LIBRARY BOARD

The public is welcome at all library board meetings.

# November 13, 5:30-7:30 p.m.

Penn Lake Library, Meeting Room

# Library Board Agenda

- 1. Call to Order
- 2. Attendance of Library Board Members
- 3. Approval of Agenda\*
- K.
- 4. Consent\*
  - A. Approval of Meeting Minutes for September 18, 2024
  - B. Donations
- 5. 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.

- 6. Welcome from Penn Lake Staff
- 7. Commendations
  - A. Hennepin County Employee Recognition Awards
    - People First Award
    - Stewardship Award

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- 8. President's Report
  - A. Announcements

#### 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



- B. Library Board Conference Fund Update
- 9. Director's Report, Scott Duimstra
  - A. Library, Community, and County Updates
- 10. Library Staff Dialogue
- 11. Committee Reports
  - A. Executive Committee
  - B. Budget Committee
  - C. Policy Committee
    - I. Collection Development and Management Policy
  - D. Friends of the Hennepin County Library
- 12. Unfinished Business
  - A. Bookmobile Clarification
- 13. New Business
- 14. Adjourn\*



#### LIBRARY BOARD

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#### Hennepin County Library Board Meeting

#### Meeting Minutes

The Hennepin County Library Board met Wednesday, September 18, 2024, at the Southdale Library, Meeting Room, 7001 York Ave. S., Edina, MN 55435.

#### Attendees

**Library Board members**: Gordy Aune, Jr., Jane Brissett, Erin Carney, Xaiyo Chang, Briana Eicheldinger, Michael Hogan, Amal Karim, Jessica Kraft, Ashley Krohn, Lynn Stetler.

Hennepin County Staff: Director Scott Duimstra, Lillian Albrecht, Commissioner Heather Edelson, Bernie Farrell, J.R. Genett, Samantha Jekot-Graham, Brian Hissong, Char Kimber, Kelli Koob, Amy McNally, Ayanna Muata, Christy Mulligan, Assistant County Administrator Dan Rogan, Denise Silva, Stephanie Steinwedel, Peggy Woodling, Josh Yetman.

#### Call to Order

President Jessica Kraft called the meeting to order at 5:30 p.m. and welcomed attendees.

#### Attendance of Library Board Members

Library Board Clerk Lillian Albrecht took roll call and the Board met guorum with ten board members present.

#### Approval of Agenda

Motion: Michael Hogan Second: Gordy Aune, Jr. Motion passed.

#### Approval of Consent Items

Meeting minutes of the June 26, 2024, meeting, and donations.

Motion: Jane Brissett Second: Ashley Krohn Motion passed.

#### Dialogue with Commissioner Edelson

Commissioner Heather Edelson introduced herself to the Library Board and engaged in dialogue about the importance of library services and childhood literacy.

#### Library Board

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

#### **Library Director** Scott Duimstra



#### Public Comment

Public comment was given by 6 union members.

#### Welcome from Southdale Staff

Southdale Patron Experience Supervisors, Brian Hissong and Stephanie Steinwedel, welcomed the Board and shared about Southdale programming, service use, and upcoming renovations.

#### Commendations

Kraft highlighted library nominees and recipients of two Hennepin County Employee Recognition Awards. For the Equity award, the Franklin Library American Indian Collection Project was honored as the library award winner. Project members include John Ashby, Ari Baum-Hommes, Kat Debertin, Phil Feilmeyer, Sarah Garbis, J.R. Genett, P.J. Maracle, Amy McNally, Kim Trinh-Sy, Kelly Kraemer, Gail Mueller Schultz, Ogi Ruel, Jessica Shaykett, and Kelly Stade.

For the Integrity Award, Erin Weber was honored as the nominee and the Library Strategic Plan Coordinating Committee was honored as the library award winner. Coordinating Committee members include Shannon Adkins, Tequia Brown, Tiffany Casey, Christine Clifford, Kat Debertin, Khalid Eissa, Chip Gehring, Brian Hissong, Katie Kirk, Kelli Koob, Christy Mulligan, Pat Orr, Denise Silva, Jenn Straumann, Kay Yang Cha, and Dillon Young.

#### President's Report

President Jessica Kraft highlighted upcoming Hennepin County Library and Friends of the Hennepin County Library events featured in Board packets.

Kraft reminded the Board that all committees require a quorum to conduct business and requested members to notify herself or the Committee Chair of absences well in advance.

Kraft informed the Board that Ashley Krohn and Lynn Stetler will be attending the Minnesota Library Association's annual convention this October. Kraft also highlighted Michael Hogan's appointment to the 1% for Art Committee for Arvonne Fraser.

#### Director's Report

Library Director Scott Duimstra discussed Library, Community, and County updates. These updates included service statistics, capital projects, Library Youth Advisory Committee appointments, and the introduction of the new Budget and Finance Senior Administrative Manager, Char Kimber.

#### 2025 Budget Presentation and Endorsement

Duimstra provided a detailed summary of the library's proposed 2025 budget and updates on the 2024 budget status. A motion was made to endorse the 2025 budget.

Motion: Lynn Stetler Second: Gordy Aune, Jr. Motion passed.

#### Staff Dialogue

Community Engagement Coordinator, Bernie Farrell updated the Board on the Let's Read! program. Farrell described the success of the program in improving K-5 literacy using updated statistics and stories from students, parents, and volunteers.

#### Committee Reports

The Executive Committee's next meeting is October 24, 2024, 5:30-7:30 pm at Ridgedale Library, Robert H. Rohlf Room.

The Budget and Long-Term Planning Committee's next meeting is November 13, 2024, 4:30-5:30pm at Penn Lake Library, Full Meeting Room.

The Policy Committee's next meeting is October 23, 2024, 5:30-7:30 at Ridgedale Library, meeting room 174. They will continue to review the Collection Development and Management Policy. Committee Chair Michael Hogan echoed Kraft's reminder for members to attend committee meetings and requested the Board add a fifth member to the committee. Kraft appointed Jane Brissett to the Policy Committee.

The Friends of the Hennepin County Library ex officio Jane Brissett highlighted the Friends events listed in Board packets, shared that the organization outperforms other Friends organizations nationally, and provided an update on the Memorandum of Understanding between local Friends chapters.

#### **Unfinished Business**

None.

#### **New Business**

Aune, Jr. asked for clarification on why Hennepin County Library no longer has a bookmobile. Duimstra will research the question and provide an answer at the next meeting.

#### **Next Meeting**

The next meeting of the Library Board is Wednesday, November 13, 2024, from 5:30-7:30 p.m., Penn Lake Library, Full Meeting Room.

#### Adjourn

There being no further business, a motion was made to adjourn the meeting at 7:17 pm.

Motion: Lynn Stetler Second: Michael Hogan Motion passed.

Amal Karim, Secretary



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

Friends of the Hennepin County Library Current Support - \$600,000 Current Total = \$600,000

#### Friends of the Hennepin County Library 2024 Support Summary

Current Support - \$600,000 Prior Support - \$1,800,000 Total Support - \$2,400,000

# Hennepin County Employee Recognition Awards

#### People First Award

Recognizes an individual or team who has demonstrated purposeful work committed to serving residents.

Library nominee: Bailey Diers

Library nominee: Franklin Library Staff

Library winner: Patrick Larkin

#### Stewardship Award

Recognizes an individual or team who has acted boldly and responsibly in the stewardship of Hennepin County resources and environment.

Library winner: Library Data Strategy Team, supported by Shannon Adkins, Kat Debertin, Phil Feilmeyer, and Katy Schulz









### **Upcoming Events Calendar – UPDATED 10/25/2024**

Friends of HCL proudly presents our nation's most thought-provoking voices in our two events series.

Pen Pals continues for its 28<sup>th</sup> season with ticketed events at Hopkins Center for the Arts, and Talk of the Stacks concludes its 2024 season of FREE events at Minneapolis Central Library.





Talk of the Stacks: Minnesota Cookie Traditions
With Lee Svitak Dean & Rick Nelson
FREE Event – In-person + Virtual Option
Tuesday, Nov. 12, 2024 @ 6:30 p.m.





Pen Pals with David Grann
Ticketed Event – In-person + Virtual Option
Monday, Dec. 9, 2024 @ 7:30 p.m.
Tuesday, Dec. 10, 2024 @ 11:00 a.m.





Pen Pals with Ann Napolitano
Ticketed Event – In-person + Virtual Option
Thursday, Mar. 13, 2025 @ 7:30 p.m.
Friday, Mar. 14, 2025 @ 11:00 a.m.



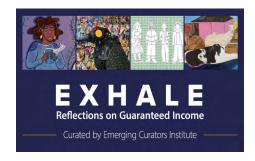


Pen Pals with Hernan Diaz Ticketed Event – In-person + Virtual Option Monday, May 5, 2025 @ 7:30 p.m. Tuesday, May 6, 2025 @ 11:00 a.m.

Tickets to Pen Pals events are available for purchase at <a href="www.supporthclib.org/pen-pals">www.supporthclib.org/pen-pals</a>
Free Registration for Talk of the Stacks events at <a href="www.supporthclib.org/talk-stacks">www.supporthclib.org/talk-stacks</a>

# HENNEPIN COUNTY LIBRARY





# Exhale – Reflections on Guaranteed Income

#### Through November 23 Minneapolis Central Library

Visit the Cargill Gallery to view the latest exhibit: "Exhale - Reflections on Guaranteed Income." This exhibit features a collection of works from participating artists in Springboard for the Arts' Guaranteed Income program and the "Artists Respond: People, Place, and Prosperity" narrative change cohort members.

The artists reflect on the potential impact of Guaranteed Income on their communities, livelihood, and creative practice. What emerges are themes of joy, breath, and care.



# Sumner Library Reopening Celebration

#### Sunday, November 24, 1-4pm Sumner Library

Join us to celebrate the reopening of Sumner Library on November 24, from 1 to 4 p.m.

The event will feature family-friendly activities, live music, and refreshments. Library Director Scott Duimstra and CEO of LSE Architects Mohammed Lawal will deliver remarks at 2 p.m. A musical performance by Cornbread Harris will begin at 2:30 p.m.

Stop by and reconnect with your library!



# Club Book With Karla Cornejo Villavicencio

#### Tuesday, December 3, 7pm Online event

National Book Award finalist Karla Cornejo Villavicencio is the author behind the acclaimed 2020 exposé The Undocumented Americans. Her anticipated follow-up, Catalina, is a work of fiction – at least in part. It draws heavily from the author's personal experiences as an undocumented student at Harvard.

Join the live, online event via facebook.com/clubbook/live.

Collaborator: MELSA (Metropolitan Library Service Agency). This program is funded with money from Minnesota's Arts and Cultural Heritage Fund.

LIBRARY

Library Board November 2024 Budget Updates

Total 2024 Budget - \$12,000
PLA Conference, Jane Brissett - \$1,933
MLA Conference, Ashley Krohn - \$650\*
MLA Conference, Lynn Stetler - \$85\*

Remaining Balance - \$9.332

\*estimated amounts, pending mileage and per diem reimbursement



LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# Budget & Long-Term Planning Committee Schedule

## 2025

Budget & Long-term Planning Committee Meetings

DATE	TIME	LOCATION
February 13, 2025	5:30 - 6:30	Ridgedale Library, Meeting Room 174
August 14, 2025	5:30 - 6:30	Ridgedale Library, Meeting Room 174
November 20, 2025	4:30 - 5:30	Ridgedale Library, Meeting Room 174

#### 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



#### **Proposed Revisions**

Collection Development and Management Policy

#### **Hennepin County Library Board Policy**

#### **Purpose**

It is the Library Board's role to "determine the contents of the collections of the library system" per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library's (the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

#### **Principles**

The collection is one of the Library's major assets. It advances the Library's mission to inspire, facilitate, and celebrate lifelong learning. "nourish minds, transform lives, and build community together" It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- "Congress shall make no law respecting an establishment of religion, or prohibiting the free
  exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people
  peaceably to assemble, and to petition the Government for a redress of grievances." First
  Amendment of the U.S. Constitution passed by Congress September 25, 1789. Ratified
  December 15, 1791.
- We, the Library Board, value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. We endorse the United States Supreme Court's finding that "the right to receive ideas is a necessary predicate to the recipient's meaningful exercise of [their] own rights of speech, press, and political freedom."
   Board of Education v. Pico, 457 U.S. 853 (1982)
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community's cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patrons' access to resources and information.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.

• We value having a collection that provides many viewpoints, including those viewpoints which have been historically underrepresented or excluded.

#### **Definitions**

The Library's collection is the body of materials selected for and made accessible to library patrons.

"Materials" has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other online services.

"Patron" means anyone who uses the collections or services of any Hennepin County library branch.

"Selection" refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library's website or other online services.

"Intellectual freedom" is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

#### **Collection Scope**

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

#### **Access and Resource Sharing**

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library's catalog, the Library's website, other online services, and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library's outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library's materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- Minneapolis Athenaeum
- Digital Public Library of America

#### **Intellectual Freedom**

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor's or ward's use of library materials.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association's <a href="Intellectual Freedom and Censorship Q & A">Intellectual Freedom and Censorship Q & A</a> provides additional guidance on this subject.

#### **Roles and Responsibilities**

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members
  of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

#### **Selecting Materials for the Collection**

Patron interest, both expressed and anticipated, as well as the Library's strategic plan, are the primary influences for the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed.

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

#### General criteria for selection:

- Patron requests which are gathered through the public website, emails, phone calls or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact
- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection

- Potential appeal
- Relation to other resources in the community

#### Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

#### Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location.

#### **Reconsideration of Library Materials**

Individuals Library patrons may request a selection decision to be reconsidered by submitting a written "Request for Reconsideration of Materials" to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to a patron's individuals' written request.

The Library Board, upon request, hears appeals of the Library's response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of

the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at Board meetings.

#### **Collection Maintenance**

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library's website or other online services.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused internally by Library departments the Library's Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library's mission and vision, or if the Library no longer has the resources to house, manage, and maintain the collection. In order to remove or redefine a special collection, library staff would make a recommendation for its removal subject to the approval of the Library Board.

Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

#### **Associated Policies and Laws**

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

- Hennepin County Library Board. <u>Library Bill of Rights</u>
- Hennepin County Library Board. Freedom to Read
- Hennepin County Library Board. <u>Freedom to View</u>
- Hennepin County Library Board. <u>Donation Policy</u>
- Minnesota Statute 383B.239. [Hennepin County Library] Board
- Minnesota Statute 134.51 [Access to Library Materials and Rights Protected]
- U.S. Const. amend. I

#### **Process**

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board. Upon completion of the review, the policy is revised or reaffirmed.

#### **Policy History**

Next Review <del>Date</del>: <del>01/2024</del> 2028

Date Last Reviewed Approved: 01/22/20 [INSERT DATE BOARD APPROVES REVISED POLICY]

LIBRARY BOARD

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# Policy Committee Schedule

2025

Policy Committee Meetings

DATE	TIME	LOCATION
February 12, 2025	5:30 - 7:30	Ridgedale Library, Meeting Room 174
April 16, 2025	5:30 – 7:30	Ridgedale Library, Meeting Room 174
June 11, 2025	5:30 – 7:30	Ridgedale Library, Meeting Room 174
August 13, 2025	5:30 – 7:30	Ridgedale Library, Meeting Room 174
October 8, 2025	5:30 - 7:30	Ridgedale Library, Meeting Room 174
November 19, 2025	5:30 – 7:30	Ridgedale Library, Meeting Room 174

#### Library Board

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