

HENNEPIN COUNTY

LIBRARY BOARD




THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

February 21, 2024, 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 September 27, 2023, meeting summary*
5. Library Board Per Diem and Expense Policy
6. Reserving and Using Library Rooms Policy
-  7. Adjourn*

 *Denotes board action item

Library Board

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

Library Director
Scott Duimstra



HENNEPIN COUNTY

LIBRARY BOARD

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Policy Committee Meeting

Meeting Minutes

The Hennepin County Library Board Policy Committee met on September 27, 2023, at Ridgedale Library, Meeting Room 172.

Attendees

Present: Ashley Krohn, Gordy Aune, Jr., Mike Hogan, Jane Brissett, and Lynn Stetler

Hennepin County Staff: J.R. Genett and Jeannette Lewis

Call to Order

Chair Ashley Krohn called the Hennepin County Library Board Policy Committee meeting of September 27, 2023, to order at 5:33 p.m. and welcomed all in attendance.

Attendance of Library Board Members

Library Board Clerk Jeannette Lewis took the roll call. The Committee met the quorum with three Committee members present.

Approval of Agenda

Motion: Gordy Aune, Jr.

Second: Mike Hogan

Motion passed.

Approval of Meeting Summary

Minutes of May 24, 2023.

Motion: Mike Hogan

Second: Gordy Aune, Jr.

Motion passed.

Communication Policy

Committee members discussed the Communication Policy. No changes were made. The Committee will bring forth the policy for the first read to the Library Board at the November 15, 2023, full Board meeting.

[Freedom to Read Policy](#)

The Committee reviewed the Freedom to Read Policy written by the American Library Association. The Committee will bring forth the policy to the Library Board to affirm and endorse the policy at the next full Board meeting on November 15, 2023.

[Freedom to View Policy](#)

The Committee reviewed the Freedom to View Policy written by the American Library Association. The Committee will bring forth the policy to the Library Board to affirm and endorse the policy at the next full Board on November 15, 2023.

[Library Board Per Diem and Expense Policy](#)

Committee members discussed the Library Board Per Diem and Expense Policy. Possible changes suggested were an increase in the Library Board budget for travel and conference expenses.

Library administration will review the Library Board budget and report back at the next Policy Committee meeting. The policy has been tabled until the next Policy Committee meeting.

[Adjourn](#)

There being no further business, Mike Hogan made a motion to adjourn the meeting at 6:31 p.m.; seconded by Gordy Aune, Jr. Motion passed.

Amal Karim, Secretary

Library Board Per Diem and Expense Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to state the types of expenses the Library Board may incur and define the roles and responsibilities for managing those expenses.

Principles

- Library Board members provide valued service to the Hennepin County Library and the residents of Hennepin County as a whole
- Library Board members freely give of their time and talents in support of the Hennepin County Library's mission and vision
- Hennepin County Library provides fiscal support to develop Library Board members' knowledge and understanding of public library services
- Library Board members receive compensation for their expenses in accordance with Minnesota State Law and Hennepin County Policy

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

Professional Association Memberships

Library Board members may receive individual memberships in the American Library Association and the Minnesota Library Association for the duration of their service on the Hennepin County Library Board.

Travel and Library Conferences

Authorized travel and library conference attendance will be fully reimbursable, up to a Library Board member's budgetary shares. (A share is the Library Board travel budget divided by the number of Board members.) The value of a budgetary share is established as a part of the annual Library Board budget process.

- The Library Board President is entitled to two shares per year
- All other members are entitled to one share per year; members who officially represent Hennepin County Library in a professional library association receive one additional share per year
- A member whose board terms expires on December 31 and who does not seek reappointment or is not reappointed but who remains on the board until the Hennepin County Board of Commissioners appointment process is completed is eligible for reimbursement for conference attendance expenses incurred after the member's official term ended on December 31.

Expenses

On request, additional direct expenses, such as mileage and meals, shall be reimbursed in accordance with Minnesota law and Hennepin County Policy

Roles and Responsibilities

Library Board members will submit:

- The "Library Board Timesheet" by the 5th of each month to the Library Director's Office
- Travel and library conference attendance requests to the Library Board President for approval
- Requests for travel and other expenses in accordance with Hennepin County procedures

Library Board President in consultation with the Library Director:

- Manages the Library Board budget
- Authorizes Library Board member travel and conference attendance

Associated Policies and Laws

- Hennepin County. Conference and Travel Policy
- Hennepin County Library Board. [Code of Conduct for Hennepin County Library Board Members](#)
- Minnesota Statute 383B.243. Per Diems

Process

This policy is reviewed by the Library Director (or designee) every five years (5) who then 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: 2026

Date Approved: 2021

Previous Policy Dated: 9/27/2006

Replaces: Expense Policy; Per Diem Payments Policy

Reserving and Using Library Rooms Policy

Hennepin County Library Board Policy

Purpose

The Library Board is responsible for overseeing the use of library meeting rooms according to Minnesota Statute 383B.239. This policy guides the reservations and use of Hennepin County Library's (the Library) meeting rooms, conference rooms, study rooms, and other library spaces defined in this policy. The [Meeting Room Public Use Agreement](#), on the Library's website, outlines patrons' responsibilities when using library spaces.

Principles

- We, the Library Board, are committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- We support free reservable spaces in libraries throughout Hennepin County where groups can come together to learn and exchange information and ideas in a commercial free environment.

Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

Conference Rooms: Conference rooms have less flexibility than meeting rooms. Room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-20.

Study Rooms: Study rooms have fixed room configurations and are designed for small group conversations and study. Room sizes vary. Maximum room capacities range from 4 - 10.

Piano Room: Created for the musical enjoyment of patrons who wish to play the piano. Available at Minneapolis Central Library.

Rental Venues: Five specific spaces at Minneapolis Central Library that may be reserved for a fee. These spaces offer additional services and more available hours than any of the other reservable places. Events management and exclusive catering services are offered by a contract vendor.

Fees

Rooms in libraries throughout Hennepin County may be reserved free of charge. Fees are assessed for additional services provided and for the rental venues at Minneapolis Central Library. See the [Fee and Fine Schedule](#) for more information.

Pending room availability, fees may be waived for government entities, the Hennepin County Library Board, the Friends of the Hennepin County Library, and local Friends of the Library groups. These organizations may be relocated to alternate locations if fee-paying bookings intervene.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

Reservations and Use Limitations

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at Minneapolis Central Library may extend beyond normal hours. The [Meeting Room Public Use Agreement](#) defines how far in advance rooms may be reserved.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. Hennepin County departments and units
3. General public

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or Hennepin County use. Alternate locations will be sought as needed

Patrons must review and agree to the [Meeting Room Public Use Agreement](#) before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees. The Meeting Room Public Use Agreement provides further examples of fee-based services.

The Library, the Friends of the Hennepin County Library, local library Friends' groups, and library cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Friends of the Hennepin County Library and the local Friends of the Library groups.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.

Responsibilities

Patrons will comply with all federal, state, and local laws and policies. Patrons are responsible for using library spaces in accordance with the established public use agreement. Future reservations may be denied if the patron does not comply with the [Meeting Room Public Use Agreement](#).

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Hennepin County, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Services Division Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms, per [Minnesota Statutes 383B.239](#).

Associated Policies and Laws

- Hennepin County. [Use of Space by the Public in County Facilities](#) · Hennepin County Library. [Patron Conduct](#)
- Hennepin County Library. [Fee and Fine Schedule](#)
- Hennepin County Library. [Meeting Room Public Use Agreement](#)
- Hennepin County Library Board. [Patron Use of Library Spaces](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Minnesota Statute 609.595. [Damage to Property](#)
- Minnesota Statute 609.72. [Disorderly Conduct](#)

Process

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

Policy History

Next Review Date: 2024

Updated: 2021

Last Date Approved: 2018

Previous Policy Named: Reserving and Using Public Gathering Places Policy