

# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

November 18, 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 of Sept 23, 2020
  - B. Donations
4. Public Comment
5. President's Report
  - a. Commendations
  - b. New Board Member Introductions
  - c. Executive Committee Meeting
6. Director's Report
7. Friends of Hennepin County Library
8. Unfinished Business
  - A. Bylaws & Code of Conduct
9. New Business
  - a. Electronic Book Checkout Policy, Tim Dolan
  - b. Contact Information, Gordy Aune Jr.
-  10. Adjourn\*

 \*Denotes board action item.

### Library Board

Erin Vrieze Daniels, President | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Rahfat Hussain | Adja K. Kaba | Jane Brissett | LaBelle Nambangi | Samuel Neisen | Sheila Letscher, Vice President | Gordy Aune Jr.

### Library Director

Chad Helton



# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

### Hennepin County Library Board Meeting

#### Meeting Minutes

The Hennepin County Library Board met on Wednesday, September 23, 2020, virtually via Microsoft Teams.

#### Attendees

**Present:** Chris Damsgard, Jonathan Gaw, Rahfat Hussain, Samuel Neisen, Tim Dolan, Sheila Letscher, Adja Kaba, Labelle Nambangi and Erin Vrieze Daniels

**Hennepin County Staff:** Chad Helton, Jeannette Lewis and Janet Mills

#### Public:

#### Call to Order

Chair Erin Vrieze Daniels called the Hennepin County Library Board meeting of September 23, 2020 to order at 5:30 p.m. and welcomed all in attendance.

#### Approval of Agenda

Motion: Sheila Letscher

Seconded: Adja Kaba

Motion passed.

#### Approval of Consent Items

Motion: Adja Kaba

Seconded: Labelle Nambangi

Motion passed.

#### Public Comment

No public comment.

#### Director's Report

Chad Helton became HCL Director on Monday, August 24, 2020. Chad briefly talked about his onboarding progress and his first few weeks with HCL. Currently 31 libraries providing limited in-person services, 29 grab-n-go locations, and 2 libraries providing appointments only computer services. Some library service hours have been increased to include evenings and weekends. A face mask or face shield

#### Library Board

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

Library Director  
Chad Helton



is required in all libraries. Staff are being trained on using the Racial Equity Impact Tool to help assist in decision making. Chad gave a construction update on East Lake and North Regional.

#### Budget Presentation

Interim Budget and Finance Manager Curt Haats gave a brief update on the Hennepin County Library 2021 Requested Operating Budget. The HCL budget presentation to the Hennepin County Board of Commissioners will be held on November 2, 2020, at 1:00 p.m. CST.

#### Committee Reports

##### **Friends of Hennepin County Library**

Sheila Letscher gave an update on the work of Friends of Hennepin County Library. Friends have continued to raise funds in support of the Hennepin County Library despite the pandemic. FHCL has met its financial promises to support HCL and expects to meet its funding promises for 2021.

##### **Budget and Long-Term Planning Committee**

Rahfat Hussain gave a brief update on plans of the Budget & Long-Term Planning Committee.

#### Presidents Report

Erin Vrieze Daniels and Timothy Dolan have been reappointed to the Hennepin County Library Board. Library Board appointments to fill the currently vacant seats are expected to happen at the next County Board meeting. At the next Executive Committee meeting in October, board members plan to begin a discussion on the Library's Strategic Plan.

#### Unfinished Business

The Library Board reviewed and discussed the Bylaws and Code of Conduct policy. The Board plans to vote on the Bylaws and Code of Conduct policy at the next full Library Board meeting on November 18, 2020.

#### New Business

The Library Board discussed the "Safer Libraries for All Statement of Values" letter.

#### Adjourn

There being no further business, Erin Vrieze Daniels made a motion to adjourn the meeting at 6:53 p.m.; seconded by Adja Kaba. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:30 p.m., Wednesday, November 18, 2020, virtually via Microsoft Teams.

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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

Current Support - \$217,265.00

**Current Total = \$217,265.00**

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**Friends of the Hennepin County Library 2020 Support Summary**

Current Support - \$217,265.00

Prior Support - \$1,043,755.00

Total Support - \$1,261,020.00



**FRIENDS**  
*of the* HENNEPIN  
COUNTY LIBRARY

# 2020-2024 STRATEGIC PLAN

## VISION

Together, FHCL and HCL envision a library that ensures every person has the opportunity and resources to read, graduate, engage, work and learn.

## MISSION

As Hennepin County Library's fundraising partner, FHCL builds awareness, appreciation and support for our world-class library.

## CORE VALUES

**GENEROSITY**  
**STEWARDSHIP**  
**CURIOSITY**  
**INCLUSION**  
**FRIENDSHIP**

## KEY DRIVERS

### STORYTELLING

Expanding storytelling capacity and role as content curators to highlight the value libraries bring to individuals and the entire community.

### CONVENING & CONNECTING

Reaching out beyond traditional boundaries to engage with various audiences, connecting them to the library's story and each other.

### INNOVATING

Leveraging private support to fund innovation and unconventional approaches to service, lifting the library to its utmost potential.

### EXCELLENCE IN PHILANTHROPY

Aspiring to become THE donor experience organization.

### A DIVERSE AND INCLUSIVE CULTURE OF PHILANTHROPY

Bringing forth a culture of inclusivity, diversity, equity and accessibility across all levels of the organization.

### INFRASTRUCTURE INVESTMENTS

Leveraging current growth mindset and recent investment returns to accelerate future library support.

### MARKET POTENTIAL

Significantly growing membership and annual giving to the library, commensurate with the library's scale and reputation.

# KEY GOALS

GOAL

1

**Increase awareness and grow appreciation for Hennepin County Library**

#### **Storytelling**

Expand storytelling to meaningfully express the depth and breadth of the library's mission, work and value.

#### **The Friend Journey**

Establish a deep, personal understanding of a Friend's "journey" that follows the relational evolution between the donor and FHCL.

#### **Audience, Branding and Messaging Alignment**

Anchor all communications in strategic audience segmentation findings.

#### **Marketing Channel Expansion**

Strengthen and develop marketing channels to enhance "follow-ship" from a broader range of audiences.

#### **Presence in 41 Libraries and Beyond**

Expand on-the-ground presence to reach into all libraries and fully support local Friends chapters in their roles as library champions.

GOAL

2

**Increase financial resources to Hennepin County Library**

#### **The Donor Journey**

Gain a comprehensive understanding of a donor's "journey" to build deep, engaging relationships that unlock the philanthropist in all.

#### **Best Practices in Fundraising**

Utilize best practices across the for-profit and nonprofit sectors to craft data-driven strategies that maximize return on investment.

#### **Revenue Growth Across Streams**

Grow contributions across giving levels, commensurate with the library's scale and reputation.

#### **Meaningful Stewardship**

Create personal communications to celebrate individual milestones and highlight the donor's profound impact on the community.

#### **Contagious, Distinctive Philanthropy**

When people say... you have to give to this place because the experience is so wonderful.

GOAL

3

**Bring forth a culture of inclusion, diversity, equity and accessibility across all levels of the organization**

#### **Striving for Inclusivity**

Include voices from populations served by the library to reflect the diversity of stakeholders, tapping into new energies and ideas.

#### **Diverse Perspectives**

Include a full range of perspectives and experiences in organizational decision-making.

#### **Building Equity**

Support library resources and initiatives aimed at combating structural racism; continually push ourselves to be better allies to one another; celebrate our library as a convening organization for all of us to gather.

#### **Accessibility for All**

Enhance cultural competency of board and staff to break down barriers for engaging with the library and Friends.

GOAL

4

**Invest in FHCL infrastructure**

#### **Local Friends**

Bring forth one Friends funding model to financially support ALL 41 libraries and support local Friends chapters in their role as library champions.

#### **Investing in Areas with Strong Rate of Return**

Maximize net revenue by investing in long-term strategies that result in the greatest increase in net assets.

#### **Thinking Broadly**

Think outside traditional boundaries to grow library support to its greatest potential.

#### **Staff Professional Development**

Invest in training and development, empowering staff to learn, grow and propel FHCL forward.

#### **Board Composition**

Closely align board candidate recruitment with the key goals of the FHCL strategic plan.



**FRIENDS**  
*of the* HENNEPIN  
COUNTY LIBRARY

# 2020

## Board of Directors

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### PRESIDENT

**AIMEE ROGSTAD GUIDERA**, Founder & former CEO, Data Quality Campaign

### VICE PRESIDENT

**JULIE ALLINSON**, Entrepreneur, Eyebobs Founder, Philanthropist

### TREASURER

**PETER LANCASTER**, Partner, Dorsey & Whitney LLP

### SECRETARY

**SUZAN MCGINNIS**, Senior Director, ReThink Compliance

**JULIA DAYTON KLEIN**, Partner, Lathrop GPM

**CHARLES GROSSMAN**, Educator, Breck School

**CHAD HELTON**, Director, Hennepin County Library, Ex officio

**RUDY HERNANDEZ**, Vice President, Retail Strategy and Optimization, Best Buy

**CHARLIE KNUTH**, Former President, Friends of the Plymouth Library

**MOHAMMED LAWAL**, Chief Executive Officer & Principal Architect, LSE Architects

**SHEILA LETSCHER**, Vice President, Hennepin County Library Board, Ex officio

**ROSA MARROQUIN**, Physician, Adjunct Faculty Dept of Family Medicine, University of MN

**NAWAL NOOR**, Founder & CEO, Noor Companies

**CHERYL OLSETH**, Principal, Olseth Family Foundation

**KYLE PARSONS**, Director, Alumni Affairs and Giving, Breck School

**KRISTI PEARSON**, Chief Executive Officer, Friends of the Hennepin County Library, Ex officio

**TOM RACCIATTI**, Retired CEO, WW Johnson Meat Company

**KAI SAKSTRUP**, Chief Strategy Officer, Executive Vice President, U.S. Bank

**ADDIS TESFAYE**, Solution Expert, Ultimate Kronos Group



**FRIENDS**  
*of the* HENNEPIN  
COUNTY LIBRARY

# 2020

## Staff

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**ADAM BREININGER**, Chief Operating Officer

**MIRIAMA DOUGLASS**, Marketing & Communications Director

**ANNEMARIE EAYRS**, Communications Specialist

**PHIL EDWARDS**, Donor Relations Officer

**ROB GOUDY**, Events Manager

**KATIE LAWSON ISHIDA**, Development and Operations Manager

**LINDA MERRITT**, Finance Director

**KRISTI PEARSON**, Chief Executive Officer

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 of Commissioners shall direct, operate and manage the county library system. A county library board (“Board”, “Library Board” or “County Library Board”), consisting of 11 members who reside in the county library service area, shall be appointed by the County Board of Commissioners.

~~In the event a member of 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 members’ 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.

A member shall be automatically removed from the Library Board if the member fails to maintain residency in the county library service area or if the member fails to attend three or more Library Board meetings without providing to previously obtaining excused absences from the Library Board President prior written or telephonic notice of the member’s inability to attend such meetings. In the event a member is automatically removed or resigns in writing from the Library Board.

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~~If any member resigns at any time, written notice must be sent to the Library Board President who shall forward written the notice of the removal or resignation to the County Board of Commissioners. Any such removal or 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. The appointment to fill the vacancy shall be for the remainder of the member’s term, and the replacement will be made by the County Board of Commissioners.~~

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

**Proposed Amendments to the Hennepin County Library Board Bylaws**

**DRAFT 4 – Sept 24 2020 – requested clarifications by HC legal staff (yellow highlights)**

**Highlighted in blue are "public comment" which must align -Erin requested proposed changes from members**

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.

**Proposed Amendments to the Hennepin County Library Board Bylaws**

**DRAFT 4 – Sept 24 2020 – requested clarifications by HC legal staff (yellow highlights)**

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4. All books and records of the Board shall be kept in the Hennepin County Library administrative offices unless otherwise specified by these Bylaws. Upon written request sent via electronic communication to the Board's designated library administrative staff contact to the Board's administrative staff, a member shall receive a copy of any of the Board's records for any purpose reasonably related to the Board's work.

**Commented [CS1]:** Does the Board have administrative staff or should this be library staff? Anything that involves additional library staff hours should be approved by the library so everyone is on the same page.

**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 via electronic communication at least five days before the meeting date.
3. At the annual meeting, the Library Board shall elect its officers, transfer leadership, approve the Board's regular meeting calendar, 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 sent to Board members via electronic communication.

**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; provided, that all meeting minutes prepared by library staff shall be reviewed by the Secretary prior to submitting the minutes to the Board for approval.
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 dates and times determined annually at the annual meeting of the Library Board. In order to facilitate public engagement, the Library Board will use reasonable efforts to hold its regular meetings at a variety of county library locations, subject to

**Proposed Amendments to the Hennepin County Library Board Bylaws**

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appropriate and available meeting facilities at such locations. At all regular meetings, public comment shall be permitted on any item on the Library Board’s agenda for a time period to be established by the Library Board President.

2. Notices of scheduled Board meetings shall be sent to Board members via electronic communication 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.
- ~~4.3.~~ 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 to the Board members via electronic communication at least three days before the meeting.
- ~~2.4.~~ All meetings of the Board may be recessed or adjourned upon the majority vote of those members present.
- ~~3.5.~~ All voting at meetings of the Board shall be by voice vote, except that roll call votes shall be taken during any virtual meetings or in the event that unless a member shall demand a roll call, and the voting shall be recorded #in the proceedings of the Board.
- ~~4.6.~~ At all meetings of the Board, a majority of Board members shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the members present at any meeting at which there is a quorum shall be a binding action of the Board of Directors, except as may be otherwise specifically provided by statute or by these bylaws. 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.
- ~~5.7.~~ In consultation with ~~the President,~~ the Director of the Hennepin County Library, the President shall prepare an agenda for each scheduled meeting of the Board.
- ~~6.8.~~ The agenda for all regular monthly Board meetings shall include, but not be limited to, the following:
  - a. Approval of minutes and agenda.
  - b. Public comment on agenda items.
  - c. Report of President.
  - d. Report of Director.
  - e. Reports of committees.
  - f. Unfinished business.
  - g. New business.
  - h. Gifts.
  - i. Adjournment.
- ~~7.9.~~ *Robert’s Rules of Order* shall govern the parliamentary procedure of the Board.
- ~~8.10.~~ 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

**Proposed Amendments to the Hennepin County Library Board Bylaws**

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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, and committee members who fail to attend two or more committee meetings in a calendar year may be replaced by the President upon the request of the committee Chair.

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.
- ~~4.~~ 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.
- ~~5-3.~~ 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.~~ All Board members shall be invited via electronic notice to attend and participate in discussions at committee meetings.
- ~~6-5.~~ A quorum shall consist of a majority of the committee members. 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.
- ~~7-6.~~ 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 the President~~he/she~~ may attend.

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**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**

**Proposed Amendments to the Hennepin County Library Board Bylaws**

**DRAFT 4 – Sept 24 2020 – requested clarifications by HC legal staff (yellow highlights)**

**Highlighted in blue are “public comment” which must align -Erin requested proposed changes from members**

**BYLAWS RELATING TO BYLAW AMENDMENTS  
AND REFERENCES**

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 sent via electronic communication~~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 sent via electronic communication~~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 UPDATE THIS SECTION WHEN AMENDMENTS APPROVED**

# 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 encourage the Hennepin County Library to use its platform and programs to combat systemic racism and other injustices that perpetuate inequities within our community.
- 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, seeking foremost to listen, learn, and educate ourselves about diverse viewpoints.

### Roles and Responsibilities

Library Board members will:

- Strive to attend all regular meetings of the Library Board and provide prior written or telephonic notice to the Board President of any inability to attend a meeting.
- Promptly respond to all scheduling and other requests from the Library Board's administrative staff.
- Strive to attend all special meetings of the Board.
- Volunteer to serve on one or more Board committees and attend all such committee meetings unless an excused absence is obtained in advance from the committee Chair.
- 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.
- Resign from the Library Board in the event that the Board member no longer is able to uphold the Principles and/or effectively meet the Roles and Responsibilities set forth in this Code of Conduct.

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.
- Decide (in consultation with the Library Director regarding the Board's budget) which Board members may attend local, state, and national library conferences or other educational events.

### **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**

~~At a minimum, this policy is reviewed every five (5) years by the Library Board. 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: 3/2021

Date Approved: 2017

Previous Policy Dated: 5/22/05

Replaces: Ethics for Hennepin County Library Board Members

# HENNEPIN COUNTY

## LIBRARY

### HCL Highlights

- **Saturday, November 21, 2020, 10-12pm**  
**Identity Theft** - [https://hclib.bibliocommons.com/events/search/local\\_start=2020-11-18%20TO%202020-12-30&fq=types:\(56f9a11a414af7d259046968%20OR%2056f9a13f414af7d2590469be%20OR%2056f9a1dd414af7d259046a8b\)/event/5f99ab7832a52a2600d000e7](https://hclib.bibliocommons.com/events/search/local_start=2020-11-18%20TO%202020-12-30&fq=types:(56f9a11a414af7d259046968%20OR%2056f9a13f414af7d2590469be%20OR%2056f9a1dd414af7d259046a8b)/event/5f99ab7832a52a2600d000e7)
- **Wednesday, December 2, 2020, 1-2pm**  
**Reducing Stress This Holiday Season Through Meditation**  
- [https://hclib.bibliocommons.com/events/search/local\\_start=2020-11-18%20TO%202020-12-30&fq=types:\(56f9a263414af7d259046a91\)/event/5f9303af517f743a000d9dco](https://hclib.bibliocommons.com/events/search/local_start=2020-11-18%20TO%202020-12-30&fq=types:(56f9a263414af7d259046a91)/event/5f9303af517f743a000d9dco)
- **Saturday, December 5, 2020, 11-12pm**  
**Mni Sota: Remembering the People, the Stories and the Land**  
- [https://hclib.bibliocommons.com/events/search/local\\_start=2020-11-18%20TO%202020-12-30&fq=types:\(56f9a0c1414af7d259046956%20OR%2056f9a13f414af7d2590469be%20OR%2056f9a1dd414af7d259046a8b\)/event/5fadbee79e812b62090d72a3](https://hclib.bibliocommons.com/events/search/local_start=2020-11-18%20TO%202020-12-30&fq=types:(56f9a0c1414af7d259046956%20OR%2056f9a13f414af7d2590469be%20OR%2056f9a1dd414af7d259046a8b)/event/5fadbee79e812b62090d72a3)

\*All program listings can be found under Events at <https://www.hclib.org/>

#### Library Administration

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