

**Midwest Collaborative for Library Services
Board Meeting Minute Notes
February 26, 2016
Concordia Theological Seminary, Fort Wayne, IN**

I. Call to Order – Meeting was called to order at 10:04 am

A. Roll Call & Accountability of Meeting Preparation

Present: Bobay, Bondar, Davis, Dykhuis, Eden, Gallagher, Garrison, Helmen, Linderman, Matteson, Mitchell, Shaw, Skib, Stringfellow

Guests: Kirkpatrick, Ladiski

Absent: Riley, Speer

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

C. Operational Consent Agenda. Motion to approve by Skib. Seconded by Shaw. Motion approved.

D. Board Consent Agenda. Motion to approve by Gallagher. Seconded by Helmen. Motion approved.

II. Executive Director & Operations

A. Executive Director report

Dykhuis provided details about some items from his written report

Harwood: The Harwood workshop for the 50-librarian Michigan cohort will be held in a couple of weeks. Thanks to funding from the Library of Michigan, a second Michigan workshop has been scheduled for Oct 5 - 6.

RIDES: The contract with ProMed expires on June 30, and negotiations are underway for a new contract.

Michigan Shared Academic ILS: On Feb 22, the steering committee met at the MCLS offices and began work on the RFP. Dykhuis reported that they are a very enthusiastic group and ready to move forward. MCLS will provide support to the group to help them meet their goals.

Linked Data: Dykhuis met with Zepheira and Innovative Interfaces at ALA to discuss a possible project using MARC records from MeLCat. The Library of Michigan should receive a proposal soon from Zepheira

B. Preliminary FY2017 Budget outlook

Dykhuis gave a preliminary overview of the FY2017 budget. He expects it to look quite similar to the current year. The final budget will be presented at the May meeting.

III. Board Operation

A. Re-adopt Policy Manual

Motion to re-adopt policy manual made by Stringfellow. Seconded by Skib. Motion approved.

B. 2016 Policy Monitoring appointments

Mitchell discussed current assignment of monitoring reports and noted that several need to re-assigned. The following new assignments were made: Policy 4.4 to Bobay, Policy 3.0 to Matteson, Policy 4.0 to Linderman, Policy 3.2 to Gallagher, and Policy 4.2 to Speer. The remaining policies will remain with their current Board member assignment.

C. Audit Committee appointments

Mitchell reviewed the duties of the audit committee. Mitchell appointed Davis, Gallagher, and Helmen. Davis volunteered to chair the committee.

D. Nominating Committee appointments

According to our bylaws, Stringfellow, as vice-chair, will chair the Nominating Committee. This year the expiring terms include Michigan Special Library representative, Michigan Academic Library representative, Indiana At-large Representative, and Indiana Public Library representative. Mitchell appointed Shaw and Skib to serve with Stringfellow.

E. Board vacancy

Mitchell reported that Hauser has resigned from the Board. After discussion, Matteson and Mitchell will contact a librarian at Kalamazoo Public Schools, who is a professional colleague of Matteson, about completing the remainder of Hauser's term.

F. Review of Policy 4.5 – Executive Director's Compensation & Benefits

Mitchell reviewed the process for the Executive Director's annual review that is found in Policy 4.5 and noted that it has not been strictly followed in the past. Prior to the beginning of the annual retreat, Mitchell will share information about the Executive Director's monitoring report submissions and recommendations for compensation changes. This will allow Board members to have time to review the recommendations before the Board meeting.

IV. Ends Development

A. By-laws amendments

Due to the changes to the Michigan Nonprofit Act, we need to update to our bylaws to reflect changes to the law. Mitchell reviewed the amendments that were recommended by MCLS's attorney. After discussion, Mitchell appointed Gallagher, Davis, Matteson to serve on a task force to review the bylaws, recommend amendments, and report back to the Board at the May meeting.

B. 2016 Annual Meeting Planning Committee report

Mitchell and Dykhuis reviewed plans for the 2106 Annual Meeting, which will be held on Nov 18. The plan is to hold the meeting at three sites, which will be linked by videoconference equipment. The sites will be Indianapolis, Lansing, and Marquette. Dykhuis discussed the tentative agenda, and the Board will refine the agenda at the August meeting.

C. Ownership Linkage Planning Committee

Garrison discussed the work done by the Ownership Linkage committee. The committee would like to distribute a survey to owners, i.e. MCLS members, to assess how well the Ends reflect the owner's expectations, needs, and desires. The committee would like survey results prior to the May board meeting. They believe the survey can be ready to send by the end of March, with an April deadline. Results can be shared at the May Board meeting. Following the survey, the committee would like

to schedule online forums to have real-time discussions with owners. Together with the information gained from the community conversations, this data will help the Board assess whether the current Ends continue to serve MCLS well, as well as point to activities at the annual meeting in November. Garrison will continue to work with the committee and staff to release the survey and schedule the online follow-up.

V. Board Self-Assessment

The board assessed the meeting.

VI. Adjournment

The meeting adjourned at 2:24 pm.