

**Midwest Collaborative for Library Services
Board Meeting Minutes
May 21, 2014
Christopher Center Library Services
Valparaiso University
Valparaiso, IN 46383**

I. Call to Order – Meeting was called to order at 10:05 CDT

A. Roll Call & Accountability of Meeting Preparation

Present: Roethemeyer, Arnett, Bondar, Fore, Garrison, Lincoln, Lunsford, Mitchell, Riley, Skib, Stringfellow, Walker, Dykhuis

Guests: Ladiski, Schaubman

Absent: Eden, Flick, Lansdale

B. Approval of the Agenda

Move Discussion of policy 2.4 to III-A

Add Discussion regarding the appointment of a new secretary to III-D

Add Discussion regarding the appointment of Michigan Public Library Representative to III-E

Add looking ahead to board assessment, nominating process, and upcoming meetings to IV-A

Motion to approve agenda, as amended by Skib, seconded by Mitchell. Motion approved.

C. Operational Consent Agenda

Remove approval of Policy 2.4

Motion to approve operational consent agenda, as amended, by Walker, seconded by Fore. Motion approved.

D. Board Consent Agenda

Motion to approve Board Consent Agenda by Mitchell, seconded by Garrison.

Motion approved.

II. Executive Director

A. Executive Director report

Dykhuis reported on recent community conversations using the Harwood process and gave an update on a potential collaboration with The Harwood Institute that would train up to 50 Michigan librarians on use of the Harwood techniques. He is also working with ILF to create a preconference prior to the 2014 ILF Annual Conference. The preconference will be led by a Harwood coach and present the basics of the Harwood approach to community engagement.

A small group of Michigan librarians are working to create a Michigan service hub for DPLA. In Indiana, the state library is leading an effort to create a hub in the state.

The Great Lakes Resource Sharing Conference is on track to for nearly 140 attendees, which is slightly above initial projections. Plans have already begun for the 2015 conference.

With the Michigan Library Association moving out, Dykhuis said that some remodeling will be necessary to make the building suitable for new renters. He has contacted an architect about preparing plans. After that he will get quotes for the work that is needed.

B. FY2014 Budget – YTD update

Dykhuis gave a report on FY2014 finances through the end of the third quarter.

C. FY2015 Budget review

As part of his monitoring report on Policy 2.4 Financial Planning & Budgeting, Dykhuis presented the FY2015 MCLS budget. The budget anticipates a small net loss because of the addition of a new staff position in Indiana. All other revenue and expense lines are expected to be comparable to FY2014.

III. Board Operation

A. Policy 2.4 Financial Planning/Budgeting Monitoring Report

The Board discussed the current policy. After discussion, there was a motion by Arnett, seconded by Lincoln, to amend policy 2.4.2.a to read “With the exception of fiscal year 2015 through 2017, in which case, expenses shall not exceed revenues by more than 5 percent of net assets less real estate.” Walker made a friendly amendment to remove the “through 2017” to re-examine each year. Motion approved. The revised wording also applies to Policy 2.5.1, which has the same language as 2.4.2.a.

B. Policy 2.3 Compensation & Benefits Monitoring Report

The Board discussed Policy 2.3 and the accompanying monitoring report. After discussion, it was the send of the Board that the current language is satisfactory. The Board requested that the Executive Director investigate further about providing staff with the option to participate in a 457 plan and report back at the next meeting.

C. Policy Governance Introductory Seminar

Arnett gave a report to the Board about the two day seminar that he and Eden attended in March.

D. Assignment of Secretary

Roethemeyer announced that Lansdale has resigned from the Board. He reviewed the process for re-assigning her responsibilities as Board secretary and is recommending that Mitchell fill the post for the remainder of 2014. The Board concurred.

E. Appointment of Public Library Rep for Michigan term ending 12/31/15

Roethemeyer has begun the process for filling the remainder of Lansdale’s term. The Executive Committee will contact potential candidates and choose one.

F. Nominating Committee

There are five seats with terms expiring at the end of 2014. The call for nominations will go out around the end of May. The nominating committee – Arnett, Lunsford, and Lincoln – will review nominations and present the slate at the August meeting.

IV. Ends Policy Development

A. Ownership Linkage & Community Conversations

Dykhuis reviewed the recent community conversations that were held in Michigan and talked about plans for future meetings.

The annual meeting planning committee reported that the place, format and speakers for the October 3 meeting have been finalized.

Roethemeyer recommended that the Board engage Marnie Maxwell to facilitate the Board retreat and Eric Craymer to conduct the orientation for new Board members. The Board concurred.

V. Board Self-Assessment

The board assessed today's meeting.

VI. Adjournment

Motion to adjourn by Mitchell, seconded by Fore. The meeting adjourned at 2:25 pm