March 28, 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
   A. New member introduction

2. APPROVAL OF AGENDA

3. CONSENT
   A. Approval of Minutes of January 24, 2018
   B. Acceptance of Donations

4. PUBLIC COMMENT

5. COUNTY COMMISSIONER UPDATE
   A. Commissioner Linda Higgins, 2nd District, Vice Chair, Operations and Libraries Committee Chair

6. COMMENDATIONS
   A. Barb Fenton, Library Board
   B. Sandy Johnson, Library Board

7. LIBRARY BOARD DIALOGUE
   A. County Budget, David Lawless, Hennepin County CFO

8. DIRECTOR’S REPORT
   B. Library Response to Opioid Epidemic, Janet Mills
   C. Library, County, and Community Updates

9. PRESIDENT’S REPORT
   A. Years of Service Brunch
   B. Executive Committee Report
   C. Policy Review Schedule
   D. Appointment of Nominating Committee
   E. State Report: Johannah Genett
   F. PLA Reports: Jonathan Gaw, Erin Vrieze Daniels

10. COMMITTEE REPORTS
    A. Friends of Hennepin County Library: Katherine Blauvelt

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ADJOURN

*Denotes board action item.*

The next monthly meeting of the Hennepin County Library Board is Wednesday, May 9, 2018, 5 p.m. at Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis, Minnesota, 55401.
THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

HENNEPIN COUNTY LIBRARY BOARD MEETING

Meeting Minutes

The Hennepin County Library Board met Wednesday, January 24, 2018, Southdale Library, Ethel Berry Meeting Room.

ATTENDEES
Present: Katherine Blauvelt, Caitlin Cahill, Tim Dolan, Jonathan Gaw, Sandy Johnson, Margaret Ligon, Samuel Neisen, and Erin Vrieze Daniels.

Hennepin County Staff: Commissioner Janis Callison, County Administrator David Hough, Assistant County Administrator – Operations Chester Cooper, Director Lois Langer Thompson, Maria Baca, Johannah Genett, Lois Lenroot-Ernt, Ayanna Muata, Tharen Callanan, and Tracy Thompson.

Public: Kathryn Nelson

CALL TO ORDER
Katherine Blauvelt called the Hennepin County Library Board meeting of January 24, 2018, to order at 5:00 p.m., and welcomed all in attendance.

APPROVAL OF AGENDA
Sandy Johnson made a motion to approve the agenda; seconded by Erin Vrieze Daniels. Motion passed.

CONSENT ITEMS
Caitlin Cahill made a motion to approve the meeting minutes of November 29, 2017, and accept donations; seconded by Sandy Johnson. Motion passed.

PUBLIC COMMENT
None.

COUNTY COMMISSIONER UPDATE

- Hennepin County Commissioner Jan Callison, Chair, District 6
Commissioner Callison expressed she was pleased to be the first commissioner to speak to the Library Board in 2018. Libraries within Commissioner Callison’s district include Edina, Excelsior, Hopkins, Long
Lake, Minnetonka, Ridgedale, Southdale, Wayzata, and Westonka. The Commissioner shared she and her family are passionate library users, as are her constituents. Commissioner Callison reviewed some of what she hears from her district on libraries, what she hears as part of the county board, and issues she is focused on.

Ridgedale constituents are thankful for the reserves pick up during the library closure. The Commissioner hears some concerns from patrons of the Southdale Library about the upcoming building project, but she believes that as the project progresses into planning the community will fully embrace the project. She feels the highest value the library contributes to its residents is education; the opportunity for people to learn and be informed, not just by books, but by the people that are available at libraries as well. The library is in a unique space in terms of providing information to people.

District 6 has a lot of interest in roads, trails, and pedestrian and bicycle access; which has been growing. The South West LRT will be an important part of the future in this region. Commissioner Callison reported she also serves on the board of directors for HCMC, and is chair of the Workforce Development Program. Her focus is on reducing disparities within the County and continuing to serve those that need the services most. Within the County Board, her goal in 2018 is for the board to continue to focus on local issues and make the board a unifying force in the community.

Commissioner Callison and the County Board will begin interviewing the 28 applicants to fill the three vacancies on the Library Board in 2018 on January 30. Erin Vrieze Daniels inquired what the County Board looks for when selecting future Library Board members and what makes people stand out. Commissioner Callison reported the commissioners each look for different things, but they are overall committed to having a variety of viewpoints, skills, experiences and geographical coverage.

Commissioner Callison will be doing a State of the County in March or April and encourages Library Board members to attend. The commissioner thanked the Library Board and staff for their service. Katherine Blauvelt thanked the commissioner for attending.

LIBRARY BOARD DIALOGUE
• Hennepin County commitment to reducing disparities - David Hough, County Administrator, and Chester Cooper, Assistant County Administrator - Operations

David Hough thanked the Library Board for their service and outstanding work. He expressed that he and Mr. Cooper are very proud of the 41 libraries that Hennepin County operates and the leadership the board brings to help us be one of the best systems in the nation. He views the Library as a resource, and a lifelong learning and engagement point.

Mr. Hough shared he is blessed to oversee an organization of 9,100 employees across five business lines in the 31st largest county in the country. His goal upon becoming County Administrator was to align the organization and create collaboration through Hennepin County core values of Continuous Improvement, Customer Service, Diversity and Inclusion, Employee Engagement and Workforce Development in 35 departments. Mr. Hough outlined that reducing disparities drives Hennepin County business and that no one can get the job done alone, we as a County have a role to play. The seven
disparities Hennepin County is focused on are: education, employment, health, housing, income, justice and transportation.

Mr. Hough shared we are positioning for the future through disparity reduction in Hennepin County by making the approach or changing approach in service delivery and using innovative solutions and changing technologies. By engaging earlier and proactively in the front end we create a more sustainable model for the future. Mr. Hough concluded we must support the most vulnerable of our residents while promoting self-sufficiency and moving towards equity.

Mr. Cooper thanked Mr. Hough for doing a wonderful job in presenting an overview what we started out calling an initiative, but now know as the way we do business from this point on in Hennepin County. Cooper stressed that we, as a County, cannot do it alone. The County needs the Library Board’s help in engaging the community and the private sector. Mr. Cooper is encouraged by the programming and education the Library provides to help reduce disparities and sees the work the Library is doing is part of the County goal, which benefits all residents of Hennepin County.

Katherine Blauvelt thanked Mr. Hough and Mr. Cooper for their presentation and expressed the board is thrilled to be a part of reducing disparities with the County and is proud to be ambassadors with them.

**The Library’s role in reducing disparities - Lois Langer Thompson, Library Director, and Johannah Genett, Resource Services Division Manager**

Director Thompson and Johannah Genett reviewed how are we as a library are responding to the seven disparities through an overview of programs and services including homework help, early learning spaces, connecting with educators, programs for students, internet and computer courses, and the small business entrepreneur expo. Other areas include the County’s $15.00 minimum wage for our teen tech squad members and other library employees, reviewing educational requirements for jobs to expand the candidate pool, providing health education programming, partnering with food insecurity and transportation programs, partnering with a Social Worker at the Minneapolis Central Library and providing a welcome, safe and inviting place to be.

Director Thompson shared that the library uses a disparity lens and has been review in gaps in our capital projects planning and policies.

Johannah Genett presented the Library’s proposed capital framework for how we approach our capital projects with a goal of reducing disparities. Genett shared that the overall goal remains same, we still strive for every patron entering a Hennepin County Library to experience the same standard of a clean, inviting, and safe environment. While the goal hasn’t changed, we’ve found the current 12-year model is too prescriptive and we will be moving to a renovation schedule based on impact of usage, community in context, and building condition. Once the framework of the new model is in place we will continue to assess and evaluate how this plan is meeting patron needs and will continue to improve as needed.
HCL developed a map with Hennepin County partners to identify and find information about our communities and see which communities are facing the most significant disparities. Genett reviewed the map with the board and stressed that people in need use all 41 of our locations, but the map tells us where we can make the most difference and impact with our services.

Genett shared that the data reviewed with the board is only one piece of the equation and that there are other stories that are not obvious to us by looking at data alone. We will be considering what else we know about our communities that will also influence the framework. Director Thompson reminded the board that the data used for capital projects is focused on capital projects. Other data will be used for other programs and services.

Sandy Johnson voiced her appreciation of an updated process that looks at each building and the use it has. Director Thompson thanked her for service to the board over her three terms and her advocacy for diversity and inclusion over the years.

David Hough shared the County Board of Commissioners has been supportive of this change in model, and he thinks it is really important that preservation be at the top of the list to maintain quality and that our investment is taken care of. He sees HCL as a premier system and a jewel in the HC crown.

**DIRECTOR’S REPORT**

**Library, Community and County Updates**

- HCL was recently given a donation from a member of the public to recognize staff excellence at the library. With that gift, we designed and purchased a notebook for each Hennepin County Library employee.
- Director Thompson introduced Jennifer Egan at the January FHCL Pen Pals events and is looking forward to introducing Colson Whitehead in February.
- Citizen Advisory Board Open Appointment interviews will be held 5:30 p.m., Tuesday, January 30, at the Government Center, 24th Floor, County Board Room.
- Library Legislative day will be held in March, Lois Lenroot-Ernt; Research, Policy, External Relations Coordinator, will be HCL’s lead and will reach out to board members with further information. Library Board members are encouraged to participate if able.
- Director Thompson was asked to serve on the Minnesota Digital Advisory Board.
- HCL will be posting for a Deputy Director position soon, Library Board members are encouraged to advertise the posting if willing once available.
- Director Thompson attended the Public Library Advisory Committee in Dublin, Ohio.
- Assistant County Administrator Chester Cooper and Director Thompson met with the local Friends group presidents in September of 2017 and talked about moving from raising funds to raising communities. Recently, the Washburn Friends group donated the money to the greater community for system wide projects to reduce disparities. Director Thompson shared it has been great to see Friends groups on board and joining in to reduce disparities across the system.
- HCL automatic renewal was rolled out at the beginning of the year and is being received positively by patrons.
- Director Thompson and Library Board members Adja K. Kaba Ann and Sandy Johnson attended the FHCL sponsored opening reception of the powerful TESTIFY exhibit on January 11. Football Hall of
Famer and former Minnesota Supreme Court Justice Alan Page, along with Diane Sims Page, Executive Director of the Page Education Foundation, publicly present TESTIFY, a preview of their collection of Americana. The wide-ranging exhibit features art and artifacts from pivotal eras in American history while also providing a platform for visitors to share their thoughts, feelings and personal experiences.

- The exhibit has garnered local and national press and attention.
- Justice Alan Page has been spending time at the exhibit throughout and has several other events planned at Minneapolis Central Library in conjunction with the exhibit.

2018 Policy Review, Lois Lenroot-Ernt

- Lois Lenroot-Ernt provided an overview of past policy review methods, schedules, and analysis of those methods compared to other systems and county partners. The 2018 project plan will continue with the practice of having the Library board review policies as a committee of the whole as adapted in 2017. The polices that will be reviewed together in 2018 include Commissioned Public Art, Donations, Library Bill of Rights and the Patron Data Privacy. The review schedule will include a focused conversation in March, a review of policy drafts in May, a first read or second discussion in June or August, a second read in September, and board approval in November. Some policies may be approved earlier in the process.

Board members are encouraged to incorporate an equity lens into their policy discussions by using Government Alliance on Race and Equity (GARE) and the County’s Health in All Policies (HIAP) equity tools. Policy discussions will include equity questions, along with the Board’s Formal Business’ key questions. Board members were provided with equity discussion sample questions.

There was an error in the schedule provided in the packet. The Fee and Fine policy and the Donation Policy will be reviewed in 2018, the Patron Services policy will be reviewed in 2020. Board members will be sent a corrected schedule. The board is encouraged to read policies online ahead of the next meeting to be better prepared to engage in and hold a dialogue on policies in March. Erin Vrieze Daniels expressed support for the new plan.

PRESIDENT’S REPORT

Announcements

- If members have any interest in attending a library related conference in 2018 please reach out to board president Chris Damsgard.
- The board was asked to review the 2017 Library Board Accomplishments and contact the board clerk if any items are missing, incomplete or incorrect.

COMMITTEE REPORTS

- **Ridgedale Library Art Selection Committee - Caitlin Cahill**
  - The committee selected local artist Bebe Keith’s proposal of decorative panels of glass that align where the sun will rise on various solstice dates throughout the year. There will be a plaque on the floor to inform patrons and students of the science related to the art. The committee is very excited to have selected a piece that reflects education combined with art that fits the unique space of the Ridgedale Library.
Friends of Hennepin County Library - Katherine Blauvelt
  - FHCL is still compiling 2017 end of year donations, the fourth quarter is their busiest donation quarter.
  - FHCL is reporting positive growth for the year.
  - FHCL partnered with the Pages and the Library on the Testify exhibit, holding a reception with over 200 people including former Vikings Players from 1970’s where Director Thompson and Commissioner Peter McLaughlin spoke. FHCL is receiving positive feedback from donors about the exhibit.

UNFINISHED BUSINESS
- None.

NEW BUSINESS
- Sandy Johnson inquired if there will be special preparations in place for the for the Super Bowl and related events being held in Minneapolis. Director Thompson reported that the Minneapolis Central Library is outside of the perimeter; the library will be open and welcoming visitors; there will be extra cleaning, and security patrolling; and the parking ramp will turn into event parking.
- The February 28 Executive Committee meeting will need to be rescheduled, a poll will be sent to committee members, all board members are welcome to attend.
- Erin Vrieze Daniels shared that her colleagues loved the recent Star Tribune story on HCL book selection and that she was impressed with our spring program offering of *Work of Art* where HCL provides practical business skills training to artists.

ADJOURN
There being no further business, Sandy Johnson made a motion to adjourn the meeting at 6:53 p.m.; seconded by Margy Ligon. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, March 28, 2018, at the Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis, MN 55401.

____________________________________________
Samuel Neisen, Secretary
List of Donations Recently Received
As of March 19, 2018

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

Friends of Hennepin County Library Support - $147,035.60

Local Friends of Hennepin County Libraries Support - $47,639.50
- $12,700 for Eden Prairie Library: funded by Friends of Eden Prairie Library
- $2,034.55 for Edina Library: funded by Friends of Edina Library
- $1,420.81 for Franklin Library: funded by Friends of Franklin Library
- $1,785.74 for Hopkins Library: funded by Friends of Hopkins Library
- $2,000 for Linden Hills Library: funded by Friends of Linden Hills Library
- $3,680 for Maple Grove Library: funded by Friends of Maple Grove Library
- $910 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $1,440 for Minnetonka Library: funded by Friends of Minnetonka Library
- $2,980 for Nokomis Library: funded by Friends of Nokomis Library
- $836.30 for Penn Lake Library: funded by Friends of Penn Lake Library
- $8,537.42 for Plymouth Library: funded by Friends of Plymouth Library
- $1,550 for Ridgedale Library: funded by Friends of Ridgedale Library
- $300 for Rogers Library: funded by Friends of Rogers Library
- $200 for Roosevelt Library: funded by Friends of Roosevelt Library
- $300 for Southdale Library: funded by Friends of Southdale Library
- $300 for St. Anthony Library: funded by Friends of St. Anthony Library
- $800 for St. Louis Park Library: funded by Friends of St. Louis Park Library
- $450 for Walker Library: funded by Friends of Walker Library
- $919.68 for Washburn Library: funded by Friends of Washburn Library
- $2,500 for Wayzata Library: funded by Friends of Wayzata Library
- $1,995 for Webber Park Library: funded by Friends of Webber Park Library

Grand Total = $194,675.10
March 28, 2018

Library Board Commendation
COMMENDATION FOR BARBARA FENTON

Whereas, Barbara Fenton served with distinction as a Library Board member for Hennepin County Library from March 2015 until February 2018; and

Whereas, through her term as a Library Board member she endorsed the reframed Hennepin County Library Strategic Plan 2016 – 2020, and annual Operating and Capital budget requests; and

Whereas, Ms. Fenton participated on the Policy committee in 2015, and

Whereas, she participated in numerous local and community library activities by attending events including the Library Summit, Northeast Library Centennial Celebration, Hosmer Library anniversary, and County Board Budget Hearing; and

Whereas, she has been a committed volunteer and advocate for innovative technology, ensuring that library services are available for all; and

Whereas, Ms. Fenton has been a faithful and steadfast colleague who contributed significantly to the goals and objectives of the Hennepin County Library system, treated patrons and colleagues with respect and sustained her strong commitment to the role of the public library in building strong communities; therefore

BE IT RESOLVED, that the Hennepin County Library Board by this resolution extends its gratitude to Barbara Fenton and acknowledges with great respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County and wishes her all the best in her future endeavors.
March 28, 2018

Library Board Commendation
COMMENDATION FOR SANDY JOHNSON

Whereas, Sandy Johnson served with distinction as a Library Board member for Hennepin County Library from July 2009 until February 2018; and

Whereas, through her term as a Library Board member she endorsed the Hennepin County Library Strategic Plan 2011 – 2025, the reframed Hennepin County Library Strategic Plan 2016-2020, and annual Operating and Capital budget requests; and

Whereas, Ms. Johnson served as Secretary of the Library board 2014 - 2016, participated in Executive Committee, Finance Committee, Nominating Committee, the Plymouth Art Selection Committee, Policy Committee, and Program / Policy Committee, and attended Hennepin County Board meetings; and

Whereas, Ms. Johnson continued her library education by attending the Minnesota Library Association Conference in 2013, the Public Library Association Conference in 2016, and the American Library Association Conference in 2017; and

Whereas, she participated in numerous local and community library events by attending Read-to-Me at the Women’s Adult Corrections Facility, One Read events, One Minneapolis One Read, Volunteer Recognition, Sumner Library Centennial Celebration, Library Summit, Westminster Town Hall Forum; and

Whereas, Ms. Johnson has been a faithful and steadfast colleague who contributed significantly to the goals and objectives of the Hennepin County Library system, treated patrons and colleagues with respect and sustained her strong commitment to the role of the public library in building strong communities; and

Whereas, through her term of dedicated service and hard work, Ms. Johnson has been a strong advocate for diversity and inclusion, services to patrons in correctional facilities, outreach to underserved communities, and promoting access to library serves for all, therefore;

BE IT RESOLVED, that the Hennepin County Library Board by this resolution extends its gratitude to Sandy Johnson and acknowledges with great respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County and wishes her all the best in her future endeavors.

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

Library Director
Lois Langer Thompson
Library Board Discussion  
March 28, 2018  
Commissioned Public Art

**Policy Review Pre-Work**

- **Goal:**
  - Update and adopt the [Commissioned Public Art Policy](#)

- **Purpose:**
  - Express the role public art plays in libraries and provide guidance and direction for the selection of commissioned public art

- **Definition:**
  - Acquisition of all public art that is commissioned for Hennepin County Library  
    - “One percent for art” program  
    - Public art proposals submitted to HCL by the Friends of Hennepin County Library

- **History**
  - County Board Resolutions passed in 2000 and 2001  
    - Outline policy development, funding and procedures

**Discussion Prompts**

- Are there sections of the policy where you have questions?  
  - Purpose  
  - Definitions  
  - Principles  
  - Scope  
  - Selection  
  - Roles and Responsibilities

- Looking at the policy through an equity lens:  
  - Who will benefit from the policy?  
  - Does the policy leave out any racial or ethnic groups?  
  - Do you foresee any unintended positive or negative consequences relating to this policy?

- What additional information do you need?
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 art that is accessible to the public. It is designed for a specific 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.

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 the unique histories, 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 is installed by the artist under the direction of Hennepin County.
- Once the commissioned public art is installed, the Library Board will take formal action to acknowledge and receive it.

Associated Resolutions and Laws
- Hennepin County Board Resolution No. 01-04-212
- 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: 03/2018
Last Reviewed/Revised Date: 9/17/2014
Date Adopted: 10/27/2010
Library Board Discussion
March 28, 2018
Patron Data Privacy

Policy Review Pre-Work

- Goal:
  - Update and adopt the Patron Data Privacy Policy
- Purpose:
  - Communicate Hennepin County Library’s role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates

Discussion Prompts

- Are there sections of the policy where you have questions?
  - Principles
  - Definition and scope
  - Public Data
  - Private patron data
  - Collecting and retaining patron data
  - Networked and digitized library environment
  - Handling and disclosing patron data
  - Roles and responsibilities

- Looking at the policy through an equity lens:
  - Who will benefit from the policy?
  - Does the policy leave out any racial or ethnic groups?
  - Do you foresee any unintended positive or negative consequences relating to this policy?

- What additional information do you need?
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 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.
   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.
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 is 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:

- American Library Association. *Code of Ethics*
- Hennepin County. Data Practices Policy
- Hennepin County. Data Practices Requests
- Hennepin County. Privacy and Security Policy
- Hennepin County Library Administrative Policy. *Disclosing Patron Data: Staff and Volunteer Responsibilities*
- 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: 3/2018
Last Reviewed/Revised Date: 2/25/2015
Previous Policy Dated: 11/30/2011
Library Board Discussion
March 28, 2018
Library Bill of Rights

Policy Review Pre-Work

• Goal:
  o Affirm and endorse the Library Bill of Rights

• American Library Association (ALA)
  o Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.
  o ALA’s Intellectual Freedom Committee provides Interpretations of the Library Bill of Rights
    ▪ A comprehensive list that informs discussions about specific aspects of the Library Bill of Rights

Discussion Prompts

• How does the policy align with Hennepin County Library’s Mission and Vision and the Hennepin County Library Strategic Plan 2011-2015?
• Is there a gap in the policy that we want to cover in another policy?
• What is the value of approving the policy?
• What additional information do you need?
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
Last Reviewed/Revised Date: 2/25/2015
Previous Policy Dated: 10/27/2010
Library Board Discussion  
March 28, 2018  
Donation Policy

**Policy Review Pre-Work**
- **Goal:**
  - Update and adopt the Donation Policy
- **Purpose:**
  - Provide guidance to those who wish to support the Hennepin County Library through a financial or other donation.

**Discussion Prompts**
- Are there sections of the policy where you have questions?
  - Principles
  - Roles and Responsibilities
  - Scope and Disposition
- Looking at the policy through an equity lens:
  - Who will benefit from the policy?
  - Does the policy leave out any racial or ethnic groups?
  - Do you foresee any unintended positive or negative consequences relating to this policy?
  - How can donations positively affect Hennepin County’s identified disparities?
    - Education
    - Employment
    - Income
    - Housing
    - Health
    - Justice
    - Transportation
- What additional information do you need?
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.

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.
- 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: 03/2018
Date Approved: 1/22/2014
Previous Policy Dated: 8/24/2011
Original: 6/16/2004
Executive Committee
Meeting Summary

The Library Board Executive Committee met Tuesday, March 6, 2018, Rockford Road Library, Conference Room.

Attendees
Committee members: Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, and Samuel Nelson
Library Board members: Jonathan Gaw, and Erin Vrieze Daniels
Staff: Director Lois Langer Thompson and Tracy Thompson

Welcome and Call to Order
President Chris Damsgard called the meeting to order at 5:32 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Caitlin Cahill made a motion to approve the agenda and the October 10, 2017, meeting summary. Motion passed.

Public Comment
None.

Parliamentary Procedure Workshop Opportunities with Jeanette N. Williams, Parliamentary Consultant
Agendas
President Chris Damsgard gave an overview of the Library Board and shared the three types of agenda items and their formality level. Ms. Williams shared she found it acceptable to have a range of formalities on an agenda as long as it was clearly communicated to the board the expectations around each. Committee requested formal business items be called out on the agenda with an icon moving forward.

Nominating committees
Ms. Williams suggested the Board continue to use the process outlined in the bylaws. Best practice includes having nominating committee nominated and approved by Library Board versus appointed by President.
In lieu of a Nominating Committee the Board could request nominations from the floor and conduct a ballot vote. If using a Nominating Committee, you may still solicit nominations from the floor. The Board may want to create election rules against actively soliciting votes or campaigning.

Another option is to create application of interest process that can be used by nominating committee or included in board packets prior to annual meeting for all voting board members to consider.

**Seconding a Motion**
Ms. Williams stated that small boards do not require a second on motions. She reviewed Robert’s Rules of Order to clarify. Robert defines small boards as about 12 members. The purpose of a second is to ensure at least two people want to discuss a topic.

**Difference between unfinished business and new business**
Generally most organizations do not have unfinished business. The Library Board is unlikely to have new business because items are already on the agenda.

**Next steps**
- Vice President Blauvelt requested our processes be laid out for each agenda item, clearly communicated and explained, and a part of our member onboarding process.
- The group agreed that the President will remind the Board when introducing agenda items during meetings.
- For a fee, the consultant is available for future training or process evaluation.

**Nominating Committee**
A form of interest will be created prior to the March 28 meeting for board members to indicate their interest in becoming an officer; the form will include a section to share a brief statement of interest. Received forms will be shared with the Nominating Committee for their consideration. The form will request name, year appointed, position(s) held, position(s) of interest – multiple positions allowed, and statement of interest.
- Erin Vrieze Daniels requested an outline of each role including job descriptions be included with the form.
- The Nominating Committee will be appointed and formed at the March 28 Library Board meeting.
- The Nominating Committee will need to meet and provide the ballot slate by Tuesday, May 1, to be included in the Annual Meeting packet.
- The Library Board will elect officers at the Annual meeting on Wednesday, May 9.
- Sam Neisen asked the committee to consider if we are putting people in a position that they want to be in or assigning duties to people they think could best serve the board.

**New Member Onboarding**
We are scheduling a Library overview and Library Board processes orientation for new members. The first orientation is with Director Thompson and President Damsgard to review Library Board processes. The second orientation is with Library Division Managers providing and overview of the Library and all board members will be invited to attend.
• Vice President Blauvelt recommended we update training to follow the agenda drivers Board document outlining Library Board roles for Formal, Dialogue and Presentation agenda drivers.

• Caitlin Cahill suggested the Library Board assign new members mentors again. She shared it was nice to have a buddy if you have a question; mentors and mentees should sit near each other in meetings.

Library Board Agendas for Future Meetings
Library Board Meeting, Wednesday, March 28, 2018

• Questions for David Lawless, Hennepin County Chief Financial Officer
  - Have asked Mr. Lawless to talk about county’s budget as a whole, how the library fits in to the overall budget, and share big picture drivers.
  - President Damsgard will request to members to forward questions for Mr. Lawless in advance of the next meeting.
  - President Damsgard inquired the role David Lawless plays in the Library budget?
    - Director Thompson explained that following our budget submission, Library staff meet with David Lawless, County Administrator David Hough, Assistance County Administrator Chester Cooper, and others to review our initial submission. At this meeting Director Thompson will speak to what the Library Board review of the budget.
  - Vice President Blauvelt asked Director Thompson what would be helpful topics or issues in the course of our conversation with David Lawless? Director Thompson said showcasing the role of the library in the community and the impact the library has on the community.
  - Jonathan Gaw shared he would like to know about the impact on the operating budget of new and renovated libraries.

• We will be requesting volunteers to represent the Library Board at the upcoming Appreciation of Service Brunch, formerly years of service. The brunch will be held on Wednesday, May 23, 9:00 a.m. – 12:00 p.m., at the Brookdale Library.

• The state report will be available for your review at the March 28 meeting.

• Board members have ability to listen to missed meetings; an audio file can be shared upon request.

• The Annual meeting will be held on Wednesday, May 9.

President Damsgard asked that we leave the decision to update or change any processes until after the election of officers at the annual meeting on May 9, 2018.

Next meeting
The next meeting of the Library Board Executive Committee will be Wednesday, June 6, location to be announced.

Adjourn
Samuel Neisen made a motion to adjourn the meeting at 7:05 p.m. Motion passed.
## Policy Review Schedule

<table>
<thead>
<tr>
<th>Library Board Policy</th>
<th>New Review Year</th>
<th>Previous Review Year</th>
<th>Last Adopted</th>
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<tbody>
<tr>
<td><strong>GROUP A</strong></td>
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<tr>
<td>Commissioned Public Art</td>
<td>2018</td>
<td>2018</td>
<td>2015</td>
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<td>Donation</td>
<td>2018</td>
<td>2019</td>
<td>2014</td>
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<tr>
<td>Library Bill of Rights</td>
<td>2018</td>
<td>2020</td>
<td>2015</td>
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<tr>
<td>Patron Data Privacy</td>
<td>2018</td>
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<td>2015</td>
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<td><strong>GROUP B</strong></td>
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<tr>
<td>Collection Development &amp; Management</td>
<td>2019</td>
<td>2019</td>
<td>2015</td>
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<td>Fee and Fine Policy</td>
<td>2019</td>
<td>2020</td>
<td>2017</td>
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<td>Freedom to Read</td>
<td>2019</td>
<td>2020</td>
<td>2015</td>
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<td>Freedom to View</td>
<td>2019</td>
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<td>Lending</td>
<td>2019</td>
<td>2020</td>
<td>2016</td>
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<td><strong>GROUP C</strong></td>
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<tr>
<td>Internet Public Use</td>
<td>2020</td>
<td>2020</td>
<td>2016</td>
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<td>Patron Services Policy</td>
<td>2020</td>
<td>2020</td>
<td>2016</td>
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<td>Patron Use of Library Spaces</td>
<td>2020</td>
<td>2021</td>
<td>2017</td>
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<td><strong>GROUP D</strong></td>
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<td>By Laws</td>
<td>2021</td>
<td>2020</td>
<td>2017</td>
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<tr>
<td>Code of Conduct for HCL Board Members</td>
<td>2021</td>
<td>2021</td>
<td>2017</td>
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<tr>
<td>Library Board Per Diem &amp; Expense Policy</td>
<td>2021</td>
<td>2021</td>
<td>2017</td>
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# Upcoming 2018 Library Events

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<thead>
<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
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<tr>
<td><strong>APRIL</strong></td>
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<tr>
<td>State of the County Address</td>
<td>Tuesday, April 10</td>
<td>8:15 a.m. Reception 9:00 a.m.</td>
<td>Brookview Golden Valley Community Center 316 Brookview Parkway S. Golden Valley, MN 55426</td>
<td>Tracy Thompson 612-543-8504</td>
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<td>Address</td>
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<td>Talk of the Stacks Reception &amp; Author Lecture: Alex Wagner</td>
<td>Tuesday, April 24</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</td>
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<td><a href="#">event details</a></td>
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<td><strong>MAY</strong></td>
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<td>Pen Pals Author Lecture Series: Jesmyn Ward</td>
<td>Thursday, May 3</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</td>
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<td>Friday, May 4</td>
<td>11:00 a.m.</td>
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<td><a href="#">ticketed event</a></td>
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<td>Not eligible for per diem</td>
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<tr>
<td>Library Board Annual Meeting</td>
<td>Wednesday, May 9</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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<tr>
<td>Talk of the Stacks Reception &amp; Author Lecture: Tracy K. Smith</td>
<td>Wednesday, May 16</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</td>
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<td>Not eligible for per diem</td>
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<tr>
<td>HCL Presents Westminster Town Hall Forum: Richard Stengel</td>
<td>Tuesday, May 22</td>
<td>7:00 p.m.</td>
<td>Westminster Presbyterian Church, 1200 Marquette Ave., Minneapolis, MN</td>
<td>Tracy Thompson 612-543-8504</td>
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<td><a href="#">Reserved seating available by request</a> Not eligible for per diem</td>
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*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.

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

Library Board Per Diem and Expense Policy

The Library 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.