

**Midwest Collaborative for Library Services
Board Meeting Minutes
November 2 – 3, 2017**

I. Call to Order - Meeting was called to order at 3:34 pm

A. Roll Call & Accountability of Meeting Preparation

Present: Davis, Dykhuis, Frank-Wilson, Gallagher, Garrison, Kern, Linderman, Mitchell, Riley, Scheuher, Shaw, Skib, Speer, Waterman

Guests: Bradley, Kirkpatrick, Ladiski, Gushrowski, Hart, Pohjola-Andrade, Weismantel,

Absent: Brakel, Eden, Helmen

B. Approval of the Agenda Motion to approve the agenda by Mitchell. Seconded by Garrison. Motion approved.

C. Operational Consent Agenda Motion to approve the operational consent agenda by Skib. Seconded by Mitchell. Motion approved.

D. Board Consent Agenda Motion to approve board consent agenda by Waterman. Seconded by Gallagher. Motion approved.

II. Executive Director & Operations

A. Executive Director report

Dykhuis reported that consulting services are off to a good start. Several public library strategic plans are in process. We received a request from Paw Paw District Library for follow-up work.

Dykhuis gave an update on the ebook project with the university presses. He said that a proposal would be sent to the Library of Michigan in early 2018 and a decision on possible funding would probably be made around mid-year.

The Board information page is moving from the MCLS website to a SharePoint microsite. Ladiski will provide a demonstration tomorrow.

B. Auditor report – Trey Williams, CPA, Maner Costerisan

Williams reported on the FY2017 audit and said that it is a clean and unmodified opinion.

Garrison stated that the quarterly statements that he received are consistent with audit report and Executive Director monitoring reports. Williams notes that there are no upcoming changes in accounting practices that need board attention at this time.

III. Board Operation

A. 2018 Officer election

Davis presented the slate for 2018 officers:

President: Davis

Vice-president: Garrison

Secretary: Gallagher

Treasurer: Waterman

Motion to accept slate of officers made by Shaw. Seconded by Skib. Motion approved.

B. 2018 Meeting dates

There was discussion about 2018 meeting dates. Meetings typically occur in February, May, August, and November, which includes the annual Board retreat. The meetings will alternate as much as reasonably possible between Michigan and Indiana. Ladiski will poll Board members for preferred dates in those months. After the dates have been set, sites will be secured.

C. Executive Director's annual performance review was held in closed executive session.

IV. Ends Development - meeting reconvened at 11:04 am

A. 2017 Annual Meeting plan & agenda

The annual meeting will be held on November 17 from 10-11am eastern/9-10am central. It will be livestreamed from the MCLS Boardroom via Zoom. Garrison will present audit highlights. Davis will give the President's report. Dykhuis will give the Executive Directors report. There is no other business to be done.

B. Revised Ends adoption

Motion by Scheuher to amend the Ends Policy 1.0 with the following wording:

- 1.0 MCLS exists so that libraries of all sizes and types are community-responsive leaders who embrace the challenges of contemporary library practice, develop innovative solutions, foster robust collaborations, and facilitate transformative learning. There will be a primary focus on Indiana and Michigan.
 - 1.1 Libraries will collaborate with each other and external partners to identify shared aspirations, accomplish major initiatives, and bring innovative solutions to their communities
 - 1.2 Libraries will be hubs of innovative thinking centered on new ideas and patterns in library practice.
 - 1.2.1 Libraries will facilitate transformative learning and professional development within their organizations to advance library practice.
 - 1.2.2 Libraries will develop skills and capacity to anticipate future leadership needs.
 - 1.2.3 Libraries will benefit from domains of knowledge and expertise outside of traditional library practice.
 - 1.3 Libraries will align with and anticipate the information, learning, leisure, research, and technology needs of their communities.
 - 1.3.1 Libraries will collaborate to share resources, make consortial purchases, and pilot new technologies.
 - 1.3.2 Libraries have tools and training to advance and manage existing services.

Motion seconded by Gallagher. Motion approved.

C. 2018 Board meeting agenda

The Board discussed their priorities for the 2018. Board members agreed to methodically review the Ends throughout 2018. Staff will be asked to provide input.

Because of the addition of officers' job descriptions to the Policy Manual, Davis assigned compliance reports for the new policies to the following Board members: Kern was assigned Policy 3.6; Linderman was assigned Policy 3.7; Frank-Wilson was assigned Policy 3.8; and Scheuher was assigned Policy 3.9. The compliance reports for these policies are due at the end of November.

V. Board Self-Assessment

Board members assessed the meeting.

VI. Adjournment

The meeting was adjourned at 12:00 pm.