

**Midwest Collaborative for Library Services  
Board Meeting Minutes  
MCLS Office  
1407 Rensen Street  
May 12, 2017**

**I. Call to Order – called to order at 10:01 am**

- A. Roll Call & Accountability of Meeting Preparation  
Present: Bobay, Brakel, Davis, Dykhuis, Gallagher, Garrison, Helmen, Kern, Linderman, Mitchell, Riley, Scheuher, Shaw, Skib, Speer (phone), Waterman  
Guests: Kirkpatrick, Ladiski, guests from Ann Arbor Transportation Authority  
Absent: Eden
- B. Approval of the Agenda – Policy 2.1 was accidentally included in the operational consent agenda. This policy used to be reviewed twice a year but has since changed to yearly in August. Motion to approve agenda as amended by Waterman. Seconded by Mitchell. Motion approved.
- C. Operational Consent Agenda – Motion to approve by Mitchell. Seconded by Bobay. Motion approved.
- D. Board Consent Agenda – Motion to approve by Mitchell. Seconded by Waterman. Motion approved.

**II. Executive Director**

- A. Executive Director report  
Dykhuis reported that a proposal has been submitted to LM for a consultant to study library delivery in Michigan. If funded, the study will begin this summer and complete before the end of the year.

Open Educational Resources (OER) was discussed at length at the North American ICOLC meeting in April. Dykhuis said that MCLS staff will be looking at OER opportunities in Indiana and Michigan.

Dykhuis and Kirkpatrick met with representatives of the three university presses in Michigan. The presses are interested in providing a subset of their ebook titles to public libraries. They have asked for MCLS to help with their investigation because of our licensing experience and multitype membership.

- B. Policy 2.5 Financial Condition & Activities Monitoring Report & FY2017 Budget update  
Dykhuis presented an update on the FY2017 budget. Motion to approve Policy 2.5 monitoring report by Garrison. Seconded by Helmen. Motion approved.
- C. Policy 2.4 Financial Planning/Budgeting Monitoring Report & FY2018 Budget review  
Dykhuis discussed the proposed FY2018 budget as part of his Policy 2.4 monitoring report. The FY2018 budget is projected to finish the year with a slight deficit. After discussion, Garrison moved to amend Policy 2.4 by adding section 2.4.2.a to state “With the exception of fiscal year 2018, in which case, expenses shall not exceed revenues by more than 2 percent of net assets less real estate.” Seconded by Helmen.

Motion approved. Motion to approve Policy 2.4 monitoring report by Waterman. Seconded by Scheuher. Motion approved.

### **III. Board Operation**

- A. PNC Treasury Management resolution  
PNC requires board approval. Motion to approve by Garrison. Seconded by Bobay. Motion approved.
- B. Bylaws revision to include Indiana State Librarian  
The Board discussed making the Indiana State Librarian a permanent member of the Board as is currently true for the Michigan State Librarian. After discussion, motion by Helman to present bylaws amendment to the membership to include the Indiana State Librarian as a permanent seat on the MCLS Board. Seconded by Mitchell. Motion approved. The bylaws amendment will appear on the same ballot as the slate of nominees for the 2017 Board election.
- C. Indiana Research Library Board vacancy  
Currently filled by Bobay who will be retiring in early July. Davis recommends the appointment of Marion Frank-Wilson, Associate Dean for Collection Development and Archival Collections at Indiana University to fill the unexpired portion of Bobay's term. Motion to appoint Frank-Wilson by Skib. Seconded by Kern. Motion approved.
- D. Board policy revisions to include officer job descriptions  
Gallagher presented the work of the committee to align the policy manual with the revised bylaws. Motion by Mitchell to approve revised policy manual. Seconded by Helmen. Motion approved.
- E. Executive Director salary survey  
Davis led discussion about conducting a salary survey for the Executive Direction. The precedent is to conduct such a survey every 3 – 5 years, and it has been four years since the last survey. Davis reported on the process and timeline. She expects to have a report ready before the Board retreat in November.

### **IV. Ends Policy Development**

- A. Ownership Linkage Committee report  
Linderman presented the Ownership Linkage Committee report. The committee identified aspirations and concerns from last year's member survey, community conversations, and small group discussions at the Annual Meeting. Davis thanked the committee for their hard work. The report will be taken up by the Ends Policy Review Committee as they begin work on revised the Ends policy.
- B. Ends Policy Review Committee next steps  
Gallagher, as committee chair, discussed the steps that the committee will take to complete their work. He expects to have a draft policy ready for discussion at the August Board meeting. Garrison, Waterman, Shaw, Dykhuis, & Kirkpatrick are also on the committee.
- C. 2017 Board Retreat Agenda Planning & Facilitator  
Davis led a discussion about the November Board retreat. Several possible facilitators were named. After discussion, the Board agreed to contract with Eric Craymer because of his past work with MCLS and knowledge of the overall business environment.

**V. Board Self-Assessment**

The board shared their assessment of today's meeting. Davis passed out a self-assessment for each board member to fill out.

**VI. Adjournment**

The meeting adjourned at 1:15 pm