

**Midwest Collaborative for Library Services  
Board Meeting  
Cushwa-Leighton Library  
St. Mary's College  
Notre Dame, IN 46556  
May 13, 2013  
Meeting Minutes**

**I. Call to Order Meeting was called to order at 10:06**

- A. Roll Call & Accountability of Meeting Preparation  
Present: Roethemeyer (Chair), Arnett, Currie, Flick, Fore, Hooks, Lincoln, Logan, Lunsford, Mitchell, Skib, Stringfellow, Walker, Dykhuis  
Guests: Schaubman, Thomas  
Absent: Robertson, Lansdale
- B. Approval of the Agenda  
Motion to approve by Logan, seconded by Fore. Motion approved.
- C. Operational Consent Agenda  
Motion to approve Operational Consent Agenda by Hooks, seconded by Walker. Motion approved.
- D. Board Consent Agenda  
Motion to approve Board Consent Agenda by Arnett, seconded by Lunsford. Motion approved.

**II. Executive Director**

- A. Executive Director report  
Dykhuis reported that Indiana State Library is interested in working with MCLS to provide online classes through Ed2Go. Dykhuis will send a proposal outline to Roberta Brooker, and he hopes to reach an agreement soon.

MCLS has received a number of complaints on the time it takes to deliver materials through RIDES. Dykhuis said that MCLS staff have been working with ProMed to resolve the issues, and they have promised corrective action. If that does not work, MCLS will consider a new contract bid.

Dykhuis expects to have a signed agreement soon for a one year lease to purchase arrangement for the Indianapolis building.

The annual membership meeting is scheduled for October 4 at the Marten House in Indianapolis. The program has been set, and the keynote speaker will be Lisa Carlucci Thomas, a popular lecturer and library consultant. The program includes a panel discussion about innovative services in libraries with speakers from Cleveland Public Library, Indianapolis Marion County Public Library, and Detroit Public Library. David Lewis, dean of libraries at IUPUI, will speak about open access ejournals. Dykhuis expects a good turnout. MCLS continues to look for partnership opportunities with other continuing education providers, including Indiana Library Federation and the Michigan cooperatives.

Planning for the Great Lakes Resource Sharing Conference resource sharing conference continues. OCLC has committed to a preconference on Thursday June 5, 2014. The call for programs will go out in September with an agenda ready in early 2014.

B. FY2013 Budget – YTD update

Dykhuis reported that MCLS is on target to exceed budget projections for FY2013.

C. FY2014 Budget review

Dykhuis presented the FY2014 budget.

### **III. Board Operation**

A. Policy 3.3.2 Conflict of Interest disclosure process

Logan led discussion about the conflict of interest policy in the Board’s manual and presented a form for each Board member to complete annually with results sent to the Board chair. This would require moving the monitoring of Policy 3.3 to January. After discussion, Mitchell moved to accept the form as amended and move monitoring of Policy 3.3 to January, seconded by Lunsford. Motion accepted.

B. Nominating Committee report

Currie reported that four Board seats would be up for election in 2013: Indiana Public, Michigan Special, Michigan Academic, and Indiana At-large. The call for nominations will go out on June 1, with a deadline of July 15. The nominating committee will present the slate to the Board at the August meeting. The election will run from September 15 through October 1, and results will be announced at the annual meeting on October 4.

C. Agenda Planning & Executive Director Review Process

Roethemeyer reported on the work of the task force, which met on May 2 to revise policies 3.4 and 4.5. The Board was presented with the proposed changes to each policy. After discussion, Arnett moved to approve Policy 3.4 as amended, seconded by Hooks. Motion approved. Motion made by Walker to approve 4.5 as amended, seconded by Mitchell. Motion approved. Motion made by Currie to approve updated monitoring schedules, seconded by Logan. Motion approved.

D. August meeting

Roethemeyer reminded the Board that the August meeting date was moved to August 14 at the MCLS office in Lansing.

### **IV. Ends Policy Development 11:30 – 1:30**

A. Membership Linkage

Currie, Fore and Arnett presented a draft policy and plan for ownership linkage. After discussion, Arnett moved to amend the draft with the insertion of item 3.5.3., which reads: “To help facilitate a board linkage plan, the board will establish and maintain a membership linkage committee” and to adopt the policy with the amendment as Policy 3.5, renumbering the following policies. Second by Mitchell. Motion approved. Motion made by Arnett to add the direct inspection compliance report for the new Policy 3.5 to the June calendar, with the first report due in June 2014. Second by Skib. Motion approved.

The task force will bring a charge for the membership linkage committee to the August meeting.

**V. Board Self-Assessment**

The board assessed today's meeting.

**VI. Adjournment**

The meeting was adjourned at 2:05 pm.