 612-543-8504</td>
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### AUGUST

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<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
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<tr>
<td>Capital Budget Task Force</td>
<td>Monday, August 6</td>
<td>TBD</td>
<td>Hennepin Co. Government Center, 24th floor County Board Room</td>
<td>Lois Langer Thompson 612-543-8541</td>
</tr>
<tr>
<td>Library Board Executive Committee Meeting</td>
<td>Wednesday, August 8</td>
<td>TBD</td>
<td>Hosmer Library, 347 E. 36th Street, Minneapolis, MN</td>
<td>Tracy Thompson 612-543-8504</td>
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### SEPTEMBER

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<tr>
<td>Southdale Library Community Meeting – Building Project</td>
<td>Saturday, Sept. 22</td>
<td>10:00–12:00 p.m.</td>
<td>Southdale Library, 7001 York Ave. S., Edina</td>
<td>Johannah Genett 612-543-8639</td>
</tr>
<tr>
<td>Library Board Meeting</td>
<td>Wednesday, Sept. 26</td>
<td>5:00-7:00 p.m.</td>
<td>Ridgedale Library, RHR Meeting Room</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>Pen Pals Author Lecture Series: Timothy Egan Friends of the Hennepin County Library</td>
<td>Thursday, Sept. 27</td>
<td>7:30 p.m.</td>
<td>Hopkins Center for the Arts, 1111 Main Street, Hopkins, MN 55343</td>
<td>Kristi Pearson (612) 543-8105 *ticketed event Not eligible for per diem</td>
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<td>Friday, Sept. 28</td>
<td>11:00 a.m.</td>
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### Upcoming Conferences

- Urban Libraries Annual Forum – Baltimore. If interested contact President Blauvelt
- Library Journal Design Institute
- Minnesota Library Association Annual Meeting

*Meeting dates/times/locations are subject to change - please verify with staff contact.*
Return to Library Director’s Office by the 5th of the month.

### Library Board Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem *Limit 2 per month (See reverse to determine meetings that qualify for per diem payment.)</th>
<th>Hours</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Other Meetings/Teams/Events/and Volunteer Events</th>
<th>Hours</th>
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Total: ____________
Library Board Policy
Library Board Per Diem and Expense Policy

The Library Board Per Diem and Expense Policy states the following regarding per diem payments:

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

Library Board members will submit the "Library Board Timesheet" by the 5th of each month to the Library Director's Office.

Approved October 24, 2012.