

**Midwest Collaborative for Library Services
Board Meeting Minutes
November 7, 2013 & November 8, 2013**

I. Call to Order – Meeting was called to order at 3:33 pm

A. Roll Call & Accountability of Meeting Preparation

Present: Roethemeyer, Arnett, Currie, Flick, Fore, Hooks, Lansdale, Lincoln, Logan, Lunsford, Mitchell, Robertson, Skib, Stringfellow, Walker, Dykhuis
Guests: Bondar, Eden, Garrison, Ladiski, Schaubman

B. Approval of the Agenda

Monitoring Report for Policy 1.0 was moved from the operational consent agenda to the Board Operation portion of the agenda for discussion. Monitoring Report for Policy 2.10 was moved from the operational consent agenda to the Executive Director & Operations portion of the agenda for discussion. Review of policy 3.4 was moved from board consent agenda to board operation for discussion. Motion to approve as amended was made by Currie. Seconded by Flick. Motion approved.

C. Operational Consent Agenda

Motion to approve as amended was made by Hooks. Seconded by Skib. Motion approved.

D. Board Consent Agenda

Motion to approve as amended was made by Logan. Seconded by Stringfellow. Motion approved.

II. Executive Director & Operations

A. Auditor report

Trey Williams from Maner Costerisan reported that the financials are in accordance with standard accounting practices and gave the audit an unqualified opinion. Lansdale made motion to accept audit report. Seconded by Arnett. Motion approved.

B. Executive Director report

Dykhuis reported that with the significant changes in RIDES procedures over the summer some service issues had been encountered. After a meeting with ProMed senior staff, he believes the service is back on track. Staff will continue to monitor support reports.

C. Monitoring Report for Policy 1.0 – Global Ends

The Board discussed section 1.1 of the Ends policy. Motion by Flick to amend the section to read: “Libraries will have access to the information resources and technological tools they need to meet the education, research, and leisure needs of their users.” Second by Stringfellow. Motion approved.

D. Monitoring Report for Policy 2.10 – Facilities/Landlord

The Board discussed the executive limitations monitoring report on Policy 2.10. After discussion, motion made by Hooks to accept report as written. Seconded by Robertson. Motion approved.

III. Board Operation

A. 2014 Meeting dates

In keeping with Policy 3.4, stating that a board meeting will be held in February, May, August and November, the Board set the following dates for 2014 meetings: February 18, May 21, August 13 and the board retreat to be held on October 30 & 31. The February meeting will be at the Lansing office and locations for the remaining meetings will be determined then. The 2014 retreat will be held at the Harbor Grand.

B. 2014 Officer election

After discussion, motion made by Mitchell to name Roethemeyer for Chair, Arnett for Vice Chair and Lansdale for Secretary. Seconded by Robertson. Motion approved.

C. Policy 3.4 Agenda planning

The Board discussed the process for the Executive Director's annual review. After discussion, motion made by Hooks to create a procedure for the Executive Director's annual review that is in line with the policy manual. Seconded by Flick. Motion approved. Board officers Roethemeyer, Arnett, and Lansdale will bring recommendations to the February meeting.

D. Executive Director's annual review (Executive Session)

The Board went into Executive Session to discuss the Executive Director's annual review.

IV. Ends Development

A. 2013 Annual Meeting debriefing

The Board discussed the annual meeting and its purpose. After discussion, Roethemeyer appointed a task force to determine the Board's role in the Annual Meeting and report to the Board at the February meeting. The task force will be chaired by Mitchell. Lunsford, Stringfellow, and Garrison will also serve on the committee.

B. 2014 Ownership Linkage plan

After discussion, the Board agreed to continue the community conversations and hold several in Michigan during the early spring. Additional action to increase linkage with the membership will be determined after the conversations have taken place.

C. 2014 Board agenda

The Board discussed its priorities for 2014. These include continuing to develop the Board's linkage with members, holding additional community conversations, and planning the Annual meeting.

V. Board Self-Assessment

The board assessed today's meeting.

VI. Adjournment

The meeting was adjourned at 12:05 pm.