

**Midwest Collaborative for Library Services
Board Meeting Minutes
Western Michigan University
May 6, 2019**

I. Call to Order – call to order at 10:10

A. Roll Call & Accountability of Meeting Preparation

Present: Bélanger, Boruff-Jones, Davis (Eva), Gallagher, Garrison, Gushrowski (by phone late morning), Linderman (phone), Macklin, Pohjola Andrade, Riley, Scheuher, Smith, Speer (phone), Waterman, Weismantel

Absent: Frank-Wilson, Hart

Guests: Bradley (phone), Davis (Stephanie), Ladiski

B. Approval of the Agenda

Motion to amend Agenda to add Resolution to approve Garrison's contract under III. - D. by Smith. Seconded by Weismantel. Motion approved as amended.

C. Operational Consent Agenda

Motion to approve by Gallagher. Seconded by Pohjola Andrade. Motion approved.

D. Board Consent Agenda

Motion to approve by Scheuher. Seconded by Macklin. Motion approved.

II. Executive Director

A. Executive Director report

Garrison presented highlights from his written report. In addition to the written report, under Member Engagement, MCLS held a Harwood Public Innovators lab in Indiana in March. Staff continue to have challenges working with the Harwood Institute.

Garrison reported briefly on meetings including with each staff member, member meetings in IN and MI, upcoming with ILF and MLA executive directors, and UP libraries.

Consulting has many active projects and sometimes has to say "no" to additional work, and the team is discussing how to prioritize. Garrison and staff are discussing different, flexible approaches to staffing.

Staff have been working with ProMed to resolve issues since January.

Garrison and Alt will meet with ProMed. They have also had questions re:RIDES UP pricing (only one delivery subcontractor exists).

Garrison mentioned Project ReShare, a community-owned resource sharing platform using FOLIO being led by PALCI. GVSU is hosting a FOLIO Day.

MCLS is partnering with other Michigan Library organizations to offer the "*Who Are We: What Library Professionals Need to Know About Gender and Sexual Identity*" program on November 15 at LCC.

The ITT bankruptcy was settled.

MCLS is seeking a new accountant.

B. FY2019 Budget update

Motion to change the reporting of Policy 2.5 from May 30 to June 17 for 2019 by Davis. Seconded by Smith. Motion approved.

C. Policy 2.4 Financial Planning/Budgeting Monitoring Report & FY2020 Budget review

Garrison presented the proposed budget. Garrison worked with Dykhuis' numbers along with the supervisors and updated estimates. Focus points include: cooperative purchasing looks a bit more pessimistic; MeL expenses are up from the prior year (given changes in the contract); nonstaff travel includes funds for the Ownership Linkage committee to engage with owners; and staff travel and professional development are flexible.

Garrison reported that the budget decrease for marketing is due to no longer using an outside firm. Staff is looking to reapportion some work to have marketing handled in-house.

The Board discussed RIDES pricing equity between the UP and downstate, and Garrison explained how pricing is set and some limitations we have. The Board suggested MCLS share the RIDES study executive summary and make an official statement of the study results. A new RIDES contract has been signed.

A MiALA contract extension is in the works.

Motion to approve monitoring report for Policy 2.4 by Bélanger. Seconded by Macklin. Motion approved.

III. Board Operation

A. Resolution to transfer PNC Bank authority to Garrison

Motion by Bélanger to approve the resolution to transfer PNC Bank authority to Garrison. Seconded by Scheuher. Motion approved via electronic vote on 3/19/19.

B. Resolution to transfer Merrill Lynch authority to Garrison

Motion by Bélanger to approve the resolution to transfer Merrill Lynch authority to Garrison. Seconded by Scheuher. Motion approved via electronic vote on 3/19/19.

C. Resolution to lease new Kia vehicle

Motion by Bélanger to approve the resolution to authorize the lease of a new Kia vehicle for staff use. Seconded by Scheuher. Motion approved via electronic vote on 3/19/19.

D. Resolution to approve Scott Garrison's contract

Motion by Gallagher to ratify the Executive Director contract with Scott Garrison. Seconded by Weismantel. Motion approved by electronic vote on 3/11/19.

E. 2019 Board elections process review

All positions that are eligible for election are eligible to be filled by current members of the board. All eligible members are willing to remain for a second term. We will still announce a call for nominations but be transparent about slate to be filled by incumbents.

F. 2019 Board Retreat Agenda & Orientation Planning

Garrison contracted with Marnie Maxwell to facilitate. She would like to have data from Ownership Linkage survey. Bélanger and Smith requested further

Policy Governance (PG) training. There is interest in making this training virtual and/or by recording. Bélanger expressed interested in attending the PG boot camp in September and Garrison will ask Craymer to provide an orientation.

IV. Board Education

A. Group Purchasing update from Stephanie Davis, Manager of Group Purchasing

Davis presented a report on the Group Purchasing department, whose mission is to provide libraries with affordable resources. They are fully staffed, and their work is highly detailed. They are finishing July renewals, and working with the IT and Accounting staff to upgrade our order/renewal system to make processes easier for both staff and members. They held a spring eResources meeting with 30 librarians and three vendors, and an annual OverDrive meeting with 15 librarians. The eResources group wants to interact more, including regarding eResource management and discovery. Libraries are having to make difficult decisions due to budget, and are pushing back on annual increases and canceling some subscriptions (which Garrison noted has MCLS projecting revenue decreases especially in databases and journals).

The Board briefly discussed open access content, how it is influencing prices, how sustainable it is, and whether it offers is an opportunity for consortia. The Board asked about the possibility of analyzing what “Big Deal” resources are actually used.

Davis noted that Group Purchasing is talking with RedLink regarding their analytics platform, and OCLC regarding FirstSearch.

MCLS is still selling bibliotheca but has decided to stop maintaining an in-house inventory as it is no longer cost-effective (moving to drop-ship only). bibliotheca continues to be difficult to work with, but we continue to receive orders.

So far, ten libraries have committed to a new MI-SPI data analysis this year. MSU and Kettering University have joined, and Michigan Tech will not participate this year. Members will be meeting soon.

The stewardship committee has not yet begun work. Group Purchasing will continue to connect with members. Accessibility is another current interest.

V. Ends Policy Development

A. Ownership Linkage Committee report

Bélanger presented highlights from the committee’s written report. They have drafted the survey, and the committee requests feedback by Monday, June 20. The Board reviewed the timeline presented.

Bélanger reported that the survey will go out to owners and members.

Director or manager submitters can add FTE numbers, but others could not. An email will be sent to member reps and alternates as well as a link to the survey will be posted on the MCLS website.

Boruff-Jones presented the preamble. The survey contains 11 questions and should take no longer than 5-10 minutes to complete. The committee described the survey software we will use.

The survey will provide the ability to opt out. MCLS will provide 3-4 free workshop registrations per state as an incentive to complete the survey. Garrison agreed to fund a student data analyzer for approximately \$200.

B. Ends Policy Review

Davis will chair a Board Policy Manual team including Weismantel and Scheuher, that will present revisions at the August meeting. The Executive Director interprets the Ends to operationalize them with the staff, operating within the Executive Limitations.

VI. Board Self-Assessment

VII. Adjournment

Motion to adjourn by Pohjola Andrade. Seconded by Boruff-Jones. Motion approved. Adjourned at 1:31 pm.

Reminder about upcoming meeting dates & locations:

August 1, 2019 Board Meeting at Hamilton East Public Library, Fishers, IN
October 24-25, 2019 Board Retreat at Harbor Grand, New Buffalo, MI
November 2019 (TBD) MCLS Annual Meeting – online webinar