

**Midwest Collaborative for Library Services
Board Meeting
Lakeview High School
15060 South Helmer Road
Battle Creek, MI 49015
March 1, 2013
Meeting Minutes**

I. Call to Order Meeting was called to order at 10:14 am

A. Roll Call & Accountability of Meeting Preparation

Present: Roethemeyer (Chair), Arnett, Currie, Fore, Hooks, Lansdale, Lincoln, Logan, Lunsford, Mitchell, Robertson, Walker, Dykhuis

Guests: Schaubman, Thomas

Absent: Flick, Skib, Stringfellow.

B. Approval of the Agenda

Item I.C.3 was removed from the operational consent agenda and moved to III.G; added resolution to lease a new van to operational consent agenda. Motion to approve agenda as amended by Mitchell, seconded by Robertson. Motion approved.

C. Operational Consent Agenda

Motion to approve operational consent agenda by Lansdale, seconded by Mitchell. Motion approved.

D. Board Consent Agenda

Motion to approve Board consent agenda by Arnett, seconded by Hooks. Motion approved.

II. Executive Director

A. Executive Director report

Dykhuis reported on conversations with the Indiana State Librarian and Assistant State Librarian. He will be visiting Indiana State Library on March 12. In addition, MCLS and the Indiana Library Federation are exploring ideas for jointly offering continuing education opportunities to Indiana librarians.

Dykhuis reported that there has been some interest in the Indianapolis building. One organization is interested in a long-term lease while another may be interested in purchasing.

B. FY2013 Budget – YTD update

Dykhuis reported that the first half of FY2013 shows solid improvement over FY2012, and he expects this to continue through the rest of the fiscal year.

C. Indiana State Library & plans for 2013

Dykhuis said that the positive momentum since January makes him optimistic about the prospect for becoming more involved with Indiana libraries. His goal is to continue the forward progress and reach out to Indiana libraries. He will have a plan for the May board meeting.

D. Proposal for pilot projects

MCLS staff is recommending that the organization think about nontraditional services as a way of becoming more valuable to our members. The goal is to offer services that do not include recurring expense but may lay the groundwork for future services. After discussion, Logan moved to approve spending up to \$50,000 in FY2013 for two pilot projects that will provide technology and marketing services to academic and public libraries. Robertson seconded. Motion approved.

III. Board Operation

A. Nominating and Auditing Committee appointments

According to MCLS by-laws, the Nominating Committee is to be chaired by vice-chair. As vice-chair, Currie will chair the committee. Other committee members include Lincoln and Lunsford.

Arnett will continue as chair of the Audit Committee. Other committee members include Fore and Mitchell.

B. Policy Monitoring appointments

Walker will receive global governance compliance reports, and Stringfellow will receive agenda planning compliance reports. All other reporting assignments remain unchanged from 2012.

C. 2013 Calendar

Next meeting will be at St. Mary's College in South Bend on May 13. The August meeting will be held on the 7th at the MCLS offices in Lansing. The board retreat will be held at the Harbor Grand on November 7 and 8. October 4 is the MCLS annual meeting in Indianapolis at the Marten House.

D. Policy 2.6 & investment policy

Motion made by Logan on 2.6.7 to delete "capital" in the first sentence and replace it with "funds needed to meet short-term obligations". Seconded by Hooks. After discussion, the motion was approved.

E. Policy 3.2 compliance

Linkage needs to be spelled out. Roethemeyer appointed Arnett, Fore, and Currie to study the issue and make recommendations to Board at the May meeting. Dykhuis will provide the workbook, "CONNECT: A Guide to Ownership Linkage" to any Board member who requests one.

F. Proposed Policy 2.11

The committee appointed at the November meeting to study the need for a conflict of interest policy in Executive Limitations moved to add the following as Policy 2.11:

2.11 Policy Title: Conflicts of Interest and Conflicts of Commitment

With respect to vendors, libraries, and other organizations or individuals, the Executive Director shall not cause or allow any practice or activity that undermines the Board's Ends or that competes with existing MCLS services or programs.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Enter into any contract or agreement that personally benefits him or her or any MCLS staff member at the expense of the entire organization.
2. Divert opportunities to other entities which might otherwise flow to MCLS.
3. Fail to guard against undue influence by any company, organization, or individual with respect to decisions about products or services to be offered to member libraries.
4. Obtain/maintain significant interest (financial or managerial) in an outside entity with which MCLS maintains a contractual relationship, or with whom MCLS competes for provided services.

The Executive Director's monitoring report for Policy 2.11 will be due each year in July.

After discussion, the motion was approved. Roethemeyer appointed Arnett to receive the Executive Director's monitoring report.

G. Policy 2.7 Ends Focus of Contracts and Grants

Arnett raised some questions about the report and whether specific language is outdated. Dykhuis will review the report and update as necessary.

Arnett moved to revise policy 2.7.1 by replacing the word "Consortium" with "MCLS". Logan seconded. After discussion, the motion was approved.

IV. Ends Policy Development

A. Ends policy review

The Board discussed policy 1.0. Motion made by Logan to strike the word "problems" in 1.2.2 and replace it with "pursuing opportunities". Seconded by Robertson. After discussion, the motion was approved.

B. Policy 1.0 Ends Monitoring Report & impact on Executive Director evaluation process

The impact of the recent changes to the Ends Policy on the Executive Director's evaluation process was discussed. Roethemeyer appointed a task force to review the current process and make recommendations at the May meeting. Task force members are Logan, Currie, Lunsford, Roethemeyer, and Dykhuis.

Motion made by Arnett to approve monitoring report for Policy 1.0. Seconded by Walker. Motion approved.

C. Elevator speech discussion

The Board discussed the origins of the elevator speech concept and how it would be useful for the Board and staff to have a short statement ready whenever asked about MCLS. Roethemeyer will lead an in-depth discussion at the May meeting. Dykhuis will prepare data points to help the Board create the statement.

V. Board Self-Assessment

The board assessed its performance at the meeting.

VI. Adjournment

Chair adjourned meeting at 2:20pm.