

**Midwest Collaborative for Library Services
Board Meeting Minutes
Harbor Grand Inn
New Buffalo, MI
November 29, 2018**

I. Call to Order – Meeting was called to order at 3:30 pm

A. Roll Call & Accountability of Meeting Preparation

Present: Davis, Bélanger, Boruff-Jones, Dykhuis, Gallagher, Gushrowski, Hart, Linderman, Macklin, Pohjola Andrade, Riley, Speer, Waterman, Weismantel

Absent: Kern, Frank-Wilson, Mancini

Guests: Smith, Bradley, Ladiski

B. Approval of the Agenda

Motion to approve agenda as amended by Pohjola Andrade. Seconded by Macklin. Motion approved.

C. Operational Consent Agenda

Motion to approve Operational Consent Agenda by Gushrowski. Seconded by Gallagher. Motion approved.

D. Board Consent Agenda Motion to approve Board Consent Agenda by Waterman. Seconded by Pohjola Andrade. Motion approved.

II. Executive Director & Operations

A. Executive Director report

Dykhuis said that negotiations over the ITT bankruptcy continue. A trial date has been set for June 2019. The attorney that we hired in Indianapolis, where the trial would be held, does not believe it will go to trial. But we are far apart on a settlement.

Alecia Doyle has replaced Megan Drapelik. Alecia is currently working through Personnel World. If all goes well, she will be hired as an MCLS employee.

B. Monitoring Report for Policy 2.5 (*External*) – Zachary Skrzyaniarz, CPA, Maner Costerisan
Waterman reported on the audit process. Skrzyaniarz provided details on the audit. Motion to approve the Audit report by Waterman. Seconded by Macklin. Motion approved. Thank you for the committee and to staff.

C. Monitoring Report for Policy 2.5 – Financial Condition and Activities (*Internal*)

Dykhuis reported on the 1st quarter of FY2019. Motion to approve the monitoring report for Policy 2.5 by Waterman. Seconded by Bélanger. Motion approved.

III. Board Operation

A. Review of Policy 3.10 – Board Committee Principles

Policy states that committees will be ad hoc and dissolved when their work is complete.

Motion made by Gushrowski to add to the sentence at the end of 3.10.5 “with the exception of the standing committees as laid out in policy 3.11 Board Committee Structure”. Seconded by Davis. Motion approved.

- B. Appointment of new Michigan Academic Library Representative
Motion by Boruff-Jones to accept the appointment of Annie Bélanger to serve as the Michigan Academic library representative for the remainder of the term ending December 31, 2019. Seconded by Weismantel. Motion approved
- C. Appointment of new Michigan Special Library Representative
Motion by Boruff-Jones to accept the appointment of Laura Mancini to serve as the Michigan Special library representative for the remainder of the term ending December 31, 2019. Seconded by Macklin. Motion approved.
- D. Resolution to support COSLA \$1 per Capita Proposal
Riley and Speer reported that the Chief Officers of State Library Agencies (COSLA) has been trying to work with ALA to support an initiative to increase that amount of federal aid. Motion by Pohjola Andrade to support the COSLA initiative and send a letter to COLSA stating the Board's support. Seconded by Bélanger. Motion approved. Davis will send a letter to COLSA.
- E. 2019 Officer election
Davis presented nominations for 2019 Board officers. Waterman was nominated for President, Gallagher was nominated for Vice President, Weismantel was nominated for Treasurer, and Macklin was nominated for Secretary. Motion by Boruff-Jones to accept the slate of officers. Seconded by Pohjola Andrade. Motion approved
- F. 2019 Meeting dates
The following was determined to be the board meeting schedule: February, Monday, Feb 4 to be either at Hamilton East Public Library or Purdue University Fort Wayne. Monday May 6 to be at Western Michigan University or MCLS office. Thursday, August 1 to be at Hamilton East Public Library or Purdue University Fort Wayne (whichever does not host the February meeting). Board retreat will be either Thursday October 24 and Friday October 25 or Monday October 28 and Tuesday October 29. Ladiski will check with the Harbor Grand about their availability for those dates.
- G. Executive Director search
 - 1. Revised job description
Motion by Gushrowski to approve the revised job description. Seconded by Pohjola Andrade. Motion approved.
 - 2. Search process & timeline
Davis gave an update on the search process and timeline.
 - 3. On-boarding process & Board role
Davis asked the Board to think about the Board's role in orienting the new Executive Director. The Board will consider how to do this most effectively at the February meeting.
- H. Executive Session
 - 1. Executive Director Annual Review
 - 2. Executive Director Search
 - 3. Executive Director Exit Contract

IV. Ends Development

- A. 2019 Ownership Linkage Committee

Waterman will be appointing a new committee at the February meeting. Current committee members are. Gallagher, Linderman, Pohjola Andrade, and Hart. Bélanger, Boruff-Jones, and Macklin will join the committee. Pohjola Andrade and Hart will remain on the committee and Gallagher will leave the committee. Davis will contact Linderman to determine her interest in remaining on the committee. Bélanger will chair.

V. Board Self-Assessment

VI. Adjournment

Meeting was adjourned at 5:30 pm.