

**Midwest Collaborative for Library Services
Board Meeting Minutes
Indiana University - Bloomington
February 3, 2020**

I. Call to Order – called to order at 10:05 a.m.

A. Roll Call & Accountability of Meeting Preparation

Present: Bélanger, Boruff-Jones, Brock, E. Davis, Frank-Wilson, Gallagher, Garrison, Gushrowski (phone), Hart, Pohjola Andrade, Riley, Scheuher, R. Smith, T. Smith, Speer, Waterman, Weismantel

Guests: Bradley, S. Davis, Ladiski

B. Approval of the Agenda – Motion to approve the agenda made by Bélanger. Seconded by Pohjola Andrade. Motion approved.

C. Operational Consent Agenda – Motion to approve operational consent agenda made by Riley. Seconded by Weismantel. Motion approved.

1. Report for Policy 2.5 – Financial Condition and Activities (*Internal*)
2. Report for Policy 2.6 – Asset Protection (*Internal*)
3. Report for Policy 2.7 – Ends Focus of Contracts (*Internal*)
4. Report for Policy 2.10 – Facilities/Landlord (*Internal*)

D. Board Consent Agenda – Motion to approve Board consent agenda made by Hart. Seconded by R. Smith. Motion approved.

1. Review of Policy 3.2 – Board Job Description (*Direct Inspection*)
2. Review of Policy 3.3 – Board Member Code of Conduct (*Direct Inspection*)
3. Review of Policy 3.4 – Agenda Planning (*Direct Inspection*)
4. Review of Policy 3.6 – President’s Role (*Direct Inspection*)
5. Review of Policy 3.7 – Vice-President’s Role (*Direct Inspection*)
6. Review of Policy 3.8 – Secretary’s Role (*Direct Inspection*)
7. Review of Policy 3.9 – Treasurer’s Role (*Direct Inspection*)
8. Approval of Minutes of October 24-25, 2019 meeting

II. Executive Director & Operations

A. Executive Director report

MCLS has signed new consulting contracts with Traverse Area District Library and Hamilton East Public Library. Garrison included qualitative data from members on MCLS consulting services in his written report.

Garrison updated the Board on recent conferences and meetings he attended. He and Bradley attended a meeting in early November with a group of northwest Indiana public library directors, and learned a lot about what is happening in their communities. One director mentioned a potential new product for a group purchase (PolicyMap). At ILF, Garrison learned of potential opportunities for academic, public, and school library collaboration in Indiana (and he has begun some conversations about how MCLS could foster that). At ALA Midwinter, Garrison and S. Davis had productive meetings with vendors including DeGruyter, OCLC, OverDrive, and ProQuest. The Project ReShare town hall meeting at Midwinter drew over 50 participants. Garrison,

Riley and leaders from other consortia attended the INNReach Customer Advisory Board meeting, at which Ex Libris and Innovative Interfaces executives shared some information about each company's product development philosophy, and listened to questions and hopes from consortia about potential resource sharing product integration. Finally, Garrison and S. Davis attended a meeting with several ICOLC consortia, some consortium member directors, and OCLC regarding some long-standing issues with OCLC including pricing transparency, product dependencies (i.e., a library who wants to subscribe to one OCLC product is often required to subscribe to other products whether the library wants them or not), and WorldCat database record quality and completeness as more libraries opt to stop contributing records to WorldCat. Following a lively and sometimes contentious discussion, ICOLC will invite OCLC CEO Skip Prichard to a meeting to discuss the consortium community's concerns.

MCLS hosted a meeting with Wiley in January regarding transformative agreements for academic libraries. Wiley's presentation focused on how they track article processing charge (APC) spending. Members continue to express interest in a pilot transformative agreement with a publisher, and more and more consortia are getting involved in these types of agreements.

MCLS hired Lissa Krull, former director of the Nappanee Public Library (IN) as Library Strategist. She gave an amazing interview presentation, and brings a great deal of energy to this position. She starts in March, and will be the third MCLS staff member based in Indiana.

In other news, Michigan's Collaborating Partners group of library organizations are working with an expanded, representative team to create a day-long program for libraries on gender and sexuality. Garrison has formed a search committee for the Michigan Digital Preservation Network Coordinator position, and MCLS now has a LOCKSS node up and running as part of a statewide pilot. Through Q2 of FY2020, MCLS has just over \$327,000 net revenue over expenses, thanks in part to new contracts with the Library of Michigan, strong consulting business, and investment performance.

As part of his written report, Garrison offered an extra appendix as an experiment to show how current staff work relates to the Ends. Some Board members expressed confusion about including what might appear to be Policy 1.0 monitoring information in the Executive Director report. Based on Board feedback, Garrison will continue past practice of keeping monitoring information separate from the Executive Director report. The Board may wish to discuss a different approach to Policy 1.0 monitoring reporting in the future.

III. Board Operation

A. Audit Committee appointments

Members of the 2019 Audit Committee reported on the audit process. Weismantel, as Treasurer will serve as chair, and Scheuher and T. Smith volunteered to serve in 2020.

- B. Nominating Committee appointments
Boruff-Jones, as Vice President, will serve as chair, Gushrowski, Pohjola Andrade, Riley, and R. Smith volunteered to serve in 2020. All Board members serving for terms that end in 2020 are eligible for re-election to a second term.
- C. 2020 Board Policy Monitoring appointments
Due to resignations from the Board, a few policies no longer had a Board member assigned. Policy 3.2 was assigned to E. Davis. Policy 3.7 was assigned to Brock. Policy 3.11 was assigned to T. Smith. Policy 4.0 was assigned to Hart.
- D. Board compliance reports assignments
The Board discussed the process of Board Policy Manual compliance reporting, and clarified that all Board members should participate in the self-evaluation forms each time one is due. All responses go to the Board President, who will put a policy section on a Board meeting agenda only if a Board member believes that the Board is out of compliance.
- E. Board monitoring report process
The Board determined that it is not clear to new Board members what they need to do to participate in the monitoring report process. There is a need to document what monitoring entails and how/where to access the reports. Hart and Pohjola Andrade volunteered to work with staff to create a document for this process to be stored on the Board SharePoint page. Hart also volunteered to draft a statement to be included in the policy manual regarding active participation in the monitoring process.
- F. Indiana At-Large Representative appointments
Motion to accept the appointments of John Brock and Trista Smith as Indiana At-Large Representatives was made by Bélanger. Seconded by Weismantel. Motion approved.
- G. Re-adopt Policy Manual
Motion to approve the Board Policy Manual made by Waterman. Seconded by Pohjola Andrade. Motion approved.

IV. Lunch

V. Ends Development

- A. Ownership Linkage plan development and Board education
Bélanger presented the engagement survey report. The conclusions are opportunities MCLS can work on. The committee received permission to have staff publish the report to the membership. Garrison will provide the Board with a spreadsheet of conferences, events, and meetings that staff members plan to attend in the upcoming year. Once the Board has that, the committee requested that Board members add conferences, events and group meetings they plan to participate in. The Board can use this information to determine

how and when to engage in conversations with members. These conversations should happen throughout the year. The Board discussed information to include in the call to participate, and the committee will draft basic wording to share with the staff. Motion to accept the engagement survey report made by R. Smith. Seconded by E. Davis. Motion approved. Bélanger led the Board in group activities to learn how to facilitate engagement conversations with their respective member groups.

VI. Board Self-Assessment

Gallagher will send a survey to the Board to gather feedback.

VII. Adjournment

Motion to adjourn made by Waterman. Seconded by Riley. Motion approved. Meeting adjourned at 1:41 pm.