

**Midwest Collaborative for Library Services  
Interim Board Meeting  
March 30, 2010  
Minutes**

**I. Call to Order at 10:05 a.m.**

- A. Roll Call & Accountability of Meeting Preparation  
Present: McGriff, Christensen, Currie, Day, Grudzien, Haka, Harshbarger, Hooks, Laxminarayan, Lincoln, Liu, Lunsford, Martin, Robertson, Dykhuis.  
Absent: Younger  
Staff/Guests: Dukelow
- B. Approval of the Agenda. Amended the Agenda to change II.A. to a report on public libraries in Michigan. Motion to approve the agenda as amended by Grudzien, seconded by Martin. Motion approved.
- C. Approval of the Minutes of February 22, 2010 meeting. Motion to approve the minutes by Grudzien, seconded by Martion. Motion approved.

**II. MCLS Environment**

- A. Report from Christensen, Laxminarayan, Robertson and Hooks about public libraries in Michigan. Discussion followed and Martin noted that Indiana and Michigan public libraries are in similar situations.

**III. Budget**

- A. Budget review for the remainder of FY2010. Dykhuis discussed the current financial situation.
- B. Budget priorities for FY2011. Dykhuis reported that he does not see MCLS services changing much in the next year. MCLS will continue the PALNI and MeL projects, group licensing, Evergreen, and SCION. In addition, MCLS needs to refocus on training and on reinvigorating our training program across Indiana and Michigan.
- C. Membership fee for FY2011. Indiana libraries have been billed at last year's INCOLSA rate, and Michigan libraries have been billed at last year's MLC rate. Indiana libraries were given six months free to put all members on a July-June membership year. McGriff appointed Day, Martin, and Grudzien to research and recommend a fee schedule to the board.
- D. Marketing/PR plan. MCLS has contracted with Judy Michaelson for marketing/PR assistance.

**IV. Board Seats**

- A. Definition of "research library" for the board seats. After discussion, there was a motion to define "research library" as "a current member of Association of Research Libraries (ARL)" by Martin, seconded by Liu. Motion approved. Discussion about the Jennifer Younger's recent resignation as director of University of Notre Dame libraries. Motion to extend an invitation to Johnson at IU to join the MCLS Board by Liu, seconded by Laxminarayan. Motion approved.
- B. Indiana State Library seat. After discussion, the board took no action to change the current board composition as prescribed by the bylaws.

## **V. Board Operation**

- A. Committees to be formed:
  - 1. Nominating – the bylaws required that the Vice-Chair (Laxminarayan) chairs the Nominating Committee. Other committee members are Currie, Lincoln, and Lunsford.
  - 2. Audit – Committee members are Day, Grudzien, Haka (Chair), and Martin.
  - 3. Ad hoc committee to review by-laws & recommend changes – Committee members are Christensen, Harshbarger, and Liu (Chair).
- B. Meeting frequency. After discussion, Motion for quarterly meetings, to be held in February, May, August, and November by Hooks, seconded by Robertson. Motion approved. The next meeting will be Wednesday, May 26, in Indianapolis.
- C. Meeting locations. Meetings will alternate between Lansing and Indianapolis offices.
- D. Governance Model – Report from Pamela Grudzien about the Policy Governance model, which was used by the MLC board. The Board discussed using the Carver model for the 2010 meetings and will continue to follow the model as closely as possible.
- E. Strategic planning retreat. The Board discussed a strategic planning retreat in conjunction with the November Board meeting. The Interim Board and the newly-elected 2011 Board members will be invited. The retreat will be November 18-19, location to be determined.
- F. Board policy manual – The Board discussed the need for policies relating to board travel and other board activities. Motion to use MLC's Board policy manual as a model for the MCLS board policy manual by Day, seconded by Martin. Motion passed.

## **VI. Executive Director**

- A. Board - Executive Director relationship. The Board's acceptance of the Policy Governance Manual defines the relationship between the Board and the Director.
- B. Format & frequency for reports from Executive Director. Dykhuis will post his Executive Limitations monitoring reports according to the annual schedule that had been in use by the MLC board. Board members should read the Reports and bring questions to the next Board meeting. In addition, Dykhuis will post board meeting minutes within two weeks of the Board meeting.
- C. Timing for Executive Director's evaluation & contract renewal. At the beginning of each year, Dykhuis prepares his goals for the year and is evaluated by the Board after the conclusion of the fiscal year. This year, the Executive Committee will review documentation and make a recommendation about Dykhuis's contract to the full Board at the November meeting.

## **VII. Board self-assessment.** Discussion about the first meeting.

## **VIII. Adjournment**

Motion by Robertson to adjourn, second by Day. Meeting adjourned at 2:15 p.m.