

Midwest Collaborative for Library Services
Board Meeting Minutes
MCLS Office
May 11, 2018

I. Call to Order – Meeting was called to order at 10:00 am

- A. Roll Call & Accountability of Meeting Preparation
Present: Davis, Dykhuis, Frank-Wilson, Gallagher, Garrison, Gushrowski, Hart, Kern, Linderman, Macklin, Pohjola Andrade, Speer, Waterman, Weismantel
Guests: Ladiski, Bradley
Absent: Riley, Scheuher
- B. Approval of the Agenda – Request made to add item “B. Indiana Academic Board Vacancy” under A. (then re-letter items below) in Section III Board Operation. Motion to approve agenda, as amended, was made by Garrison. Seconded by Pohjola Andrade. Motion approved
- C. Operational Consent Agenda - Motion to approve Operational Consent Agenda made by Waterman. Seconded by Weismantel. Motion approved.
- D. Board Consent Agenda Motion to approve Board Consent Agenda made by Gallagher. Seconded by Waterman. Motion approved

II. Executive Director

- A. Executive Director report
Dykhuis reported on the highlights of his written report. He said that there has been substantial interest in consulting services recently. Upcoming work includes Central Michigan University and Kalamazoo Public Library.

MCLS is now offering a certificate of completion to those who attend five webinars on soft skills. The webinars are a benefit of membership and will be free to members. Nonmembers will be charged. We hope that this certificate will help rebuild our member base. It will begin in July.

Dykhuis discussed a notice from an attorney handling the bankruptcy of ITT Educational Services asking for repayment of a 2016 subscription fee that ITT had paid for an online database and for their annual membership fee. Dykhuis is working with MCLS’s attorney on a response, which will be sent in the next few days.

- B. FY2018 Budget update
Dykhuis reported on the current year’s budget and outlook for year-end. Because of the volatility in financial markets, investment returns have been meagre since February. He expects to end the year with a small deficit. After discussion, Garrison moved to change policies 2.5.1.a and 2.5.3.a to change 2019 to 2018. Seconded by Kern. Motion approved.
- C. Policy 2.4 Financial Planning/Budgeting Monitoring Report & FY2019 Budget review
Dykhuis reviewed the budget for FY2019. The budget was built around Board priorities as expressed in the Ends policy. It shows a small deficit for the year. Dykhuis said that some actions were deferred because of his retirement, leaving the

decision to the next Executive Director. Motion by Waterman to accept the policy 2.4 monitoring report as presented. Seconded by Pohjola Andrade. Motion approved.

The Board discussed the due date for the Policy 2.4 monitoring report. It is now due in May. Moving the due date to April would make certain that it is done prior to the May board meeting. Motion by Gushrowski to amend Policy 4.4 to show that the monitoring report for Policy 2.4 Financial Planning/Budgeting is due in April. Seconded by Waterman. Motion approved.

III. Board Operation

- A. Indiana At-large Board vacancy (electronic vote taken)
Brad Eden resigned on April 2. An electronic vote was taken and approved on April 20 to accept the appointment of Alexis Macklin, Dean of the Library at Purdue University Fort Wayne to complete the remainder of Eden's term.
- B. Indiana Academic Board vacancy
Matthew Shaw resigned on May 5. The Board discussed replacements for the Indiana Academic Library seat. Polly Boruff-Jones, Dean at Indiana University Kokomo will be contacted about completing the remainder of Shaw's term.
- C. Executive Director search update
 - 1. Approve Search firm contract (electronic vote taken)
An electronic vote was taken and approved on April 19 to hire Greenwood/Asher & Associates as our Executive Director Search Firm at a total cost not to exceed \$85,000. Garrison will chair the Executive Director search committee. The committee will also consist of Pohjola Andrade, Gushrowski, Riley, Speer, & Elaine Logan, former MCLS Board president.
 - 2. Executive Session to discuss personnel
Davis and Garrison were appointed to negotiate a separation agreement with the current Executive Director.
- C. 2018 Board elections process review
Dykhuis reviewed the elections process. Five seats have expiring terms: Michigan Public Library Representative, Michigan At-Large Representative; Indiana Research Library Representative, Indiana School Library Representative, and Indiana At-Large Representative. None of the Board members currently in those seats have completed two full terms so all are eligible for re-election. Dykhuis requested that those interested in returning for another term submit their nomination when nominations open in June. Nominations will be accepted until July 13 The nominating committee will choose the slate and present it to the Board at the August meeting. Members will vote on the slate in mid- September.
- D. 2018 Board Retreat Agenda & Orientation Planning
The retreat will be held November 29 – 30 at the Harbor Grand Inn in New Buffalo. Robert Roethemeyer, Vice President of Strategic Planning and Mission Execution and Director of the Library will facilitate the retreat. Davis and Dykhuis will meet with Roethemeyer to discuss the retreat agenda. The orientation for new Board members is usually the Wednesday prior to the retreat. The timing this year will depend on the number of new Board members that are elected.

IV. Ends Policy Development

A. Ownership Linkage Committee report

Kern gave the Ownership Linkage committee report. The committee met twice and developed a list of possible activities for connecting and engaging with members. The committee will continue working on a draft plan to present at the retreat.

B. Ends Policy Review

Davis led discussion about the revised Ends. No additional is necessary at this time.

V. Board Self-Assessment

Davis will email the board with a self-assessment form.

VI. Adjournment adjourned at 1:26 pm

Reminder about upcoming meeting dates & locations:

August 10, 2018 Board Meeting at Hamilton East Public Library, Fishers, IN

November 16, 2018 MCLS Annual Meeting – online webinar

November 29 – 30, 2018 Board Retreat at Harbor Grand, New Buffalo, MI