



HENNEPIN COUNTY

LIBRARY BOARD

The public is welcome at all library board meetings.

May 15, 5:30-7:30 p.m.
Edina Library, Meeting Room

Library Board Agenda

1. Call to Order
2. Attendance of Library Board Members
-  3. Approval of Agenda*
-  4. Consent*
 - A. Approval of Meeting Summary of March 20, 2024
 - B. Donations
5. Dialogue with Commissioner Debbie Goettel
6. Public Comment

Those wishing to speak will sign the clipboard at the meeting door before the start of the meeting. Each speaker is allowed up to three minutes, with a maximum total of 15 minutes. Speakers will: state their full name; direct comments solely to the library board members; and speak respectfully. Remarks are limited to topics relevant to Hennepin County Library. The Board does not engage in discussion or debate. Comments will be taken under advisement and may be directed to the Library Director for a response after the meeting.

7. Commendations
 -  A. Adja K. Kaba, Library Board*
 - B. Hennepin County Employee Recognition Awards
 - Administrator's Award
 - Excellence in Leadership Award

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Library Board

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

Library Director
Scott Duimstra





8. Election of Officers*

9. President's Report

- A. Announcements
- B. Committee Appointments



10. 2025 – 2026 Meeting Schedule*

11. Director's report, Scott Duimstra

- A. Library, Community, and County Updates

12. Committee Reports

- A. Executive Committee
- B. Budget Committee
- C. Policy Committee
 - I. Lending Policy
 - II. Per Diem & Expense Policy
 - III. Reserving & Using Meeting Rooms Policy

13. Unfinished Business

- A. Public Comment Time Period
- B. Resolution Regarding Public Comment

14. New Business



15. Adjourn*



*Denotes board action item.

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Hennepin County Library Board Meeting

Meeting Summary

The Hennepin County Library Board met Wednesday, March 20, 2024, at the Brookdale Library ABC Meeting Room, 6125 Shingle Creek Parkway, Brooklyn Center.

Attendees

Library Board members: Gordy Aune, Jr., Jane Brissett, Xaiyo Chang, Amal Karim, Randy Klauk, Jessica Kraft Ashley Krohn, Lynn Stetler.

Hennepin County Staff: Director Scott Duimstra, J.R. Genett, Patti Hetrick, Kelli Koob, Amy McNally, Ayanna Muata, Christy Mulligan, Liudmila Trandafilava, Ali Turner, Ann Woodson-Hicks, Josh Yetman.

Call to Order

Chair Jane Brissett called the meeting to order at 5:31p.m. and welcomed attendees.

Attendance of Library Board Members

Library Board Clerk J.R. Genett took roll call and the Board met quorum with eight board members present.

Approval of agenda

Motion: Ashley Krohn
Second: Gordy Aune, Jr.
Motion passed.

Approval of Consent Items

Meeting summary of the January 24, 2024, meeting, and donations.
Motion: Lynn Stetler
Second: Gordy Aune, Jr.
Motion passed.

Public Comment

Public comment was given by five union members.

President's Report

Brissett highlighted changes to the Library Board meeting schedule and upcoming events. Brissett shared an updated procedure for per diem payments. Brissett presented the Minnesota Public Library Trustee Handbook.

Library Board

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

Library Director

Scott Duimstra



Director's Report

Library Director Scott Duimstra discussed Library, Community, and County updates. These included Minnesota Library Association Legislative Day, building renovations, Mary Ann Key Book Club, recent media, Let's Read project, service numbers, and staffing departure of Chief Financial Officer Patti Hetrick.

Library Staff Dialogue

Senior Department Administrator Liudmila Trandafilava presented an overview on the Hennepin County Security Division, including the Safe Spaces Initiative which addresses human trafficking and domestic abuse victims.

Committee Reports

The Executive Committee's next meeting has a change of date: April 24, 2024, 6-7p.m. at Ridgedale Library, Robert H. Rohlf meeting room.

The Friends of Hennepin County Library ex-officio Brissett shared that the organization is beginning work on an updated strategic plan. Brissett shared about a recently hosted author event.

The Budget and Long-Term Planning Committee reminded the Board of two upcoming meetings: August 21, 2024, 5:30-7:30pm at Ridgedale Library, meeting room 174, and November 13, 2024, 4:30-5:30pm, Penn Lake Library meeting room.

The Policy Committee stated that the Library Board Per Diem and Expense Policy, Reserving and Using Library Rooms Policy, and the Lending Policy are all currently under review.

The Nominating Committee informed board members that the Form of Interest for Library Board Officer is due to the Board Clerk by Wednesday, April 3, 2024. The committee meets April 24, 2024, 5-6pm.

Unfinished Business

Regarding public comment from speakers, Duimstra stated that comments related to personnel matters are addressed by administration following the meeting, and that personnel matters cannot be discussed during a Library Board meeting.

New Business

Krohn asked for clarification on agenda item Public Comment, particularly on how much time is dedicated to the agenda item. Krohn recommended using numeric signs or a countdown clock for public commentators.

Next meeting

The next meeting of the Library Board is Wednesday, May 15, 2024, at 5:30 p.m., Edina Library meeting room.

Adjourn

There being no further business, a motion was made to adjourn the meeting at 6:56 pm.

Motion: Lynn Stetler

Second: Gordy Aune, Jr.

Motion passed.



300 Nicollet Mall, Minneapolis, MN | 612-543-8100

supportHCLIB.org

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

Friends of the Hennepin County Library

Current Support - \$300,000

Current Total = \$300,000

Friends of the Hennepin County Library 2024 Support Summary

Current Support - \$300,000

Prior Support - \$500,000

Total Support - \$800,000

HENNEPIN COUNTY LIBRARY BOARD

COMMENDATION FOR ADJA K. KABA

WHEREAS, Adja K. Kaba served with distinction three terms as a Library Board member for Hennepin County Library from 2015 until March 2024; and

WHEREAS, Ms. Kaba participated in numerous local and community library events including participating in a broadcast interview with CCX Channel 12 Media in 2015 and the Hosmer Library Centennial Celebration in 2016; and

WHEREAS, through her three terms as a Library Board member, Ms. Kaba endorsed the reframed Hennepin County Library Strategic Plan 2016-2020, the Hennepin County Library Strategic Plan 2024-2027, and annual Operating and Capital budget requests; and

WHEREAS, Ms. Kaba continued her library education by attending the American Library Association conference in 2018; and

WHEREAS, she served in the role of Board Secretary in 2018 and in the role of Board President in 2021 and 2022; and

WHEREAS, Ms. Kaba served as an effective Board member during an extraordinary time – the COVID-19 global pandemic – which forced the Board to abruptly pause in-person meetings and to adopt and effectively use virtual meeting technologies to continue the Board’s important work; and

WHEREAS, Ms. Kaba 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 terms of dedicated service and hard work, Ms. Kaba has been a strong advocate for diversity and inclusion, including participating in Hennepin County’s Advancing Racial Equity training in 2018; therefore

BE IT RESOLVED, that the Hennepin County Library Board by this resolution extends its gratitude to Adja K. Kaba 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.

PRESENTED MAY 15, 2024

Jane Brissett
President, Hennepin County Library Board

Lynn Stetler
Vice President, Hennepin County Library Board

Amal Karim
Secretary, Hennepin County Library Board

Gordy Aune Jr.
Hennepin County Library Board

Mike Hogan
Hennepin County Library Board

Erin Carney
Hennepin County Library Board

Randy Klauk
Hennepin County Library Board

Xaiyo Chang
Hennepin County Library Board

Jessica Kraft
Hennepin County Library Board

Briana Eicheldinger
Hennepin County Library Board

Ashley Krohn
Hennepin County Library Board

Hennepin County Employee Recognition Awards

Excellence in Leadership – Charles M. Sprafka

Recognizes an individual who consistently models excellent leadership qualities in job performance, demonstrates responsiveness to the needs of the county, exemplifies the best of the county workforce, and has shown a strong commitment to public service.

Library nominee: Gail Mueller Schultz

Library winner: Dana Strahnsen

Administrator's Award

Recognizes an individual or team who has exhibited outstanding commitment to achieving organizational goals.

Library winner: Mary Ann Key Book Club, supported by the following staff members – Ehsan Alam, Ellen Buskirk, Gabrielle Clark, Mechelle Fogelson, Erin Glade, Nicole Green, Emmamarie Haasl, Ayanna Muata, Kyle Orcholski, Becky Rech, Denise Silva, Will Sullivan, Kia Vang

HENNEPIN COUNTY LIBRARY events



A Community Discussion of "The Sun Does Shine"

**Thursday, May 16, 6:30pm
Minneapolis Central Library**

Join columnist Myron Medcalf, moderator Minister JaNaé Bates, and community panelists Marvin Haynes, Moseka Nhya and Kevin Reese in a discussion of Anthony Ray Hinton's "The Sun Does Shine."

[Register for the in-person experience.](#) This event will be recorded and published online.

Media partner: Star Tribune.
Sponsor: Friends of the Hennepin County Library.



Author Talk: Lisa See

**Thursday, June 20, 6pm
Minneapolis Central Library**

New York Times bestselling author Lisa See will discuss her latest book [Lady Tan's Circle of Women](#).

There will be a Q&A session hosted by Valley Bookseller afterwards.



Summer Learning with the Library

Hundreds of Events, Through August Systemwide

Your library is here for summer learning, with great books, events, and more ways to connect and have fun.

Visit hclib.org/summer to explore the complete list of summer learning programs for youth of all ages, including art, science, technology and more.

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Library Board Schedule

2025

Library Board Meetings

DATE	TIME	LOCATION
January 22, 2025	5:30 – 7:30	St. Louis Park Library, Meeting Room
March 19, 2025	5:30 – 7:30	Southdale Library, Ethel Berry Meeting Room
Annual Meeting May 14, 2025	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
June 25, 2025	5:30 – 7:30	Augsburg Park Library, Meeting Room
September 17, 2025	5:30 – 7:30	Brookdale Library, ABC Meeting Room
November 12, 2025	5:30 – 7:30	Golden Valley Library, Meeting Room

2025 Executive Committee Meetings -- Newly proposed schedule

DATE	TIME	LOCATION
January 2, 2025	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
February 27, 2025	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
April 24, 2025	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
June 5, 2025	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
August 21, 2025	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
October 23, 2025	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room

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2026

Library Board Meetings

DATE	TIME	LOCATION
January 28, 2026	5:30 – 7:30	Brooklyn Park, Mississippi Meeting Room
March 18, 2026	5:30 – 7:30	Eden Prairie, Bluestem Room
Annual Meeting May 20, 2026	5:30 – 7:30	Minneapolis Central, Doty Board Room
June 17, 2026	5:30 – 7:30	Golden Valley, Meeting Room
September 16, 2026	5:30 – 7:30	Maple Grove, Meeting Room
November 18, 2026	5:30 – 7:30	Edina, Meeting Room

2026

Executive Committee Meetings – Thursday evenings

DATE	TIME	LOCATION
January 8, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
February 26, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
April 30, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
May 28, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
August 27, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room
October 29, 2026	5:30 – 6:30	Ridgedale Library, Robert H. Rohlf Meeting Room

Proposed Revisions

Lending Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

Principles

In its mission to ~~nourish minds, transform lives, and build community together~~ *inspire, facilitate, and celebrate lifelong learning*, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource-sharing environment that depends on the stewardship and good will of all.
- We value service to patrons; we serve individuals, and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

Roles and Responsibilities

Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Hennepin County Library Board. [Collection Development and Management](#)
- Hennepin County Library Board. [Fee and Fine Policy](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Patron Data Privacy](#)

Process

This policy is reviewed by the Library Director (or designee) and Library Board every four years.

Policy History

Next Review Date: 01/2024 ~~2028~~

Date Last Reviewed Approved: 01/2020 [INSERT DATE BOARD APPROVES REVISED POLICY]

Proposed Revisions

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 the total amount of that year's budget. The funds will be put into a "pool" and shared by all Library Board members who choose to attend conferences, 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 the fund is established as a part of the annual Library Board budget process. Expenditures may not exceed the total value of that budget for that year.

- Priority is given to Library Board members who have not attended a conference that year before another Library Board member may attend a second conference.
- The Library Board President is eligible to attend two conferences per year.
- There will be twice yearly check ins for the dispersal of the funds.

- ~~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 **term** 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~~ 2029

Date Approved ~~Last Reviewed: 2021~~ [INSERT DATE BOARD APPROVES REVISED POLICY]

Previous Policy Dated: 9/27/2006

Replaces: Expense Policy; Per Diem Payments Policy

Proposed Revisions

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.

Video Conference Rooms: A limited number of desktop computers are equipped with a webcam and headset/microphone for video conferencing. These computers are in reservable, semi-private rooms and intended to support residents who need to attend video conferencing opportunities.

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~~ 2027

~~Updated: 2021~~

~~Last Date Approved: 2018~~

Last Reviewed: [INSERT DATE BOARD APPROVES REVISED POLICY]

Previous Policy Named: Reserving and Using Public Gathering Places Policy

Hennepin County Library Board Rules of Public Participation

The Hennepin County Library Board Rules of Public Participation govern public participation at meetings of the Hennepin County Library Board. These rules govern all aspects of public participation at meetings, as well as decorum for members of the public who attend any Library Board meetings.

The purposes of the Rules of Public Participation are:

- To ensure the Hennepin County Library Board can conduct its business in a transparent and effective manner;
- To ensure that members of the public who attend meetings, whether in person or virtually, can be heard in a fair, impartial manner;
- To ensure that meetings are conducted in a way that is open to all viewpoints, yet free from abusive, distracting, or intimidating behavior; and
- To ensure that the rules governing public participation at meetings are understood by persons attending the meetings.

I. General Rules of Decorum for Meetings.

A. Members of the public attending meetings of the Library Board shall not engage in any of the following activities during a meeting:

- Shouting, chanting, disruptive behavior, clapping, stamping of feet, whistles, use of a bull horn, or similar demonstrations;
- Speaking out of turn or making remarks when not recognized by the President of the Board or Presiding Officer at the meeting;
- Use of profanity, personal attacks, or threats of violence; or
- Any other behavior that disrupts the orderly conduct of the meeting.

B. Placards, banners, or signs are not permitted in the Library Board Meeting Room.

II. Rules of decorum for public comments at meetings.

Public comments at Library Board meetings are only allowed when authorized by a category on a published agenda. The following rules apply to public comments:

A. Open Forum.

Members of the public are invited to address the Library Board on any topic relevant to Hennepin County Libraries during the "Public Comment" portion of the agenda. The following rules apply:

- All individuals wishing to speak during Public Comments should follow the instructions for participating as outlined on the Library's public website: hclib.org/about/library-board, which states: *"Hennepin County Library Board bylaws stipulate that at all regular meetings, public comment shall be permitted on any item pertaining to Library business for a time period to be established by the Library Board President. The established time period for individual speakers is limited to 3 minutes. A maximum of 15 minutes is allotted for all speakers."*
- Speakers must be respectful to the Board, staff, and other participants and not use foul, abusive, or inappropriate language.

B. Other Opportunities.

On occasion there may be other opportunities for the public to address the Library Board. On these occasions the same rules of decorum apply.

III. Enforcement of the Rules

- If an individual (or individuals) violates the rules of decorum, the Library Board President or Presiding Officer at the meeting will request that the individual(s) violating a rule cease the violation;
- If the violation continues, the Library Board President or Presiding Officer will warn the individual(s) that if the behavior violating the rules does not stop, they will be required to leave the meeting room;
- If the individual(s) does not stop the behavior violating the rules and/or leave the meeting room as directed by the President or the Presiding Officer, the Library Board President or Presiding Officer at his or her discretion may request security to remove the individual(s) from the meeting room;
- The Library Board President or Presiding Officer may recess the meeting to allow security to remove individual(s) and restore order.