

LIBRARY BOARD MEETING AGENDA
August 28, 2013, 5-6:30 p.m.
Ridgedale Library, Robert H. Rohlf Room
12601 Ridgedale Drive, Minnetonka 55305

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

Library Board
President: Jill Joseph
Vice-President: Gary Thaden
Secretary: Christopher Damsgard
Rebekah Anderson . Caitlin Cahill
Sandy Johnson . Kathleen Lamb
Doris Rubenstein . Wynfred Russell
Jane Shanard . Therese VanBlarcom
Library Director
Lois Langer Thompson

Approx. Time (p.m.)

- | | |
|------|--|
| 5:00 | 1. Call to Order |
| | 2. *Approval of Agenda |
| | 3. *Consent |
| | • Approval of Minutes of July 24, 2013 |
| | • Acceptance of Donations |
| 5:02 | 4. Public Comment |
| 5:04 | 5. Hennepin County Board |
| | • Hennepin County Commissioner Randy Johnson |
| 5:20 | 5. Hennepin County Administration |
| | • Assistant County Administrator of Operations Judy Regenscheid |
| 5:25 | 6. Program Report |
| | • Hennepin County Employee Recognition Awards |
| 5:45 | 8. President's Report |
| | • Announcements |
| 6:00 | 6. Program Report |
| | • Conversation Circles: Senior Librarian Deb Reiersen |
| 6:15 | 7. Director's Report |
| | • Library and Community Updates |
| | • Operating and Capital Budget |
| | • Capital Projects |
| | • County Update |
| 6:25 | 9. Committee Reports |
| | • Program/Policy Committee Report by Chair Caitlin Cahill |
| | ○ *Second Read: Draft Patron Use of Library Spaces Policy (revision of LB3 Customer Use of Libraries Policy) |
| | 10. Unfinished Business |
| | 11. New Business |
| 6:30 | 12. *Adjourn |

*** Library Board action items**

The next monthly meeting of the Hennepin County Library Board is Wednesday, September 18, 2013, 5 p.m. at Maple Grove Library, Main Street Meeting Room, 8001 Main St. N., Maple Grove

**MINUTES OF HENNEPIN COUNTY
LIBRARY BOARD MEETING
July 24, 2013**

The Hennepin County Library Board met Wednesday, July 24, 2013 at Minneapolis Central Library.

Present: Rebekah Anderson, Chris Damsgard, Sandy Johnson, Jill Joseph, Kathleen Lamb, Jane Shanard, Gary Thaden, and Therese VanBlarcom

Hennepin County Staff: Michael Boe, Judith Friedrich, Sarah Garbis, Johannah Genet!, Maureen Hartman, Kelli Koob, Lois Lenroot-Ernt, Ann Maddaus, Dan McDonald, Michele McGraw, Commissioner Peter McLaughlin, Janet Mills, Gail Mueller Schultz, Abdirahman Mukhtar, Christy Mulligan, Nancy Palmer, Bill Rodgers, Laurie Schuelein, Erica Skinner, Ian Stade, Lois Langer Thompson, Ali Turner, Ardis Wiley, and Marilyn Zastrow

Public: Diane Herman

CALL TO ORDER

Library Board President Jill Joseph called the Hennepin County Library Board meeting of July 24, 2013 to order at 5:05 p.m.

APPROVAL OF AGENDA

Kathleen Lamb made a motion to approve the agenda; seconded by Therese VanBlarcom. Motion passed.

CONSENT ITEMS

Jane Shanard made a motion to approve the consent agenda, which included the meeting minutes of June 26, 2013 and acceptance of donations; seconded by Sandy Johnson. Motion passed.

PUBLIC COMMENT None

PROGRAM REPORT

Youth Leadership: Youth Programs & Services Senior Administrative Assistant Christy

Mulligan Christy Mulligan engages youth in leadership roles, through teen advisory groups, as volunteers, and as staff through programs like Teen Tech Squad. She currently supports a wide range of programs and services for children, youth and families. Hennepin County Library (HCL) has worked strategically to increase opportunities for youth to play a lead role in designing and delivering Library programs and services, while also building skills they need to be successful in school, work and life. Teen Tech Squad staff play a vital role in helping HCL expand opportunities for teens to develop digital media literacy skills, and to engage and inspire teens in building skills in Science, Technology, Engineering and Math (STEM). Last year, with support from the Friends of the Hennepin County Library and Youthprise, the Library hired two crews — a total of 8 youth — who lead workshops and activities at Minneapolis Central Library's Best Buy Teen Tech Center and Franklin Library's Franklin Teen Center.

Franklin Library's crew launched its first programs in January, after training with the Science Museum of Minnesota and working with library staff to design curriculum and plan their programs. The crew have engaged more than 120 teens in weekly workshops where youth have learned how to create their own music videos; recorded spoken word pieces; captured oral histories from their communities and experimented with technology tools they don't access at home or school.

Minneapolis Central Library recently hired its Teen Tech Squad, who will play a critical role as learning mentors in the Best Buy Teen Tech Center, guiding youth through projects, while building their own portfolios and expertise in tools and software. Early next year, the Library will launch a new team at Brooklyn Park Library. The team will play a key leadership role designing programs for the new Brooklyn Park Library's teen media lab, opening in 2015.

The Library turns over the reins to teens to tell the Library if they find a program interesting, and programs are better for it. In the process, teens are building confidence, positive self-image, and communication skills, and learning teamwork, to plan and reflect, and to guide and lead others — all

of which are 21 5'-century skills employers will need and demand of them in the future. Teens are also helping the Library engage children in summer learning, working as Teen Art Educators for the Library's Art Out of the Box programs, offered in partnership with the Minneapolis Institute of Arts and supported by the Friends of HCL. A team of 10 teens is working in pairs to lead hands-on arts programs for children grades 2-5 at 30 locations. At Nokomis and Oxboro libraries, teens are helping young children prepare for kindergarten, as educators working with Super Kinder, a school readiness program for Latino children ages 4-5 and their parents or caregivers. Teen staff receive training in early literacy child development and learn best practices, like positive redirection and how to handle behavior issues.

At Champlin and Brookdale libraries, teens are leading tech programs for seniors and book clubs for teens. Next month, five teens will be working as public service assistants at Brookdale, Brooklyn Park, Minneapolis Central, Hopkins and Augsburg Park libraries. Last year, 761 youth volunteered with HCL, contributing a total of 15,205 hours. Book club participants at Eden Prairie and Augsburg Park libraries served as the "planning team" for this summer's Read the Book, See the Movie program — designing t-shirts and planning activities. Eight teens contributed 370 hours to plan, host, and evaluate the Brookdale Anime Prom, which was attended by 100 teens from Hennepin County. At Plymouth Library, two teens volunteer as Friends of the Plymouth Library Board members and recently helped the group brainstorm and fine tune their mission statement.

HCL believes that the best programs and services are designed not for youth, but with youth. The Library wants to be a place where young people aren't just receivers of its services — but have opportunities to step up, lead and partner with the Library in the design and delivery of excellent library service.

PRESIDENT'S REPORT

Announcements

Library Board members Jill Joseph, Jane Shanard, and Gary Thaden attended the Nokomis Library Restored Public Art Reception on Saturday, July 13, along with Commissioner Peter McLaughlin and architect/designer of the sculpture's bench surround, Matthew Streed. Art conservator Kristin Cheronis explained the process she used to restore all 2,400 pieces of brass and bronze and restring the sculpture, "Wind and Water Chime." The event was well attended by the community.

HENNEPIN COUNTY BOARD

Hennepin County Commissioner Peter McLaughlin

Commissioner McLaughlin serves the 4th District, which includes the following libraries: East Lake, Franklin, Hosmer, Minneapolis Central, Nokomis, Roosevelt, and Southeast. He noted the Roosevelt Library iPad pilot project, the Southeast Library building project, the Webber Park Library evaluation, a farmers' market at Hosmer Library, and library hours are important issues for this year. The Webber Park area needs a high-quality library to serve the community in the long term. Southeast Library is in the planning phase, to articulate the scope of a library that is next to the University of Minnesota. Hennepin County Library has been doing a great job working with Accelerating Graduation by Reducing Achievement Disparities (A-GRAD) and ongoing opportunities. Generation Next, a collective approach of organizations and leaders committed to closing the achievement gap among the Twin Cities' low-income students and students of color, has third-grade reading key benchmarks and other goals. The County Board will decide the Library's role in that effort and keep the Library informed. The Twins ballpark tax has enabled HCL to be one of a few library systems in the country to have expanded its hours within the last five years. The County Board is committed to a high-quality Library system and thanked the Library Board for its service. Therese VanBlarcom expressed that the Library Board requests more dollars for the 2014 Library operating budget.

- The Excelsior Library groundbreaking is Monday, August 12, 2 p.m. at the new Excelsior Library site.
- Minnesota Library Association 2013 Annual Conference is October 10-11 at St. Cloud River's Edge Convention Center. Early-bird rate through September 6, 2013- \$175. Registration will open in early August. Library Board members were asked to let Jill Joseph know if interested in attending.

PRESIDENT'S REPORT (continued)

- A tour showing how books are returned through the system, and how radio frequency identification (RFID) will impact that, is scheduled prior to the September 18 Library Board meeting at Maple Grove Library.
- St. Anthony Library 50th Anniversary Open House is September 26, 3:30-6 p.m.
- Jill Joseph, Gary Thaden and a number of Library staff attended the American Library Association 2013 Conference and found it to be very beneficial. Mr. Thaden accepted the Urban Library Council's Innovation Honorable Mention award, in the collections category, for HCL implementing and integrating eBooks into the collection, and brought it for all to see. He felt the most interesting sessions were a roundtable for trustees, where he learned about different configurations and problems that boards have gone through, and research about people who don't use libraries: The Elusive Library Non-User. Also, the Library received the award, YALSA's President's Program & Membership Meeting: Excellence in Young Adult Services. The City of Chicago did a presentation on its summer reading program, which was changed to a summer education program by teaching curriculum and science. Kathleen Lamb requested that the Library Board receive the Pew Internet & American Life Project report regarding people who don't use libraries. Therese VanBlarcom suggested having a kiosk in the children's' area for adults to order material on demand or check out reserves. Jane Shanard has noticed adults using the library to look for materials and check out while the child is interested in storytime.

Library's Strategic Plan Quarterly Report

Jill Joseph reported that there was progress made in every goal for 2013 strategic projects, reported in 2nd Quarter Goals and Accomplishments and Statistical Measures, and all are on target for the areas mentioned, year to date total. Library Director Lois Langer Thompson added that the three 2013 strategic goals- readers, seniors, and students- have updates in the Library 2014 Operating Budget Request. The goal managers have engaged staff across the system, which will change the way library staff does work.

Library Services Strategy — Hours

Patron Engagement Study Highlights: Diane Herman from Cincinnatus shared highlights of the Patron Engagement Study.

- The objectives of the study were to collect basic information about Library use; who visits, what they do, when they visit, how often, how long, how they decide which library to visit, what patrons value, and what challenges, if any, patrons face; to inform current and future conversations about library service. The immediate use is for the hours study.
- Cincinnatus conducted four focus groups to develop qualitative understanding of how patrons use the Library and inform the development of survey questions.
- Cincinnatus conducted 385 intercept surveys (intercepting every nth person) at six libraries to develop quantitative understanding of how patrons use the Library; stratified random sample based on past traffic patterns.
- Key conclusions: two major visitor categories: patrons who are in and out to drop off/pick up materials and patrons who stay longer/experience library in multiple ways; most patrons visit multiple libraries and convenience drives library choice; most are frequent visitors- at least 2-3 times per month; materials available for check out and free computer use are most valued services; patrons who physically visit libraries also visit online and online use will grow.

Update: Circulation Services Division Manager Janet Mills

- The Patron Engagement Study has been a piece of the Library Services Strategy - Hours project. A desired outcome is to realign open hours to support changing patron use, and the study gives insight into how patrons want to use the Library.
- Ms. Mills reviewed the Proposed Hours Framework draft document, which is based on a collection of work over more than a year including scenarios developed by the open hours workgroup; analysis of use statistics — visit counts, check-outs, computer sessions, reference questions, and program attendance; patron engagement study and staff engagement sessions.

- The proposed framework includes four groups of separate open hours, which is down from the current 15 sets
 - Group one is open seven days a week, four evenings
 - Group two is open seven days a week, two evenings
 - Group three is open six days a week, two evenings
 - Group four is open three days a week, one or two evenings
- It features more consistent open and close times
- Groups two through four adopt a single shift staffing model. Staff works an entire shift; eight hours, resulting in maximizing efficiencies and less overlap of staffing.
- An increase of over 100 open hours across the system. Libraries across the system would be open on Mondays.
- Minneapolis Central Library would be open two additional evenings.
- Ask Us and Help Desk support would be available during all open hours.
- Library Director Thompson added that the groups were arranged by patron level of use.
- Ms. Mills added that we are engaging staff to give input on the proposed framework based on communities and services provided and which evenings will be best.
- Ms. Mills asked what resonates for the Library Board members regarding the framework.
 - Library Board discussion followed regarding Sunday hours, analysis, demographics, research costs, patron needs, statistics, more funding for more hours, etc.
- Library Director Thompson added the framework document is fluid and the Library will be discussing it with the County Board in August. She welcomed any feedback from the Library Board members.

COMMITTEE REPORTS

Executive Committee Report by President Jill Joseph

Review and recommend 2014 HCL funding request to the Friends of the Hennepin County Library

The Executive Committee and the full Library Board reviewed the document in May and it has not changed. Kathleen Lamb made a motion to recommend the 2014 HCL funding request to the Friends of the Hennepin County Library; seconded by Rebekah Anderson. Motion passed.

Review and recommend the Library 2014 Operating Budget Request

The Executive Committee reviewed and recommended this document to move forward to the full board.

Library Director Thompson reviewed the Library's proposed 2014 operating budget request for additional funding, which includes three parts:

- Reinvest in the collection; increasing the collection allocation by \$1 million
 - Re-establish a 5:1 reserve ratio for all titles and continue to support the breadth of the collection.
- Invest in technology focusing on applications specific to the Library.
 - Support mobile staff, patrons, and technologies. Offer patrons access to emerging technologies.
- Manage FTE by completing the Library Services Strategy.

The Library is requesting additional property tax support and continued use of fund balance.

The Library depreciation is in fund 75, which is part of all of the buildings the county owns; the Library has 41 of the 140 buildings the county operates, which amounts to 1.4 million gross square feet of the total 8.3 million square feet.

Kathleen Lamb made a motion to direct staff presenting the Proposed Hours Framework to the County Board in August, that the Library Board recommends more hours in group four; seconded by Jane Shanard. Rebekah Anderson opposed. Motion passed.

Therese VanBlarcom made a motion to recommend the Library 2014 Operating Budget Request; seconded by Rebekah Anderson. Motion passed.

Review and recommend Library 2014-2018 Capital Budget Request

- Library Director Thompson explained that the Library is looking at previous and other library systems' capital plans. The focus will be on guiding principles. The plan extends to 2020 to

ensure that every library is updated every 10 years. Sandy Johnson made a motion to recommend the Library 2014-2018 Capital Budget Request; seconded by Therese VanBlarcom. Motion passed.

Program/Policy Committee Report by Vice Chair Chris Damsgard

- First Read: Draft Patron Use of Library Spaces Policy (revision of LB3 Customer Use of Libraries Policy)

Chris Damsgard shared the spirit of the customer conduct policy is about using library spaces, both virtual and physical assets of the Library. Patrons are stewards of library resources which comes with responsibilities. The administrative policy addresses the details of the Board policy. The committee is bringing this forward as a recommendation. Discussion followed. The policy will be on the Board agenda next month for a second read.

DIRECTOR'S REPORT

Library and Community Updates

Update on Webber Park Library

The first week of July, ceiling tiles buckled and fell at Webber Park Library (no one was injured). Preliminary findings by a structural engineering consultant indicated that settling along one of the building's walls is ongoing. For the safety of the public and staff, Webber Park will remain closed until an assessment can be completed.

Capital Projects

The capital plan is being completed and there is a capital projects update in the Library Board packet. Southeast Library is included with a request for proposal of a community engagement consultant to begin later this year.

County Update

Previously, the Library had reported to the County Administrator. A new organizational chart was developed including four assistant county administrators. The Library is reporting to the new Assistant County Administrator for Operations Judy Regenscheid, formerly the county's chief information officer. She will be attending the August 28 Library Board meeting.

Gary Thaden mentioned that he and Jill Joseph attended a meeting by Commissioner Higgins regarding Webber Park Library with community members and county staff. The future building use and options were discussed.

UNFINISHED BUSINESS None

NEW BUSINESS

Therese VanBlarcom announced a new granddaughter born named Grace.

ADJOURN

There being no further business, Therese VanBlarcom made a motion to adjourn the Library Board meeting at 6:53 p.m.; seconded by Chris Damsgard. Motion passed. The next Library Board meeting is Wednesday, August 28, 2013, at Ridgedale Library, Robert H. Rohlf Room, 12601 Ridgedale Drive, Minnetonka.

Chris Damsgard, Secretary



List of Donations Recently Received As of August 15, 2013

Library Board
President: Jill Joseph
Vice-President: Gary Thaden
Secretary: Christopher Damsgard
Rebekah Anderson . Caitlin Cahill
Sandy Johnson . Kathleen Lamb
Doris Rubenstein . Wynfred Russell
Jane Shanard . Therese VanBlarcom
Library Director
Lois Langer Thompson

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

Friends of Hennepin County Library Support — \$50,000

Local Friends of Hennepin County Libraries Support — \$12,366.55

\$3,400 for Minneapolis Central Library: funded by the Friends of Minneapolis Central Library

\$2,854 for Plymouth Library: funded by the Friends of Plymouth Library

\$2,620.95 for Eden Prairie Library: funded by the Friends of Eden Prairie Library

\$1,200 for St. Anthony Library: funded by the Friends of St. Anthony Library

\$1,000 for Nokomis Library: funded by the Friends of Nokomis Library

\$550 for Long Lake Library: funded by the Friends of Long Lake Library

\$300 for Rogers Library: funded by the Friends of Rogers Library

\$130 for Oxboro Library: funded by the Friends of Oxboro Library

\$106.60 for Southeast Library: funded by the Friends of Southeast Library

\$105 for Webber Park Library: funded by the Friends of Webber Park Library

\$100 for Edina Library: funded by the Friends of Edina Library

Private Sources Directed Support — \$55,400

\$55,000 to enhance services to homeless patrons: funded by Blue Cross Blue Shield of Minnesota

\$400 for Brookdale Library: funded by private sources

Grand Total Friends of Hennepin County Library Grants= \$117,766.55

| | |
|--|--|
| <p style="text-align: center;">Hennepin County Library Board Policy</p> | <p style="text-align: center;">Page 1 of 2 Section: LB 3</p> |
| <p><i>DRAFT Patron Use of Library Spaces</i></p> | <p style="text-align: center;"><u>Policy History:</u> Next Review Date: 6/2017 Date reviewed/revised: [xx/xx/2013] Date Adopted: 6/24/2009 Previous Policy Named: <i>Customer Use of Libraries</i></p> |

Purpose

The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure.

Principles

- The library's mission to "nourish minds, transform lives, and build community together" is achieved in part by the willingness of its patrons to respect one another and coexist in library spaces.
- Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of patrons.
- Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.

Roles and Responsibilities

Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of one another.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way.

Patrons will comply with federal, state, and local laws and policies.

Failure to follow this policy or associated policies and laws may result in eviction from the library and may include a trespass order or arrest. Illegal conduct will be referred to the proper authorities for legal action in accordance with the Minnesota Statutes cited below.

Associated Policies and Laws

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

- Hennepin County. *Diversity Policy*
- Hennepin County. *Non-discrimination and Respectful Workplace Policy*

- Hennepin County. *Tobacco Free Property Policy*
- Hennepin County. *Workplace Violence Policy*
- Hennepin County Library. *Customer Conduct*
- Hennepin County Library Board. *Internet Public Use*
- Hennepin County Library Board. *Library Bill of Rights*
- Minnesota Statute 609.541. *Protection of Library Property*
- Minnesota Statute 609.595. *Damage to Property*
- Minnesota Statute 609.72. *Disorderly Conduct*

Process

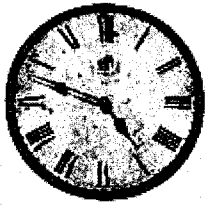
This policy is reviewed by the Library Director (or designee) every four (4) years, who then makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary and advances to the full Library Board for approval.

The Library Director (or designee) will maintain an associated administrative policy that further defines the patron conduct that is necessary to ensure the fair and consistent application of this policy.

Upcoming 2013 Library Events
As of August 21, 2013

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

| Purpose | Day | Date | Time | Location | Note/Staff Contact |
|--|-------------|------------|---|--|--|
| August 2013 | | | | | |
| Library Board Meeting | Wed. | Aug. 28 | 5:00-6:30 p.m. | Ridgedale Library Robert H. Rohlf Room 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 |
| September 2013 | | | | | |
| Roosevelt Library One Percent for Art Reception | Sat. | Sept. 7 | 11 a.m.-noon | Roosevelt Library 4026 28 th Ave. S. Minneapolis 55406 | Marilyn Zastrow 612-543-8504 Sarah Garbis 612-543-6295 |
| Library Board Executive Committee Meeting | Mon. | Sept. 9 | 4:00-5:00 p.m. | Ridgedale Library Conference Room 172 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 |
| Library Board Program/Policy Committee Meeting | Thurs. | Sept. 12 | 4:00-5:30 p.m. | Ridgedale Library Conference Room 172 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 |
| Tour showing how books are returned through the system and how RFID will impact that | Wed. | Sept. 18 | 4:30-5:00 p.m. | Maple Grove Library Circulation Desk 8001 Main St. N. Maple Grove 55369 | Marilyn Zastrow 612-543-8504 Bill Rodgers 612-543-8508 |
| Library Board Meeting (Tour prior to meeting showing how books are returned through the system and how RFID will impact that.) | Wed. | Sept. 18 | 5:00-6:30 p.m. | Maple Grove Library Main Street Meeting Room 8001 Main St. N. Maple Grove 55369 | Marilyn Zastrow 612-543-8504 |
| St. Anthony Library 50 th Anniversary Open House | Thurs. | Sept. 26 | 3:30-6 p.m. | St. Anthony Library 2941 Pentagon Dr. N.E. St. Anthony 55418 | Marilyn Zastrow 612-543-8504 Nancy Corcoran 612-543-6078 |
| October 2013 | | | | | |
| Minnesota Library Association 2013 Annual Conference. Early-bird rate through Sept. 6, 2013 - \$175. Registration is open. | Thurs.-Fri. | Oct. 10-11 | Early-bird rate through Sept. 6, 2013 - \$175 | St. Cloud River's Edge Convention Center 10 4 th Ave. S. St. Cloud 56301 | Marilyn Zastrow 612-543-8504 |
| Volunteer Recognition Event with Author David LaRochelle | Sat. | Oct. 12 | 9-11 a.m. | Ridgedale Library Robert H. Rohlf Room 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 Barb McKenzie 612-543-8579 Margie Schuster 612-543-8545 |
| Library Board Meeting | Wed. | Oct. 23 | 5:00-6:30 p.m. | Minneapolis Central Library Doty Board Room 300 Nicollet Mall Minneapolis 55401 | Marilyn Zastrow 612-543-8504 |
| November 2013 | | | | | |
| 2014 Library Fall Budget Presentation to the County Board | Fri. | Nov. 8 | 9-11:30 a.m. | HC Government Center A24 County Board Room 300 S. 6 th St. Minneapolis 55487 | Marilyn Zastrow 612-543-8504 |
| Library Board Program/Policy Committee Meeting | Thurs. | Sept. 12 | 4:00-5:30 p.m. | Ridgedale Library Conference Room 172 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 |
| Library Board Meeting | Wed. | Nov. 20 | 5:00-6:30 p.m. | Ridgedale Library Robert H. Rohlf Room 12601 Ridgedale Drive Minnetonka 55305 | Marilyn Zastrow 612-543-8504 |



Library Board Timesheet

Name: _____

Month: Aug 2013

Return to Library Director's Office by the 5th of the month.

| Date | Per Diem <i>*Limit 2 per month</i> (See reverse to determine meetings that qualify that qualify for per diem payment.) | Hours |
|------|---|-------|
| | | |
| | | |
| Date | Other Meetings/Teams/Events/and Volunteer Events | Hours |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total:

Library Board Policy

Library Board Per Diem and Expense Policy

The Library Library Board Per Diem and Expense Policy states the following regarding per diem payments:

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

Library Board members will submit the "Library Board Timesheet" by the 5th of each month to the Library Director's Office .

Approved October 24, 2012.