

# HENNEPIN COUNTY

## LIBRARY BOARD




The public is welcome at all library board meetings.

### February 12, 2025, 5:30-7:30 p.m.

Ridgedale Library | Meeting Room 174 | 12601 Ridgedale Drive | Minnetonka, MN 55305

# Library Board Agenda

## POLICY COMMITTEE

1. Welcome and Call to Order
2. Attendance
-  3. Approval of Agenda\*
-  4. Approval of October 23, 2024, Meeting Minutes\*
5. Policy Review Policy
-  6. Adjourn\*

 \*Denotes board action item

### Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Gordy Aune, Jr. | Jane Brissett | Erin Carney | Briana Eicheldinger | Michael Hogan | Randy Klauk | Ashley Krohn

Library Director  
Scott Duimstra



# HENNEPIN COUNTY

## LIBRARY BOARD

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### Hennepin County Library Board Policy Committee

#### Meeting Minutes

The Hennepin County Library Board Policy Committee met on October 23, 2024, at Ridgedale Library, Room 174, 12601 Ridgedale Drive, Minnetonka.

#### Attendees

**Committee Members Present:** Michael Hogan (Chair), Gordy Aune, Jr., Jane Brissett, Randy Klauk, Ashley Krohn

**Library Board Members Present:** None

**Hennepin County Staff:** Scott Duimstra, Lillian Albrecht, Tonya Depriest, JR Genett, Char Kimber, Kelli Koob, Gail Mueller Schultz

#### Call to Order

Chair Hogan called the Hennepin County Library Board Policy Committee Meeting of October 23, to order at 5:32 p.m. and welcomed all in attendance.

#### Attendance of Library Board Members

Library Board Clerk Lillian Albrecht took the roll call. The Board met the quorum with 5 committee members present.

#### Approval of Agenda

The agenda was approved with one amendment to add Review of 2025 Proposed Dates as item 4.

Motion: Gordy Aune, Jr.

Second: Ashley Krohn

Motion passed.

#### Approval of June 12, 2024, Meeting Minutes

Motion: Gordy Aune, Jr.

Second: Ashley Krohn

Motion passed.

#### Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Gordy Aune, Jr. | Jane Brissett | Erin Carney | Briana Eicheldinger | Michael Hogan | Randy Klauk | Ashley Krohn

Library Director

Scott Duimstra



### Collection Development and Management Policy

Attendees discussed and endorsed a revised policy. A motion was made to bring the revised policy to the full Board for review on November 13.

Motion: Gordy Aune, Jr.

Second: Jane Brissett

Motion passed.

There being no further policies to review for 2024, a motion was made to cancel the December 18 Policy Committee meeting.

Motion: Ashley Krohn

Second: Gordy Aune, Jr.

Motion passed.

### Adjourn

There being no further business, a motion was made to adjourn the meeting at 6:32 p.m.

Motion: Ashley Krohn

Second: Gordy Aune, Jr.

Motion passed.

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Amal Karim, Secretary

# HENNEPIN COUNTY

## LIBRARY

### Library Board Policy Committee Policy Review Policy February 12, 2025

#### Background:

This policy is one of [5 bylaws and policies](#) which guide the Library Board. The policy was last reviewed in 2020.

- Bylaws of the Hennepin County Library Board
- Code of Conduct for Hennepin County Library Board Members
- Library Board Communication Policy
- Library Board Per Diem and Expense Policy
- Policy Review Policy

#### Why This is Important:

The purpose of this policy is to ensure regular and timely review of Hennepin County Library Board policies and to ensure that new policies are developed as needed.

The principles of this policy state:

- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect Hennepin County Library's mission and innovative reputation.

#### Discussion:

- After reading the policy, what stands out to you? What are your initial thoughts?
- What questions do you have about the policy?
- Is anything missing from this policy?
- What implications does this policy have?
- What changes may be required to this policy?

#### What Next:

- What further steps should be taken?
  - More information from staff?
  - Questions that require answers?
  - Ready for decision?

#### Library Administration

12601 Ridgedale Drive | Minnetonka, MN 55305  
612-543-8500 | hclib.org



# Policy Review Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies and to ensure that new policies are developed as needed.

### Principles

- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect the Hennepin County Library's mission and its innovative reputation.

### Policy Review

Each Library Board policy will be reviewed at least once every five years. Newly-created Library Board policies will receive an initial review after one or two years of their adoption.

### Roles and Responsibilities

- As needed, the Library Director (or designee) will consider whether any new Library Board policies should be developed and will forward any recommendations to the Library Board for action by a Library Board Committee.
- The Library Board Program/Policy Committee reviews and revises policies as necessary, endorses the draft policy revision and advances to the full Library Board for approval.
- The full Library Board reviews the new or revised policy and may move to adopt, defer action to the Library Board's next meeting, or return to the committee for further revision.

### Process

This policy is reviewed by the Library Director (or designee) every five (5) years who then makes recommendations to the Library Board Program/Policy Committee. The committee reviews and revises as necessary and advances to the full Library Board for approval. Library Board members may initiate a policy review at any time.

## **Policy History**

Next Review Date: 01/2025

Date Approved: 01/2020