

Midwest Collaborative for Library Services
Board Meeting Agenda
Hybrid: Harbor Grand/Zoom
November 8, 2021 (3:00 p.m. – 5:00 p.m.)

I. Call to Order – Call to order at 3:16pm

A. Roll Call and Accountability of Meeting Preparation

Present: Bélanger, Brakel, Brock, E. Davis, Frank-Wilson, Gallagher, Garrison, Riley, Scheuher, Shorey, R. Smith, T. Smith, Speer, Waterman, Wood

Absent: Pohjola Andrade, Weismantel

Guests: Boruff-Jones, Seabolt, Schafer, Szidik, Waskin

B. Approval of the Agenda: ***Motion to approve carried.***

C. Operational Consent Agenda: ***Motion to approve carried.***

1. Monitoring Report for Policy 1.0 – Global Ends (*Internal*)
2. Monitoring Report for Policy 2.1 – Treatment of Members and/or Customers (*Internal*)
3. Monitoring Report for Policy 2.2 – Treatment of Staff (*Internal*)

D. Board Consent Agenda: ***Motion to approve carried.***

1. Review of Policy 3.1 – Governing Style (*Direct Inspection*)
2. Review of Policy 3.4 – Agenda Planning (*Direct Inspection*)
3. Review of Policy 3.10 – Board Committee Principles (*Direct Inspection*)
4. Review of Policy 3.11 – Board Committee Structure (*Direct Inspection*)
5. Recording of electronic motion to appoint Lisa Brakel, Michigan School Library Representative (e-vote completed 8/11/21)
6. Recording of electronic motion to update Board Policy 4.5.2.1.: “For 2021, the Policy 1.0 Ends monitoring report will be due on October 8. For 2021, Board member comments about the Ends monitoring report will be due by October 22.” (e-vote completed 9/24/21)
7. Approval of Minutes of August 30, 2021 meeting

II. Executive Director & Operations 3:10 – 4:15 p.m.

A. Executive Director report

Garrison reported on highlights from his written report, including ARPA grants to MCLS from Indiana State Library and Library of Michigan, Project ReShare implementations, and staff transition. He also informed the Board about content from recent conferences he attended, and updated the Board on issues and next steps regarding RIDES pricing equity, taking questions from Board members.

B. Marketing/Communications Position Proposal

Following a detailed discussion of Garrison’s proposal to create a new marketing position as an unbudgeted expense greater than \$10,000 mid-year, including

rationale and different interpretations of MCLS's fiscal picture, the Board passed a ***motion to approve the unbudgeted expenditure of over \$10,000 to create a marketing position.***

C. Monitoring Report for Policy 2.5 – Financial Condition and Activities (*External*) –

Kyle Schafer, CPA, Maner Costerisan

Schafer presented the FY2021 auditor's report. The process went well, and was 100% online for the first time. MCLS earned an unmodified opinion (i.e., MCLS followed Generally Accepted Accounting Principles [GAAP]), with no major concerns about financial numbers or internal controls. MCLS's forgiven FY2020 PPP loan was recognized as revenue in FY2021. MCLS had a healthy 3.2:1 asset to liability ratio for FY2021. As in previous years, close to 98% of MCLS's expenses go directly to MCLS's programs (higher than other non-profits, due to Group Purchasing revenues and expenses).

The Board passed a ***motion to accept the audit report.***

D. Monitoring Report for Policy 2.5 – Financial Condition and Activities (*Internal*)

The Board passed a ***motion to approve the Policy 2.5 monitoring report.***

III. Board Operation 4:15 – 4:45 p.m.

A. Board member recognition

Gallagher led the Board to thank and recognize E. Davis and himself for their years of service as members of the MCLS Board.

B. 2022 Officer election

The Board passed a ***motion to elect the following as 2022 Board officers:***

- President: Frank-Wilson
- Vice President: Boruff-Jones
- Treasurer: Scheuher
- Secretary: T. Smith

C. 2022 Meeting dates

Garrison will ask staff to send polls for each of four 2022 meeting dates.

D. Executive Session

1. Executive Director Annual Review

IV. Ends Development 4:45 – 5:00 p.m. (continuing Tuesday)

Following discussion the Board passed a ***motion to add the following language to the Ends statement: "MCLS works to advance diversity, equity, inclusion, social justice, and accessibility as an organization and in the services and resources it provides."***

V. Board Self-Assessment (following Tuesday retreat session)

VI. Adjournment

The Board passed a ***motion to adjourn the Board meeting.***