November 28, 2018, 5-7:00 p.m.
Ridgedale Library | Robert H. Rohlf Meeting Room | 12601 Ridgedale Dr. | Minnetonka, MN 55305

Library Board Agenda

1. CALL TO ORDER

2. APPROVAL OF AGENDA*

3. CONSENT*
   A. Approval of Minutes of Sept. 26, 2018, and Oct. 10, 2018
   B. Acceptance of Donations
      I. FHCL Funding
      II. Art Donation
         a) Edina
         b) Excelsior
   C. Approval of Library Board Policies
      I. Commissioned Public Art
      II. Donation
      III. Library Bill of Rights
      IV. Patron Data Privacy

4. PUBLIC COMMENT

5. PRESIDENT’S REPORT
   A. Commendations*
      I. Linda Higgins, Hennepin County Commissioner
      II. Peter McLaughlin, Hennepin County Commissioner

6. LIBRARY BOARD DIALOGUE
   A. Building collections that support the first amendment and welcome all communities: Johannah Genett

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

8. COMMITTEE REPORTS
   A. Friends of Hennepin County Library: Erin Vrieze Daniels

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURN*

*Library Board action items

The next meeting of the Hennepin County Library Board is Wednesday, January 23, 2018, 5 p.m. at Ridgedale Library, Robert H. Rohlf Meeting Room, 12601 Ridgedale Drive, Minnetonka, Minnesota, 55305.

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

Interim Library Director
Janet Mills
HENNEPIN COUNTY LIBRARY BOARD MEETING

Meeting Minutes

The Hennepin County Library Board met Wednesday, September 26, 2018, Robert H. Rohlf Meeting Room.

ATTENDEES

Present: President Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Tim Dolan, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Margaret Ligon, and Samuel Neisen.

Hennepin County Staff: Director Lois Langer Thompson, Shannon Adkins, Maria Baca, Ashley Bieber, Mary Commers, Susan Cooper, Margaret Daly, Katherine Debertin, Mary Dubbs, Lindsey Fenner, Ali Fuhrman, Johannah Genett, Heidi Gjengdahl, DJ Hooker, Ric Johnson, Deborah Johnson, Roberta Kemp, Audra Kerlin, Kelli Koob, Scott Markham, Janet Mills, Gail Mueller Schultz, Christy Mulligan, Sarah Nelson, Charles Nuckols, Kristi Pearson, Joanna Redman, Molly Rivard, Brett Schlosser, Susie Sigal, Ian Stade, Tracy Thompson, Ali Turner, Karen Westwood, Daniel Wharton, Peggy Woodling, Ann Woodson Hicks, Jody Wurl, and Anna Zillinger.

Public: M. Heath (Hennepin County)

CALL TO ORDER

President Katherine Blauvelt called the Hennepin County Library Board meeting of September 26, 2018, to order at 5:02 p.m., and welcomed all in attendance.

APPROVAL OF AGENDA

Changes to the agenda included removing Michael Rossman and Commissioner Goettel. Caitlin Cahill made a motion to approve the agenda; seconded by Tim Dolan. Motion passed.

CONSENT ITEMS

Changes to the minutes included correcting the next meeting date From September 23 to September 26. Sheila Letscher made a motion to approve amended the meeting minutes of June 27, 2018; seconded by Caitlin Cahill. Motion passed.

Tim Dolan made a motion to accept donations as of September 11, 2018; seconded by Samuel Neisen. Motion passed.
PUBLIC COMMENT
Lindsey Fenner, Brett Schlosser, DJ Hooker, Ali Fuhrman, and Anna Zillinger, Hennepin County Library, spoke of their support of the safety concerns and staff needs at North Regional Library. President Blauvelt referred the feedback to staff. Library Director Thompson took the feedback under advisement as Library administration continues to partner with North Regional Library staff, County Administration, County Facilities, local law enforcement and community government.

PRESIDENT’S REPORT
Employee Recognition Awards
Employee Recognition Awards are given annually to honor current county employees who made exceptional contributions in their workplace or community. Board members formally recognized staff who were either nominated for or won Library Department or County Employee Recognition awards in 2018. Employees were presented with a certificate and a gift of appreciation.

Commendation: Lois Langer Thompson, Library Director
President Blauvelt read the resolutions commending Director Thompson. A Board Resolution thanking Director Thompson for her years of service to the Library Board was moved by President Blauvelt, seconded by Margy Ligon and approved by the Board.

Director Thompson expressed her gratitude and thanked the board for the recognition and shared that she is better for having worked with them.

Executive Committee, Chris Damsgard
The committee had a lengthy, facilitated discussion to frame the value of our dialogues and how to keep them successful. We were able to clarify goals up front so that we can best serve in our advisory capacity.

2019 Meeting Schedule
Executive Committee recommended the proposed 2019 Library Board meeting schedule and locations.

Chris Damsgard made a motion to approve the 2019 Meeting Schedule; seconded by Margy Ligon. Motion passed.

2019 Request for funding to Friends of Hennepin County Library, Ali Turner, System Services Division Manager
Ali Turner outlined HCL’s recommendation for the use of the anticipated $1.2 million funding from Friends of Hennepin County Library (FHCL). FHCL Director Kristi Pearson shared they are tracking ahead of their budget year to date in 2019 and do not have any concerns of meeting our request.

Caitlin Cahill made a motion to approve the 2019 request for funding to FHCL; seconded by Jonathan Gaw. Motion passed.

The Library Board thanked Director Pearson and her team for their support.
LIBRARY BOARD DIALOGUE

Building collections that support the first amendment and welcome all communities, Johannah Genett, Resource Services Division Manager

President Blauvelt led the Board in a dialogue on evaluating collection breadth and depth, and how the Library Board can provide perspective to staff as they continue to make collection decisions.

The Board discussed the need for innovation and creativity for progress; the need for intellectual freedom to make progress; needing to know the operational processes for staff making judgment calls at HCL; how to encourage and capture the voices of those that are harder to hear; how to manage requests to provide materials that are potentially not true; the library’s role in the intellectual freedom of minors; how to prepare for future technologies; bias in selecting library displays; the need for library displays; how the collection represents a local community; the need to serve the public; and the risk of excluding viewpoints and marginalizing minorities.

Johannah Genett thanked the Board for their discussion and will use the dialogue and questions that arose as we start to review the policy for review in 2019.

Director Thompson thanked board for putting their lens on intellectual freedom and how the community experiences our collection.

DIRECTOR’S REPORT

Library, Community and County Updates

Ridgedale Library reopened with a soft opening on September 17, a grand opening was held on September 24, with Ms. Cahill, Ms. Kaba, Ms. Letscher, and Ms. Ligon in attendance. The Library looks and feels bigger even though it is the same square footage.

Hennepin County is taking a more measured approach than other systems to evaluating eliminating fines and fees. Further discussion and dialogue will be held with the Library Board as we watch other systems.

The Library Director search is under way. County Administration is developing a job description with a planned national search. President Blauvelt will meet with County Administrator David Hough and County Board Char Janis Callison to discuss the Library Board’s role as per state statutes. An announcement on interim is anticipated within next two weeks.

Capital Framework has been updated, the document provided is still in draft pending finalization with County Board. The Library is starting to think about reducing disparities and what capital projects can do and what numbers we need while reflecting on what data we would use. Alex Tittle, County Disparity Reduction Director, is encouraging us to work within County and not create our own process.

The Operations and Library Department budget presentation to the County Board will be held October 4th at 1:00 p.m. at the Government Center.
Christy Mulligan, Equity, Diversity & inclusion Coordinator, and Deborah Johnson, Interim HR Manager, reviewed the EDI update document with Board members. Director Thompson advised it is slow work, but work that results in real and long lasting change.

Congratulations to Friends of Hennepin County Library for receiving a second LSTA grand to further the Library’s community embeddedness work.

LIBRARY BOARD POLICIES
Second Read, Director Thompson
Director Thompson conducted a second read of Commissioned Public Art, Donation, Library Bill of Rights and Patron Data Privacy policies.

Caitlin Cahill made a motion to move Commissioned Public Art policy to the November consent agenda, seconded by Sheila Letscher. Motion passed.

Margy Ligon made a motion to move Donation policy to the November consent agenda, seconded by Samuel Neisen. Motion passed.

Caitlin Cahill made a motion to move Library Bill of Rights to the November consent agenda, seconded by Margy Ligon. Motion passed.

Margy Ligon made a motion to move Patron Data Privacy policy to the November consent agenda, seconded by Samuel Neisen. Motion passed.

COMMITTEE REPORTS
Friends of Hennepin County Library – Kristi Pearson, FHCL Director
FHCL held their board meeting at Webber Park, the architect of the Webber Park project now serves on the FHCL Board and provided members with a tour. The FHCL board will continue to try to meet at different HCL locations. FHCL is looking into how to be more inclusive in their recruitment, marketing, and fundraising efforts to reach all users and supporters of the Library.

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

ADJOURN
There being no further business, President Blauvelt made a motion to adjourn the meeting at 6:54 p.m.; seconded by Jonathan Gaw. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, November 28, Ridgedale Library, Robert H. Rolf meeting room.

Adja K. Kaba, Secretary
Special Meeting

Meeting Summary

The Library Board met Wednesday, October 10, 2018, Ridgedale Library, Meeting Room 172.

Attendees
Library Board members: Katherine Blauvelt, Jonathan Gaw, Rahfat Hussain, Sheila Letscher, Samuel Neisen, and Erin Vrieze Daniels
Public: None

Welcome and Call to Order
President Blauvelt called the meeting to order at 5:02 p.m. and welcomed attendees.

Approval of Agenda
Jonathan Gaw made a motion to approve the agenda; seconded by Erin Vrieze Daniels. Motion passed.

Public Comment
None

Library Director Appointment and Selection Process
County Board Chair Janis Callison, County Administrator David Hough, Chief Human Resources Officer Michael Rossman, and Talent Acquisition Manager Kari Boe-Schmidt reviewed the following draft documents with the board:
1. Library Director Selection Process
2. Director – Hennepin County Library Job Posting
3. Library Director Opening online brochure
4. Recruitment Sourcing Plan

Commissioner Callison shared that the task to replace Director Lois Langer Thompson is a sad and exciting time as we reaffirm what we want our Library to be. She acknowledged Janet Mills for
stepping up as Interim Director and thanked Ms. Mills for her willingness to serve. Commissioner Callison encouraged Board members to view this as an opportunity to engage with each other in ways in which we have not before. She explained that the Library Director appointment is unique due to statutory requirements, and that Hennepin County staff have put a lot of thought into the selection process and look forward to working with the Library Board.

Mr. Hough outlined the Library Director Selection process, anticipating a six month process from date of job posting. He shared that Ms. Mills, as Interim Director, will help continue with consistency, especially around the budget. He explained the process is similar to what the County does for other high level positions, but that it is unique in that Minnesota legislature created an opportunity for the Library Board to participate and make a recommendation to the Administrator. Throughout the process outlined there will be opportunities for the Library Board to provide perspective and input.

Mr. Hough and Mr. Rossman stated they are committed to keeping the process moving, but the timeline will largely be dictated by the number and quality of applicants. The upcoming holiday season and number of applications received that meet minimum qualifications may impact the timing of the Library Director selection process.

Ms. Boe-Schmidtz advised the job posting was developed in consultation with Library Interim Human Resources Business Partner Deborah Johnson, as well as staffing specialists, and Hennepin County recruiters. A standard job description format will be used, with the addition of a link to an online brochure to provide further information and resources on our premier library system, as well as the County and region as a whole.

Mr. Rossman informed the Board that the County plans to use their in house recruitment team who are well experienced in the best practices of attracting top talent to our job postings and region.

Vice President Vrieze Daniels encouraged the recruitment team to evaluate the job posting draft for opportunities to incorporate the word community as it is a big part of the Library mission.

Mr. Hough thanked the Library Board for their feedback and questions. Mr. Hough shared it had been a pleasure and an honor working with Lois Langer Thompson, he is very proud of our Library system, what has been accomplished in Ms. Thompson’s tenure, and feels Ms. Thompson has left us in a very solid position as we conduct our search.

Commissioner Callison said the County Board may hold on making appointments of new Library Board members during the Director selection process and that further information will be provided.

President Blauvelt thanked the presenters for being forthright on the upcoming selection process and making space for Library Board input. She acknowledges we have a passionate Library Board that seeks to support the County in finding the next Library leader.

**Director Selection Process Sub-committee Appointment**

As stated in the Hennepin County Library Board bylaws:
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.

President Blauvelt recommended appointing a Director Selection Process Sub-committee to ensure the Library Board fulfills its responsibility under the state statutes while being mindful of the County’s timing and action plan for appointment.

The Board determined the scope of this committee will be to shape the board’s role in the process of selecting the next library director under statutory guidelines through: nominating two committee members to participate in the Hennepin County application screening group as representatives for the Library Board; prepare the selected members to best represent the Library, Library Board, and community, while participating in the application screening group; and to determine the Library Board engagement and interview process upon announcement of position finalists.

President Blauvelt appointed the following members to the Director Selection Process Committee: Katherine Blauvelt, Tim Dolan, Jonathan Gaw, Sheila Letscher, Margy Ligon, Sam Neisen, and Erin Vrieze Daniels. Committee meetings will be open to the public, meeting date and location to be announced.

Erin Vrieze Daniels made a motion to approve the appointments; seconded by Jonathan Gaw. Motion passed.

Director’s Report
Director Thompson thanked the Library Board and wished them the best in the process of selecting a new director. She expressed support in the appointment of Janet Mills as Interim Library Director and appreciation for the Board’s support in the transition.

Janet Mills conveyed gratitude at the opportunity to be able to serve as Interim Library Director and acknowledged the great responsibility the position holds. Ms. Mills reinforced that her role as Interim Library Director and Library Services Division Manager will be to oversee the day to day operations of the Library, in addition to serving as the main point of contact for the Library with the Library Board, County Board, and County Administration. Ms. Mills looks forward to working closely with the Library Board.

Next meeting
The next meeting of the Library Board will be held Wednesday, November 28, 5:00 p.m., Ridgedale Library, Robert H. Rohlf meeting room.

Adjourn
Erin Vrieze Daniels made a motion to adjourn the meeting at 5:58 p.m.; seconded by Jonathan Gaw. Motion passed.
List of Donations Recently Received
As of November 13, 2018

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

Friends of Hennepin County Library Support - $210,000

Local Friends of Hennepin County Libraries Support - $38,892.25

- $800 for Augsburg Park Library: funded by Friends of Augsburg Park Library
- $530.34 for Brookdale Library: funded by Friends of Brookdale Library
- $224.95 for Brooklyn Park Library: funded by Friends of Brooklyn Park Library
- $400 for Edina Library: funded by Friends of Edina Library
- $4,325 for Excelsior Library: funded by Friends of Excelsior Library
- $2,764.62 for Franklin Library: funded by Friends of Franklin Library
- $2,140 for Golden Valley Library: funded by Friends of Golden Valley Library
- $1,700 for Hopkins Library: funded by Friends of Hopkins Library
- $4,035 for Maple Grove Library: funded by Friends of Maple Grove Library
- $1,849.39 for Maple Plain Library: funded by Friends of Maple Plain Library
- $3,668.40 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $80 for Minnetonka Library: funded by Friends of Minnetonka Library
- $220 for Nokomis Library: funded by Friends of Nokomis Library
- $2,072.76 for North Regional Library: funded by Friends of North Regional Library
- $84.78 for Osseo Library: funded by Friends of Osseo Library
- $1,356.44 for Penn Lake Library: funded by Friends of Penn Lake Library
- $150 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- $1,245 for Ridgedale Library: funded by Friends of Ridgedale Library
- $1,122.85 for Rogers Library: funded by Friends of Rogers Library
- $250 for Southeast Library: funded by Friends of Southeast Library
- $250 for St. Anthony Library: funded by Friends of St. Anthony Library
- $116.47 for St. Bonifacius Library: funded by Friends of St. Bonifacius Library
- $4,889.22 for St. Louis Park Library: funded by Friends of St. Louis Park Library
- $1,467.03 for Sumner Library: funded by Friends of Sumner Library
- $650 for Webber Park Library: funded by Friends of Webber Park Library
- $2,500 for Westonka Library: funded by Friends of Westonka Library

Private Sources Support - $1,000
- $1,000 for Special Collections: funded by private sources

Grand Total = $249,892.25

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

Interim Library Director
Janet Mills
The Friends of the Excelsior Library donated “Minnesota Mosaic,” three pieces of mosaic art depicting scenes of outdoor life on two canoe paddles and a wooden cutout of the State of Minnesota to the Excelsior Library in Oct. 2018. The art is the creation of mosaic artist Joan Wilson, a longtime Hennepin County resident. Joan cites her love of nature and Minnesota’s wide array of outdoor activities as her inspiration for the scenes depicted. The artwork was made possible by donations to the Friends of the Excelsior Library made by families and friends in loving memory of: Bob and June Bauer, Chase Cornelius, Verona Gordon, Lael Grathwol, Irene Hinz, Dora Meakins, Dawn Speier, and Melva Vanderhyde.
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 commissioned art that is accessible to the public. It is designed for a specific library, 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 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, explores and includes the diverse histories and cultures 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 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: 2022
Date Approved: 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. 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.
- 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: 2022
Date Approved: 2018
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: 2022
Date Approved: 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 maybe disclosed to a parent or guardian of a minor or vulnerable adult. 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: 2022
Last Reviewed/Revised Date: 2018
Previous Policy Dated: 11/30/2011
2019 Conferences

**ALA Midwinter**, January 25 – 29, 2019, Seattle, WA


**Minnesota Library Conference**, September 19 – 20, 2019 Prior Lake, MN

Requests to attend a conference should be sent to the Library Board President for review and approval based on budget, previous attendance, and number of requests.
THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

Director Selection Process Committee

Meeting Summary

The Library Board Director Selection Process Committee met Tuesday, October 23, 2018, Ridgedale Library, Meeting Room 172.

Attendees

Committee members: Chair Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, Sheila Letscher, Margy Ligon, Samuel Nelson, and Erin Vrieze Daniels

Staff: Interim Library Director Janet Mills, Shannon Adkins, Johannah Genett, Deborah Johnson, Lois Lenroot-Ernt, Kristi Pearson, Michael Rossman, Tracy Thompson, and Ali Turner

Welcome and Call to Order

President Katherine Blauvelt called the meeting to order at 5:32 p.m. and welcomed attendees.

Approval of agenda and meeting summary

President Blauvelt made a motion to amend the agenda to include the appointment and approval of committee chair.

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

Public Comment

None.

Application Screening Group

- Katherine Blauvelt appointed herself as Chair of the Director Selection Process Committee. Sheila Letscher made a motion to approve the appointment; seconded by Jonathan Gaw. Motion passed.
- Michael Rossman, Hennepin County Chief Human Resources Officer, conducted a review and answered questions regarding the Library Director selection process and timeline, the Hennepin County Library Director job posting, the Hennepin County Library Director job classification, Hennepin County Core Values, Hennepin County Director Competencies and Hennepin County Competency Proficiency Scale.
- Chair Blauvelt lead a facilitated discussion to determine the key questions and attributes for the Application Screening Group to consider during their review of applications. Interim Director Janet
Mills and Mr. Rossman answered questions about desired qualities of a national library leader and ways to assess relevant job experience. Using the Library mission, vision and values as guidance; the committee determined questions would fall under three categories: system, vision and relationship building:

- **System:** Does the candidate have a demonstrated understanding and evidence of working in comparable sized systems; including diverse demographics, class, geography, and governance?
- **System:** Does the candidate demonstrate breadth of varied experience needed in library management?
- **Vision:** Does the candidate demonstrate the ability to articulate a vision; build partnership with staff and key community stakeholders; and effectively communicate the value of library service to residents and other stakeholders?
- **Vision:** Does the candidate have a track record of progress in ensuring everyone has the resources to read, graduate, engage, work and learn?
- **Relationship Building:** Does the candidate have a proven record of engendering trust across a large system by empowering their team resulting in innovative employee commitment and action?
- **Relationship Building:** Does the person demonstrate decision making based on integrity?

Interim Director Mills shared peer library system director search examples. Further research will be presented to the committee at the next meeting.

Four committee members expressed interest in being appointed to the Application Screening Group. Chair Blauvelt will review those interested and appoint two members at a future meeting.

**Future Agenda Setting**

- Chair Blauvelt lead a facilitated discussion to understand collectively the cadence of the committee’s work moving forward, the different steps of the process as a whole, and understanding when the committee is involved and decisions to be made by the Library Board.
- The Committee requested documentation related to the Library Board’s involvement in the 2008 Director appointment for their next meeting.
- The Committee requested staff help to prepare Library Board members to highlight their role and the HCL story to candidates.

**Director’s Report**

- **Library, County, and Community Updates**
  - Excelsior Library staff member Dawn Lindgren passed away on Saturday, October 20.
    - A Specialist at Excelsior since 2016, Dawn was a creative, solutions-focused person who saw opportunities to continuously improve service. She made incredible window displays that connected the library with community celebrations and welcomed patrons into the building. Patrons and coworkers alike were drawn to her positive energy. Dawn was always looking to learn, grow and contribute. She will be dearly missed.
  - A visiting patron from Hawaii wrote a letter to the editor of the Star Tribune published on October 22 praising HCL staff, services, programs and early literacy spaces in our libraries.
Capital Budget Task Force presentation will be held on Thursday, November 1, at 9:00 a.m. Library administration will be on hand to answer questions related to Library capital projects.

Adjourn
Erin Vrieze Daniels made a motion to adjourn the meeting at 7:23 p.m.; seconded by Jonathan Gaw. Motion passed.
### DIRECTOR SELECTION PROCESS COMMITTEE

**SUGGESTED AGENDA SCHEDULE (DRAFT)**

<table>
<thead>
<tr>
<th>Estimated Timeline*</th>
<th>Agenda Items</th>
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<tbody>
<tr>
<td><strong>OCTOBER 23</strong>&lt;br&gt; DSP Committee</td>
<td>Future Agenda Setting&lt;br&gt; Applications Screening Group&lt;br&gt;  <em>Appointment 2 Library Board Representatives&lt;br&gt; Review of Library Strategic Plan and Mission&lt;br&gt; Desired Qualities / Relevant Work Experience Discussion&lt;br&gt; Committee Member Responsibilities</em></td>
</tr>
<tr>
<td><strong>NOVEMBER</strong>*</td>
<td>Posting Closes – HC HR conducts initial screening for minimum requirements</td>
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<tr>
<td><strong>NOVEMBER 28</strong></td>
<td>Library Board Meeting&lt;br&gt; <em>Dialogue, Commendations, FHCL Presentation</em></td>
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<tr>
<td><strong>DEC / JAN</strong>* (TBD)</td>
<td>Applications Screening Group meets</td>
</tr>
<tr>
<td><strong>DEC / JAN (TBD)</strong>&lt;br&gt;DSP Committee</td>
<td>Library Board Engagement Process Discussion&lt;br&gt; Staff and Public Engagement Opportunities&lt;br&gt; Review of Peer System Processes&lt;br&gt; Determine Interview Questions&lt;br&gt; Determine Interview Format&lt;br&gt; Schedule Interviews (pending County Administrator finalists announcement)</td>
</tr>
<tr>
<td><strong>JAN / FEB (TBD)</strong></td>
<td>Hennepin County conducts initial interviews and recommendations. County Administrator selects finalists.</td>
</tr>
<tr>
<td><strong>JANUARY 23</strong></td>
<td>Library Board Meeting&lt;br&gt; <em>Policy Review Introduction, Dialogue, MELSA Presentation</em></td>
</tr>
<tr>
<td><strong>FEB / MAR (TBD)</strong>&lt;br&gt;DSP Committee</td>
<td>Library Board Engagement Process&lt;br&gt; Library Board Finalist Interviews&lt;br&gt; Library Board Recommendation to County Administrator</td>
</tr>
<tr>
<td><strong>FEBRUARY 27</strong></td>
<td>Executive Committee Meeting&lt;br&gt; <em>New Member Onboarding Planning, Future Dialogue Planning</em></td>
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#### Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>Thursday, November 22, 2018</td>
<td>Monday, December 31, 2018</td>
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<tr>
<td>Friday, November 23, 2018</td>
<td>Tuesday, January 1, 2019</td>
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<tr>
<td>Monday, December 24, 2018</td>
<td>Monday, January 21, 2019</td>
</tr>
<tr>
<td>Tuesday, December 25, 2018</td>
<td>Monday, February 18, 2019</td>
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</tbody>
</table>

*Timeline estimated, dates subject to change.*

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**Library Board**

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

**Interim Library Director**

Janet Mills
**Goal 1**
Increase awareness of Hennepin County Library programs and services

In partnership with the Library, create a strategic framework to support the Library’s audience development goals

Expand awareness and understanding of the many benefits available to Hennepin County Library patrons

Empower champions of Hennepin County Library including, but not limited to, FHCL Board of Directors and local Friends chapters with the tools and messages to be effective ambassadors of the Library

**Goal 2**
Grow appreciation of HCL as the institution offering free and open access to resources, programming and support in all communities across the county

Champion the benefits of a robust Library system and its unique role in a strong and growing community

Inform/engage stakeholders and community influencers who can advocate for policies that support the long-term health of the Library

Elevate the profile of Hennepin County Library as a vital player in economic and community development and in addressing dynamic civic challenges

Enrich communications with powerful and inspirational storytelling that celebrates the impact of the Library on lives in Hennepin County

**Goal 3**
Increase financial resources to support Hennepin County Library

In partnership with the Library, identify priority initiatives/areas requiring significant private investment to deepen the Library’s impact and improve long-term community outcomes

Create innovative funding opportunities that align with donor investment preferences and provide HCL resources essential to financial sustainability & long-term success (opportunity fund, endowment, planned giving)

Build and grow a dynamic membership program that strengthens the bond between the Library and its investors

Highlight impact of donor support on vital Library services & programming

**Goal 4**
Invest in FHCL internal structure for maximum external impact

Align staff development with strategic plan goals

Invest in systems and resources to enhance organizational capacity

Align board composition to support the new strategic plan

Assure a diverse and inclusive board
Friends of HCL Board of Directors

Kristi Pearson
Executive Director

Adam Breininger
Senior Development Director

Emily Cain
Marketing & Communications Manager

Open Position
HCL Director

Linda Merritt
Finance & HR Director

Courtney Skinner
Membership Manager

Katie Lawson Ishida
Development and Administrative Specialist

Rob Goudy
Events Specialist

41 Local Friends Groups (Volunteers)
Library Board Dialogue – Intellectual Freedom Discussion
2018

Overview
Intellectual freedom is at the heart of the Collection Development & Management Policy, which "defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin county Library's (the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain and preserve the Library's collection [emphasis added]."

Library staff frequently refer patrons to this policy when:

• Responding to a patron's Suggest A Purchase.
• Responding to a patron's Request for Reconsideration. The Collection Development and Management Policy states that, "Individuals may request a selection decision to be reconsidered by submitting a written 'Request for Reconsideration of Materials' to any Hennepin County library using established Library procedures and guidelines, available at any library service desk."

Suggested Readings


• Give 'Em What They Want! (by N. Rawlinson,11/15/81, Library Journal). Access this article through hclib.org. Click on the "Magazines and newspaper articles" tab. Keyword search, "give em what they want rawlinson." Published over 25 years ago, this article marked a major turning point in library collection philosophy.

• Libraries Need Diverse Books (by N. Overton 4/15/16 publiclibrariesonline.org) http://publiclibrariesonline.org/2016/04/libraries-need-diverse-books/. The author is a member of We Need Diverse Books -- a non-profit that's aim is to help produce and promote literature that reflects and honors the lives of all young people.

Additional Readings -- other collection development policies

• Cincinnati & Hamilton County Library Collection Development Policy This policy is similar to HCL's current policy.
• Denver Public Library Collection Development Policy This policy is more succinct than HCL's current policy.
• Nashville Public Library Collection Development Policy This policy goes into greater specificity than HCL's current policy.

November Discussion Questions

1. Where is the current policy clear in what the library adds or does not add to its collection? Where is it unclear?
2. If you were to request HCL to purchase an item or HCL to remove an item, what information would you expect to see in the Collection Policy? Do you see it in our policy or in policies from other libraries?
3. What ideas are most essential to convey in the policy? What ideas or details could be eliminated?
### Upcoming 2018 Library Events
As of November 14, 2018

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOVEMBER</strong></td>
<td></td>
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<tr>
<td>Library Board Meeting</td>
<td>Wednesday, Nov. 28</td>
<td>5:00-7:00 p.m.</td>
<td>Ridgedale Library RHR Meeting Room 12601 Ridgedale Drive Minnetonka 55305</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>Talk of the Stacks Reception &amp; Author Lecture: Holiday Cookie Traditions</td>
<td>Thursday, Nov. 29</td>
<td>7:00 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>
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<tr>
<td><strong>DECEMBER</strong></td>
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<tr>
<td>County Board Approves 2019 Budget</td>
<td>Tuesday, Dec. 11</td>
<td>1:30 p.m.</td>
<td>Hennepin Co. Government Center, 24th floor County Board Room</td>
<td>Tracy Thompson 612-543-8504</td>
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<tr>
<td><strong>JANUARY</strong></td>
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<tr>
<td>North Regional Building Project Community Meeting</td>
<td>Monday, Jan. 14</td>
<td>6:00-8:00 p.m.</td>
<td>North Regional Library 1315 Lowery Ave. N.</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>Library Board Meeting</td>
<td>Wednesday, Jan. 23</td>
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<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td><strong>FEBRUARY</strong></td>
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<tr>
<td>Pen Pals Author Lecture Series: Lauren Groff Friends of the Hennepin County Library</td>
<td>Thursday, Feb. 7</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>
</tr>
<tr>
<td></td>
<td>Friday, Feb. 8</td>
<td>11:00 a.m.</td>
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<tr>
<td>Library Board Executive Committee Meeting</td>
<td>Wednesday, Feb. 27</td>
<td>5:30-7:00 p.m.</td>
<td>Golden Valley Library Meeting Room 830 Winnetka Ave. N.</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
</tbody>
</table>

Meeting dates/times/locations are subject to change - please verify with staff contact.