

**Midwest Collaborative for Library Services
Board Meeting Minutes
November 1, 2012
New Buffalo, MI**

I. Call to Order – Meeting was called to order at 3:02pm

A. Roll Call & Accountability of Meeting Preparation

Present: Logan (Chair), Arnett, Currie, Flick, Fore, Hooks, Lansdale, Lincoln, Mitchell, Robertson, Roethemeyer, Skib, Stringfellow, Dykhuis

Absent: Lunsford, Mullins

Guests: Schaubman, Walker, Jennings

B. Approval of the Agenda

Skib asked to move review of Policy 4.5 from the Board Consent Agenda to Board Operations. Arnett asked to add an item about the Investment Policy. Motion to approve as amended by Lansdale, seconded by Skib. Motion approved.

C. Operational Consent Agenda

Motion to approve by Roethemeyer, seconded by Skib. Motion approved.

D. Board Consent Agenda

Motion to approve by Stringfellow, seconded by Roethemeyer. Motion approved.

II. Ownership Linkage

A. 2012 Annual Meeting Debriefing

The Board discussed the October 5 Annual Meeting and congratulated staff on a successful program.

III. Executive Director & Operations

A. Auditor Report – Sarah Jennings, Maner Costerisan

Jennings reported a clean audit with no adjustments. She reviewed the contents of the audit with the Board. Motion to approve auditors report by Robertson, second by Skib. Motion approved.

B. Review of Policy 4.5 - Executive Director Compensation and Benefits

The Board discussed the timing of this report. Motion by Mitchell to move it from November to January, beginning in January 2014, seconded by Stringfellow. Motion approved.

C. Executive Director Report

Dykhuis said that he is continuing to watch some consortial ebook initiatives, especially the Massachusetts project, which was recently announced.

There has been interest in the Indianapolis building. The building was shown to a potential buyer and our real estate agent is awaiting word.

Dykhuis and the Board's task force reported on discussion with the Michigan Library Association about cooperative projects. No further discussions are planned.

Dykhuis discussed plans for a Great Lakes Resource Sharing Conference in 2014 that has been discussed among librarians in Ohio and Michigan. MCLS is helping facilitate the planning process.

Dykhuis reviewed plans for working with Mission Based Books to receive discards from Michigan libraries that are part of RIDES.

IV. Board Operation

A. Board meeting frequency & 2013 Meeting dates

The Board will meet quarterly in 2013 and decided on the following meeting dates and locations:

- Friday, February 8 – Lakeview High School in Battle Creek, Michigan
- Monday, May 13 – Saint Mary's College in Notre Dame, Indiana.
- Wednesday, August 7 – MCLS, Lansing
- Thursday & Friday, November 7 & 8 – Board retreat, Harbor Grand, New Buffalo, Michigan
- The annual meeting will be held on October 4, 2013 in Indianapolis.

B. Audit Committee

Arnett reported that the committee work on a revision to Policy 2.6.7, which concerns the investment policy. It will be ready for discussion at the February 2013 meeting.

C. 2013 Officer election

- Chair - Robertson nominated Roethemeyer for Chair; second by Currie. Motion approved.
- Vice chair – Hooks nominated Currie for Vice-chair; second by Robertson. Motion approved.
- Secretary – Arnett nominated Lansdale for Secretary; second by Fore. Motion approved.

D. Executive Director's annual review (Executive Session)

E. Executive Director's contract (Executive Session)

F. Proposed Executive Limitation 2.11 about Conflict of Interest

After discussion, a task force was appointed to develop a conflict of interest policy and report at the February 2013 meeting. Skib, Logan, and Stringfellow will serve on the task force.

V. Recess

Motion by Roethemeyer to recess the meeting until Friday morning, second by Currie. Motion approved. The meeting was recessed at 5:11 p.m.

VI. Call to Order

Motion to call the meeting back to order on Friday 11/2 at 11:07 a.m. by Roethemeyer, second by Fore. Motion approved.

Present: Logan (Chair), Arnett, Currie, Flick, Fore, Hooks, Lansdale, Lincoln, Mitchell, Robinson, Roethemeyer, Skib, Stringfellow, Dykhuis

Absent: Flick, Lincoln, Lunsford, Mullins

Guests: Schaubman, Walker, Maxwell

G. Board agenda for 2013

- a. Assess Ends statement – address & potential ambivalence. Logan and Robertson will take the lead and develop a draft for the February 2013 meeting.
- b. Elevator speech – need to find a way to quickly convey the benefits of MCLS whenever talking to librarians in Indiana & Michigan. Begin work on this at the February meeting.
- c. Indiana-focused project – Staff will develop a proposal for discussion at the February meeting.
- d. Develop a plan for perpetual ownership linkage by the end of the May meeting
- e. Review the FY2014 budget, which will be presented at the May 2013 meeting, with ownership linkage in mind
- f. Environmental scan with emphasis on the current state of resource sharing and its future as libraries continue the transition to electronic resources. Investigate other consortia to see how they are dealing with the issues.
- g. Executive Director salary market survey – Hooks and Skib will survey the market and report at the August 2013 meeting.

VII. Board Self-Assessment

The board assessed today's meeting.

VIII. Adjournment

Motion to adjourn by Lansdale; second by Skib. Motion approved. The meeting was adjourned at 12:16