

**Midwest Collaborative for Library Services
Board Meeting Minutes
February 10, 2012
10:00 a.m. – 2:00 p.m.
Library of Michigan Board Room
5th Floor
702 W. Kalamazoo St.
Lansing, MI**

- I. Call to Order – Meeting was called to order at 10:05 a.m.**
- A. Roll Call & Accountability of Meeting Preparation
Present: Logan, Arnett, Currie, Flick, Fore, Hooks, Lincoln, Lunsford, Mitchell, Mullins, Robertson, Roethemeyer, Skib, Dykhuis.
Guests: Dukelow, Thomas
Absent: Heidenreich
 - B. Approval of the Agenda. Add PNC Bank resolution to the Board Agenda.
Motion to approve as amended by Robertson, second by Fore. Motion approved.
 - C. Operational Consent Agenda.
 - 1. Monitoring Report for Policy 1.0 – Ends (*Internal*)
 - 2. Monitoring Report for Policy 2.7 – Ends Focus of Contracts (*Internal*)
 - 3. Monitoring Report for Policy 2.5 – Financial Condition & Activities (*Internal*)Motion to approve Operational Consent Agenda and Board Consent Agenda by Roethemeyer, second by Lansdale. Motion approved.
 - D. Board Consent Agenda.
 - 1. Approval of Minutes of November 3, 2011 meeting
Motion to approve Board Consent Agenda by Hooks, second by Fore. Motion approved.
- II. Ownership Linkage**
- A. January 2012 Survey – Logan
The Board discussed the survey results.
 - B. Next steps
The Board will continue to review survey results at the May meeting and assess whether to adjust organizational strategy and goals.
- III. Executive Director & Operations**
- A. Executive Director report
Dykhuis reported on several issues: delivery, contracts with OCLC, the print collection project with Michigan academic libraries, limiting use of credit cards, and personnel issues.
 - B. Michigan Evergreen
Michigan Evergreen will be moving to a new host. Current plans are to have the migration completed by July 2012. Motion to approve the expenditure of

up to \$60,000 for the one-time migration cost by Arnett, second by Roethemeyer. Motion approved.

C. FY2013 Budget

Dykhuis reported on preliminary FY2013 projections.

IV. Board Operation

A. Board policy compliance report schedule

Logan distributed a schedule for 2012 and reviewed the process for completing the reports.

B. Policy 2.5.7

Policy 2.5.7 was reviewed. After discussion, Logan moved to revise the policy to read “The Executive Director shall not acquire, encumber or dispose of real property without membership approval and board authorization.” Second by Hooks. Motion approved.

C. Policy 2.8 compliance

Dykhuis noted that he interprets Policy 2.8 to mean that a second senior staff member ought to be present at Board meetings, and he is appointing Debbi Schaubman to attend.

D. Committee appointments

The 2012 Nominating committee was appointed: Currie (chair), Lincoln, and Lunsford will be members.

The 2012 Audit committee was appointed: Arnett (chair), Mitchell, and Roethemeyer will be members

E. Resolution for PNC Bank

To maintain the necessary number of signatories after Dukelow leaves MCLS, a new signer must be added. Lansdale moved to approve the resolution to add Diana Mitchell to the list of approved signatories for accounts at PNC Bank. Second by Roethemeyer. Motion approved.

V. Board Self-Assessment

The Board assessed the meeting.

VI. Adjournment – the meeting adjourned at 2:00 p.m.