The Public is Welcome at All Library Board Meetings

September 26, 2018, 5-7:00 p.m.
Ridgedale Library | Robert H. Rohlf Meeting Room | 12601 Ridgedale Drive | Minnetonka, MN 55305

Library Board Agenda

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. CONSENT
   A. Approval of Minutes of June 26, 2018
   B. Acceptance of Donations

4. PUBLIC COMMENT

5. COUNTY COMMISSIONER UPDATE
   A. Commissioner Debbie Goettel, District 5

6. PRESIDENT’S REPORT
   A. Employee Recognition Awards
   B. Commendation: Director Thompson
   C. Library Director search: Michael Rossman
   D. Executive Committee Report
   E. 2019 Meeting Schedule
   F. 2019 Request for funding to Friends of HCL: Ali Turner

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

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

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

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

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ADJOURN

Denotes board action item.
HENNEPIN COUNTY LIBRARY BOARD MEETING

Meeting Minutes

The Hennepin County Library Board met Wednesday, June 27, 2018, Minneapolis Central Library, Doty Board Room.

ATTENDEES
Present: Adja K. Kaba Ann, Caitlin Cahill, Chris Damsgard, Tim Dolan, Rahfat Hussain, Sheila Letscher, Margaret Ligon, Samuel Neisen, and Erin Vrieze Daniels.

Hennepin County Staff: Director Lois Langer Thompson, Johannah Genett, Lois Lenroot-Ernt, Janet Mills, Emily O’Connor, Nancy Palmer, Thomas Rupp, Laurie Schuelein, Tracy Thompson, Ali Turner, and Karen Westwood.

Public: Lilli Sprintz

CALL TO ORDER
Vice President Erin Vrieze Daniels called the Hennepin County Library Board meeting of June 27, 2018, to order at 5:01 p.m., and welcomed all in attendance

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

CONSENT ITEMS
Margy Ligon made a motion to approve the meeting minutes of May 9, 2018, and accept donations; seconded by Caitlin Cahill. Motion passed.

PUBLIC COMMENT
Lilli Sprintz, read accolades for St. Louis Park Library and library staff. Vice President Vrieze Daniels and the Library Board thanked Ms. Sprintz for coming.

PRESIDENT’S REPORT
Announcements
Library Board members interested in attending a conference in the second half of 2018 should reach out to President Blauvelt.
Vice President Vrieze Daniels summarized the June 6 Executive Committee meeting discussion and encouraged Board members to attend on August 8 for a facilitated discussion on future Library Board dialogue topics.

Sam Neisen made a motion to approve the proposed 2018 updated Library Board schedule; seconded by Sheila Letscher. Motion passed.

2019 BUDGET

2019 – 2023 Capital Improvement Plan (CIP), Johannah Genett
Johannah Genett, Resource Services Division Manager, provided an overview of the 2019 – 2023 Capital Improvement Plan, including upcoming projects, underway and completed projects, and capital framework priorities.

Library Board members asked for projections on upcoming new building projects, historic building status financing opportunities, and opportunities for temporary spaces when libraries are closed.

2019 Operating Budget, Nancy Palmer
Nancy Palmer, Budget & Finance Division Manager, walked through the 2019 operating budget request, including four addback packages: operating costs for Southeast Library, replacement of reductions to the Collections budget, additional staffed hours at Southeast Library, and additional staffed hours in existing buildings.

Library Board members engaged in a discussion of the operating budget including fine revenue, operating hours considerations, budget strategies, the Collections budget, use of fund balance, and comparisons to other county departments.

Director Thompson shared the budget schedule and will update the Board regularly.

Chris Damsgard made a motion to recommend the 2019 Operating budget request to the County Board; seconded by Tim Dolan. Motion passed.

DIRECTOR’S REPORT

Library, Community and County Updates

- Capital Projects
  - A County Board briefing on the new Southdale Library was held last month Board direction is to continue to plan for north portion of lot. The next community meeting will be held on September 22. Library Board members engaged in a discussion on the history of the site, the reason for the recommended plan, and next steps.
  - The most recent Eden Prairie building project community engagement meeting was the final review of plans with the community; library closing is planned for December 2019 for approximately 10 months.
The next Southeast Library building project community engagement meeting will be held on July 25 at Southeast Library after regular business hours.

**Friends of Hennepin County Library**
- The Sioux Chef event on June 18 was a success.
- FHCL is applying for up to $100,000 LSTA grant for community embedded library service to support the Native American Cultural Corridor near Franklin Library in Minneapolis and the Latino community near Oxboro Library in Bloomington.

**Library update**
- Years of Service event celebrating employees with major milestone anniversaries was a success. Director Thompson thanked Tim Dolan, Rahfat Hussain, and Sheila Letscher for attending.
- Director Thompson attended the Youth Congress meeting on Minneapolis youth and discussed how to better connect with students for library jobs.
- Chris Hewitt of the Star Tribune interviewed Director Thompson on unique aspects of libraries today. He will be following up with Kate Coleman, Social Worker at Minneapolis Central Library, on library service to patrons experiencing homelessness.
- Library Services staff have been holding “Heart of our Work” conversations across all 41 libraries. The conversations have been a chance for staff to talk about their community, the heart of their work, their challenges, and the strengths that staff bring.
- Red Blue pilot program was a success at Augsburg Library.
- The Library is to co-host the Hennepin University Partnership (HUP) mixer *Disparities in Education* with Human Services Education. There is potential for grants to research impact of library services on reducing educational disparities.

**Upcoming Conferences**
- The Library Journal Design Institute will be held at Minneapolis Central on September 21.
- The 2018 ULC annual forum will be held in Baltimore, Maryland.
- The Minnesota Library Association annual meeting will be held in October.

Margy Ligon asked about Library Board member’s roles in campaigns. Director Thompson will send information to Board members.

Vice President Vrieze Daniels requested an ALA update from any board member who attended. Adja K. Kaba Ann shared it was a wonderful experience and she looks forward to giving a full report at the next meeting.

**LIBRARY BOARD POLICIES**

**First Read, Lois Lenroot-Ernt**
Lois Lenroot-Ernt conducted a first read of four policies *Commissioned Public Art, Donation, Library Bill of Rights, Patron Data Privacy Act*.

Sheila Letscher made a motion to move the four policies to the September consent agenda for a second read, seconded by Adja K. Kaba Ann. Motion passed.
COMMITTEE REPORTS
None.

UNFINISHED BUSINESS
None.

NEW BUSINESS
• Vice President Vrieze Daniels enjoyed an art class at Augsburg Park Library, she encouraged board members to check out the many programs the Library is offering.

ADJOURN
There being no further business, Adja K. Kaba Ann made a motion to adjourn the meeting at 6:33 p.m.; seconded by Rahfat Hussain. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, September 23, Ridgedale Library, Robert H. Rohlf Meeting Room, 12601 Ridgedale Drive, Minnetonka, MN 55305.

____________________________________________
Adja K. Kaba Ann, Secretary
List of Donations Recently Received
As of September 11, 2018

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

Friends of Hennepin County Library Support - $228,771.97

Local Friends of Hennepin County Libraries Support - $33,980.74

- $300 for Brooklyn Park Library: funded by Friends of Brooklyn Park Library
- $822.69 for Edina Library: funded by Friends of Edina Library
- $1,898.16 for Excelsior Library: funded by Friends of Excelsior Library
- $2,000 for Linden Hills Library: funded by Friends of Linden Hills Library
- $4,008.40 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $25 for Minnetonka Library: funded by Friends of Minnetonka Library
- $540 for Nokomis Library: funded by Friends of Nokomis Library
- $50 for North Regional Library: funded by Friends of North Regional Library
- $400 for Penn Lake Library: funded by Friends of Penn Lake Library
- $315 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- $8,795 for Plymouth Library: funded by Friends of Plymouth Library
- $5,450 for Ridgedale Library: funded by Friends of Ridgedale Library
- $2,000 for Rockford Road Library: funded by Friends of Rockford Road Library
- $300 for Roosevelt Library: funded by Friends of Roosevelt Library
- $976.49 for Southdale Library: funded by Friends of Southdale Library
- $4,000 for St. Louis Park Library: funded by Friends of St. Louis Park Library
- $1,200 for Walker Library: funded by Friends of Walker Library
- $900 for Washburn Library: funded by Friends of Washburn Library

Private Sources Support - $2,091.76

- $3,715.50 for Senior Minneapolis Central Library: funded by Minneapolis Health Department
- $1,000 for Walker Library: funded by private sources

Grand Total = $267,468.21
Executive Committee

Meeting Summary
The Library Board Executive Committee met Wednesday, August 08, 2018, Hosmer Library, meeting room.

Attendees
Committee members: Chair Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, and Erin Vrieze Daniels.
Library Board members: Rahfat Hussain, Sheila Letscher, and Margy Ligon.
Staff: Johannah Genett, Greg Gidden, Janet Mills, Lois Langer Thompson, Lois Lenroot-Ernt, Tracy Thompson, and Ali Turner.

Welcome and Call to Order
Chair Katherine Blauvelt called the meeting to order at 5:32 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Jonathan Gaw made a motion to approve the agenda; seconded by Chris Damsgard, motion passed.
Erin Vrieze Daniels made a motion to approve the June 06, 2018, meeting summary; seconded by Jonathan Gaw, motion passed.

Public Comment
None.

2018 – 2019 Library Board Dialogues
Johannah Genett, Resource Services Division Manager, and Gregg Gidden, Patron Experience Supervisor, led a facilitated discussion on 2018 – 2019 Library Board Dialogues.
Discussion included:
- The benefit of the dialogues in fulfilling the Library Board’s advisory role to assist staff in strategic planning and clarifying goals within the larger context of County goals
- The need for all members to come prepared, having read the materials in advance. Board members suggested receiving materials further in advance of meetings.
- The role of Board members in representing the community. The committee will continue this discussion at a future meeting.
- The need for more context for the collection dialogue, models from other library systems or organizations that we may be able to adapt or learn from, and staff presentations on how items are chosen for our Collection.
- Request for specific examples of tensions, challenges, gaps and choices HCL is making to ensure the dialogues are practical.
- Provide summaries from previous presentation as part of the Boar packet.
- How the board can better tell the Library story to build awareness and support, how to help leverage the Library’s annual report, and what numbers help tell that story to help reinforce work in our communities.
- Clarify the primary audience and how to best obtain buy in from key stakeholders.
- The need to speak to our communities and make sure they believe in our libraries so that they will elect leaders that also support the Library.
- The desire to use data to support our story, not wanting to build a story from data first.

Library staff thanked the Board for the discussion and will use the information from the discussion in preparation for the upcoming dialogues.

**Friends of HCL Funding – Review 2019 Request**

Ali Turner, System Services Division Manager, provided an overview of the 2019 HCL Funding request from the Friends of Hennepin County Library (FHCL).

Erin Vrieze Daniels made a motion to move the request to full board for review and approval; seconded by Jonathan Gaw, motion passed.

**2019 Library Board & Executive Committee Meeting Dates and Locations**

The committee reviewed the proposed 2019 Library Board and Executive Committee meeting dates and locations; the Committee recommends it be presented to the board for review and approval.

**Next meeting**

The next meeting of the Library Board Executive Committee is Wednesday, February 27, 5:30 p.m., Golden Valley Library, Meeting Room.

**Adjourn**

Katherine Blauvelt made a motion to adjourn the meeting at 6:52 p.m.; seconded by Chris Damsgard, motion passed.
# Library Board Schedule

## 2019

### Library Board Meetings

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>January 23, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
</tr>
<tr>
<td>March 27, 2019</td>
<td>5:00 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
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<tr>
<td>Annual Meeting</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>May 8, 2019</td>
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<tr>
<td>June 26, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
</tr>
<tr>
<td>September 25, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td>5:00 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
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### Executive Committee Meetings

<table>
<thead>
<tr>
<th>DATE</th>
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<th>LOCATION</th>
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<tbody>
<tr>
<td>Feb. 27, 2019</td>
<td>5:30 p.m.</td>
<td>Golden Valley Library, Meeting Room</td>
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<tr>
<td>June 5, 2019</td>
<td>5:30 p.m.</td>
<td>Augsburg Park Library, Meeting Room</td>
</tr>
<tr>
<td>August 14, 2019</td>
<td>5:30 p.m.</td>
<td>Northeast Library, Meeting Room</td>
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## 2018 HCL Program or Initiative

<table>
<thead>
<tr>
<th>Youth-focused Initiatives: School Readiness / STEM Skills / Pathways to Careers</th>
<th>FHCL Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anime and Fandom Teen Programs</td>
<td>$12,000</td>
</tr>
<tr>
<td>Best Buy Teen Tech Center</td>
<td>$138,893</td>
</tr>
<tr>
<td>Early Learning Environments</td>
<td>$12,000</td>
</tr>
<tr>
<td>Homework Help K-12</td>
<td>$139,056</td>
</tr>
<tr>
<td>Summer Learning</td>
<td>$42,452</td>
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<tr>
<td>Urban 4H (Franklin)</td>
<td>$12,312</td>
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<tr>
<td>Teen Tech Squad</td>
<td>$139,008</td>
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## Collection

| Digitizing Newspaper Images / Special Collections | $37,500 |
| Readers of All Ages | $6,000 |
| Shelter Collections | $10,000 |

## Innovation & Local Library Equity

| MNSpin | $40,800 |
| Seed Grants | $75,000 |

## Community-based Service

| Community Embedded library Service | $175,000 |
| Community Engagement Patrons Experiencing Homelessness (MC) | $12,480 |
| Franklin Learning Center | $3,210 |
| Outreach - Corrections | $25,000 |
| Outreach - Seniors | $35,800 |

## Additional Library Support

| Local Friends Library Support (raised locally, allocated locally by individual Friends groups) | $125,000 |
| Donor-designated Library Support | $60,000 |

**2018 FHCL Funding** $1,101,511

## Additional Funds - One Time Grant

| All Are Welcome van | $97,000 |
| Community Embedded Library Service (in addition to $175,000) | $43,000 |
| Public computer classes provided by Science Museum of MN | $30,000 |
| Equity fund (raised centrally by FHCL & allocated centrally by HCL to support libraries without active local Friends groups) | $30,000 |

**2018 Grant Total** $200,000

**Total 2018 FHCL Funding** $1,303,511
## 2019 HCL Program or Initiative

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<td>Brooklyn Park Tech Center</td>
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<tr>
<td>Early Learning Environments</td>
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<td>Summer Learning</td>
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<tr>
<td>Newspaper / Special Collections</td>
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<tr>
<td>Community Engagement Patrons Experiencing Homelessness</td>
<td>$ 12,480</td>
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<tr>
<td>Learning Dreams Emerging Adults Cohort</td>
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<tr>
<td>Outreach - Shelter Collection</td>
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<tr>
<td>Franklin Learning Center</td>
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<tr>
<td>Outreach - Corrections</td>
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<tr>
<td>Outreach - Seniors</td>
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<th>Innovation</th>
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<tr>
<td>Local Library Equity Fund</td>
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<tr>
<td>MnSpin</td>
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<tr>
<td>Donor-designated Library Support</td>
<td>$ 50,000</td>
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**Total 2019 FHCL Funding** $ 1,200,000
Library Board Dialogue – Intellectual Freedom discussion
September 2018

Readings
- First half of the Intellectual Freedom chapter in *Our Enduring Values Revisited: Librarianship in the 21st Century* by Michael Gorman, pages 109-113. (*Discussion will focus on intellectual freedom and the collection. The second half of the chapter focuses on online content, which is out of scope for the discussion.*)

September Discussion Questions
1. What ideas are familiar to you? What ideas are new?
2. What do you value about intellectual freedom? What are your concerns about it?
3. How does this change or deepen your understanding of the library’s Collection Development and Management Policy?
4. In October, we will continue this discussion on intellectual freedom. Before then, what do you want to know more about?
August 2018 Equity, Diversity and Inclusion update

This is the second edition of a new monthly Equity, Diversity and Inclusion (EDI) monthly communication update for staff. This monthly newsletter supports Priority 3 of our EDI Action Plan, which aims to strengthen communication about EDI work in the Library. Each update will share progress with our 2018 EDI Action Plan and include a list of current learning and development options.

Priority 1:
Building relationships between staff and Senior Team
Priority 1 of our EDI Action Plan focuses on strengthening trust and connections between staff and Senior Team. This priority seeks to help us build a culture of inclusion, and respond to 2017 Workplace Inclusion survey results, which showed less favorable responses with questions measuring the relationship between staff and administration. Due to survey design, it was unclear who was included in “administration”, so we have clarified that by identifying Senior Team as taking leadership for this priority.

Senior team members set a commitment this year to build trust through listening, taking responsive action and using feedback methods to strengthen how they work with others.

Update
• All Senior Team members are utilizing one of three assessment tools (360 Assessment for Leadership Development; StrengthsFinder Full 34 Assessment; Emotional Intelligence Assessment w/Leadership Report) for personal development. Senior Team members have completed assessments and are working with a coach from Hennepin County’s Organization Development team to debrief on results and identify ways they will utilize insights from the assessment to strengthen working relationships with staff.
• Library Services Managers and Organizational Development staff have identified immediate action items for each library from “Heart of our Work” conversations. Library Services Managers are working with supervisors to complete immediate action items, and theming activity later in the fall will inform future work.
• Senior team members have reviewed Employee Survey results and themes and are working with their staff to identify action steps that respond to results.

Priority 2:
Personal Learning and Development
Priority 2 of our EDI Action Plan prioritizes staff at all levels in building personal skills and knowledge needed to advance and embed diversity, inclusion and equity into our work. The Diversity and Inclusion Change team is working to expand offerings this year and in 2019. Our goal over time is to build options for learning and development that meet staff where they are, that support individual self-work and organizational development.
This list highlights learning and development opportunities open to Library staff between August – December 2018.

**D&I Trainings open to all staff**

The following is a list of trainings offered by Hennepin County’s Diversity and Inclusion division that has seats available. Trainings with full registration have not been included.

- **5 Myths of Racism**
  - Sept. 26, 2018, 9 a.m. – 12 p.m. @ Hennepin County Government Center
  - Dec. 5, 2018, @ 9 a.m. – 12 p.m. @ Hennepin County Government Center
- **Conducting non-biased interviews**
  - Oct. 9, 2018, 9 a.m. – 12 p.m. @ S Mpls Human Service Center
- **Cultural awareness series – Somali culture**
  - Sept. 11, 10:30 a.m. – 12:00 p.m. @ North Regional Library
  - Sept. 13, 10:30 a.m. – 12:00 p.m. @ Health Services Building
- **Introduction to StrengthsFinder**
  - Nov. 27, 9 a.m. – 11 a.m. @ Hennepin County Government Center
- **White Privilege**
  - Dec. 12, 2018, 9 a.m. – 12 p.m. @ Hennepin County Government Center

**Conference Opportunities**

- HCL will send three staff members to the **Overcoming Racism** conference, held at Metropolitan State University on November 2-3.
- HCL is sending three staff to the Joint Conference of Librarians of Color in Albuquerque, New Mexico September 26-30.
- Earlier this year, HCL supported staff attendance the Forum on Workplace Inclusion

**ReCAST Trainings for staff who work or live in Minneapolis (external)**

Any HCL staff who work or live in Minneapolis are invited to attend trainings coordinated by the City of Minneapolis’ Resilience in Communities After Stress and Trauma (ReCAST) team. ReCAST trainings support ongoing development around trauma, resilience and systems change.

**EDI Training for supervisors and managers:**

*Big Change, Small Acts of Inclusion by Stanton Adams, LLC.*

*Thursday, September 6th Management Team meeting, 8:45-11:45 @ Brookdale*

Inclusion is when all employees experience personal success and contribute to the organization’s mission. Although many organizations have made considerable progress toward diversity and inclusion, less focus has been placed on the necessity for cultural transformation of the workplace. Ultimately, inclusion occurs because there is a broader value system for success which integrates the value of diversity. This interactive workshop introduces the concept of small acts of inclusion, behaviors that have the potential to gradually transform the culture. The objective is to create a critical mass of participating employees so that inclusion becomes the dominant mode of operation.
**Advancing Racial Equity: An Introductory Workshop.**
Thurs, Nov. 29, 9-1 @ Southdale, Thurs, Dec. 6, 9-1 @ Brookdale, Tues, Dec. 11 from 1-5pm @ Southdale or Ridgedale
In this introductory workshop for Management Team members, members of HCL’s Racial Equity Team will share a framework used by cities and counties across the country to advance racial equity, and start the conversation about systems change. Our goal with this session is to build shared understanding of history, concepts and definitions and commitment for long-term work we will continue in the coming year through follow-up sessions and one-on-one coaching.

**EDI Training for Senior Team:**
**Leading and working with a racially conscious lens**
*Presenter: Jazmin Danielson*
*When: Friday, Sept. 26 from 10-1 and Mon., Oct. 22 from 11-2*
What are key behavioral practices of white racially conscious leaders? In this two-part series, Senior Team members will gain new and effective practical tools to interrupt, initiate and model effective race-talk. Learn techniques to use in the workplace and beyond that help dismantle systemic racism, white supremacy and discriminatory practices. These tools are based on studying real-world leaders in nonprofit organizations that were identified by people of color as having a demonstrated commitment and proficiency in dismantling systemic racism, white supremacy and discriminatory practices in their organizations and beyond. Hear summaries of their answers to the question, “Reflecting on your own leadership practice, how does your understanding of race and white privilege impact how you lead?”

**Priority 4:**
**Diversity and Inclusion Change Team**
convened in June and have been working to expand learning and development opportunities for staff. They will work together with other key stakeholders to develop a proposed 2019 EDI Action Plan.

The team has met four times since June and has:

- Selected and planned an EDI workshop for all supervisors and Managers as part of the September Management team meeting.
- Selected the EDI training for Senior Team in September and October.
- Developed a list of potential EDI education opportunities they are pursuing for late 2018 and 2019. They are working to develop opportunities that meet staff where they are, that are not “one-off” sessions but that build on each other, and that support ongoing growth and personal development.
- Planned for Racial Equity trainings that will roll out to all County staff in 2019.
- Connected with County D&I leaders to learn best practices and identify ways to share resources and work together.
Benefits

Our recommended capital framework for Hennepin County Library is proactive, flexible and sustainable.

Proactive
- Anticipates needed improvements based on relevant data
- Uses reliable, continually updated data

Flexible
- Responds to usage and impact rather than a fixed schedule
- Based on a continuous improvement model

Sustainable
- Manages the impact on capital and operating budgets
- Enables strategic decision-making with right-sized projects

Developed with an equity lens, this framework positions us to make long-term, sustainable change in our communities. Our goal is for every patron entering a Hennepin County library to experience the same standard: a clean, inviting and safe space.

Selection and implementation

Libraries are selected for capital improvements using the framework criteria. Priorities are determined based on facility and library service needs, and projects are scaled to fulfill our Strategic Plan promises to patrons, communities and staff.

We plan for a mix of larger capital projects and smaller renovations and building preservation projects, with no more than five projects underway during a given year.

Hennepin County
Board of Commissioners
Mike Opat, District 1
Linda Higgins, District 2
Marion Greene, District 3
Peter McLaughlin, District 4
Debbie Goettel, District 5
Jan Callison, District 6
Jeff Johnson, District 7

Hennepin County Administrator
David J. Hough

Assistant County Administrator
Operations
Chester Cooper

Library Board
Adja K. Kaba Ann
Katherine Blasvelt
Caitlin Cahill
Chris Damsgard
Tim Dolan
Jonathan Gaw
Rahfat Hussain
Sheila Latscher
Samuel Nissen
Margy Ligon
Erin Vrieze Daniels

Library Director
Lois Langer Thompson

www.hclib.org

Capital Framework

In our 41 locations, we create library environments that are welcoming, safe and secure.

Our goal is that every patron entering a Hennepin County library experiences an inviting, accessible space that is open to all.
2008-2017

Library Services Strategy: Buildings

Following the Hennepin County Library and Minneapolis Public Library merger in 2008, we implemented a time-based renovation schedule with the goal of renovating each building every 12 years. From 2008 to 2017, we completed 9 major capital projects and 18 smaller facility modifications, improving the libraries pictured here. This approach was a successful starting point as we grew from 26 to 41 buildings, but now proves too prescriptive. It is unsustainable for the capital budget and exceeds capacity in capital project staff time.

Hennepin County works to reduce disparities

We see an opportunity to bring our capital framework into alignment with Hennepin County’s focus on reducing disparities. As Hennepin County residents, many of our patrons are affected by differences in education, employment, health, housing, income, justice and transportation. Hennepin County recognizes the adverse consequences of disparities among us and supports disparity reduction among our residents.

Capital Framework

Our proposed capital framework moves us to a future state where library renovations are prioritized based on a holistic approach. This helps us evaluate facility needs in partnership with Hennepin County Facility Services and be proactive in our response.

Drawing on data, we take a countywide view through three criteria: community disparities, library usage, and asset condition.

Data that leverages Hennepin County’s reducing disparities strategy to better understand differences in education, employment, health, housing, income, justice and transportation faced by our residents.

Why is it important to measure?

To prioritize needed capital improvements that promote achieving equitable outcomes and reducing disparities in our communities.

A profile of library use with known impacts on library buildings, including visit counts and computer use.

Why is it important to measure?

To understand where use is having the biggest impacts on buildings, and better anticipate when and where we may need to leverage more frequent updates.

Analysis from Hennepin County Facility Services examining the condition of each library and property at a deep level—including site, envelope, interior, building operations, and safety and security.

Why is it important to measure?

To determine where we can rely on routine repairs and maintenance, and where substantial improvements are needed to decrease long-term operating costs and increase the health of our structures.
Commissioned Public Art

Hennepin County Library Board Policy

Purpose

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

Definitions

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

Principles

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

Scope

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

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

Art Selection Committees

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

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

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

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

The extent to which the public art:

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

Roles and Responsibilities

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

Associated Resolutions and Laws

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

Process

This policy is reviewed by the Library Director (or designee) every four years and makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 3/2018 3/2022
Date Approved: 9/17/2014 3/2018
Donation Policy

Hennepin County Library Board Policy

Purpose

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

Principles

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

Roles and Responsibilities

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

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

Scope and Disposition of Donations Received

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

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

Process

This policy is reviewed by the Library Director (or designee) every five years, or more frequently as needed. Recommendations are advanced to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 3/2018-2021
Date Approved: 4/22/2014-2018
Library Bill of Rights

Hennepin County Library Board Policy

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

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

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

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

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

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

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

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


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

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

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to communicate Hennepin County Library's 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 downloadable 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, incapacitated person. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. Minnesota Administrative Rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

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

**Collecting and Retaining Patron Data**

The Library collects and retains patron data which is:

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

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

**Networked and Digitized Library Environment**

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

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

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

**Handling and Disclosing Patron Data**

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

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

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

**Roles and Responsibilities**

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

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

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

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

**Associated Policies and Laws**

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

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

**Process**

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

**Policy History**

Next Review Date: 3/2018 2021
Date Approved: 2/25/2015 2018
# Upcoming 2018 Library Events

## As of September 11, 2018

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
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<tbody>
<tr>
<td><strong>SEPTEMBER</strong></td>
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<tr>
<td>Library Board Meeting</td>
<td>Wednesday, Sept. 26</td>
<td>5:00-7:00 p.m.</td>
<td>Ridgedale Library RHR Meeting Room 12601 Ridgedale Drive Minnetonka 55305</td>
<td>Tracy Thompson 612-543-8504</td>
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<td><strong>OCTOBER</strong></td>
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<td>County Board Budget Presentation</td>
<td>Thursday Oct. 4</td>
<td>1:00-4:00 p.m.</td>
<td>Hennepin Co. Government Center, 24th floor County Board Room</td>
<td>Lois Langer Thompson 612-543-8541</td>
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<td><strong>NOVEMBER</strong></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>
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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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## Upcoming Conferences

*Minnesota Library Association Annual Meeting, “Programmed to Lead”, October 11 – 12, St. Cloud, MN*

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