

**Midwest Collaborative for Library Services  
Board Meeting Minutes  
MCLS Office  
1407 Rensen Street, Lansing, MI 48910  
February 28, 2014**

**I. Call to Order – Meeting was called to order at 10:06 am**

- A. Roll Call & Accountability of Meeting Preparation  
Present: Roethemeyer, Arnett, Bondar, Eden, Flick, Fore, Garrison, Lincoln, Lunsford, Mitchell, Robertson, Skib, Stringfellow, Walker, Dykhuis  
Guests: Ladiski, Schaubman  
Absent: Lansdale
- B. Approval of the Agenda. Motion to approve by Mitchell, seconded by Walker. Motion approved.
- C. Operational Consent Agenda. Motion to approve by Garrison, seconded by Robertson. Motion approved.
- D. Board Consent Agenda. Motion to approve by Mitchell, seconded by Robertson. Motion approved.

**II. Executive Director & Operations**

- A. Executive Director report  
Dykhuis reported that he met with Wendy Knapp, ISL Associate Director of Statewide Services, at ALA Midwinter in Philadelphia and they visited with several vendors who have software that could be used for a statewide resource sharing project. He said that Knapp expressed an interest in having MCLS work with ISL on the project.

The next round of Harwood community conversations will take place in Michigan between April 1 and 16. Dykhuis expects to have more scheduled in Indiana during the summer.

In mid-January, Mission Based Books, the vendor who takes discards from RIDES participants, announced that they are ceasing operations at the end of February. After reviewing options, we signed a contract with Better World Books, and the program will restart in March.

There has been a tremendous response to the April 10 on Library Security. We will be hosting numerous viewing parties throughout the state and expect a high attendance.

Due an incident with a stolen check, we have begun using PNC's Positive Pay service, which makes certain that every check is legitimate.

Dykhuis discussed MCLS' response to the ice storm that struck the Lansing area just before Christmas. He recommended that the Board consider adding a section to Policy 2.6 that requires the Executive Director to have a disaster recovery plan in place. After discussion, Arnett moved to modify Policy 2.6 and add the following language: "The Executive Director shall not fail to have a comprehensive disaster plan that addresses both major and minor incidents in order to ensure continuity of operations." Garrison seconded. Motion approved.

**B. Preliminary FY2015 Budget**

Dykhuis reported staff is in the very early stages on budgeting for FY2015. It could be a tight year as OCLC has indicated that they will not renew the marketing partner contact, and the Executive Director at MLA has said that they are looking for new office space and will likely move out at the end of June. These two events will leave a significant hole in the budget. Dykhuis cautioned that it is very early in the budgeting process and that other revenue areas, such as group licensing, have not been calculated yet. The Board discussed funding for the long-term and agreed to revisit the issue later this year.

**III. Board Operation**

**A. Re-adopt Policy Manual**

Roethemeyer observed that the calendar for Monitoring and Board compliance reports has an items for re-adopting the policy manual with every new board. After discussion, motion was made by Robertson to re-adopt the policy manual. Seconded by Stringfellow. Motion approved.

**B. Policy 4.5 Revision**

The Executive Committee proposed a revision to Policy 4.5. As this was a committee recommendation, it comes to the Board as a motion with a second. The revised wording reads as follows:

The Board shall negotiate a contract with the Executive Director that will stipulate compensation and benefits for the Executive Director. Executive Director remuneration will be decided annually in November.

Accordingly:

1. Prior to the November meeting, the Chair of the Board shall provide the Board a chart showing the Executive Limitations monitoring reports and dates submitted.
2. The Policy 1.0 Ends monitoring report, which is due each September, will form the basis for the annual review. The Chair of the Board will encourage all Board members to submit their comments about the Ends monitoring report by October 15.
3. Prior to the annual retreat in November, the Executive Committee will meet with the Executive Director to discuss the upcoming review. Among the items discussed at

this time will be the Ends monitoring report, Executive Limitations monitoring reports that occurred through the year, the financial position of the organization, and expectations about changes in compensation. During years that the Board is negotiating a contract extension with the Executive Director, additional terms and conditions unrelated to salary may be included.

4. At the November Board meeting, the Chair of the Board, after consultation with other members of the Executive Committee, will provide a recommendation to the Board regarding Executive Director remuneration. The Board as a whole will approve any changes to salary and benefits.

After discussion, the motion was approved.

C. 2014 Policy Monitoring appointments

Because of turnover on the Board, Roethemeyer re-assigned compliance monitoring for several Board policies: Policy 3.3 is assigned to Garrison; Policy 3.9 is assigned to Bondar; Policy 3.8 is assigned to Eden; and Policy 3.2 is assigned to Arnett.

Motion by Mitchell to move monitoring of Policy 4.5 from September to December Walker seconded. After discussion, Mitchell accepted a friendly amendment to change the new due date to November. Motion approved.

D. Audit Committee appointments

Roethemeyer appointed the 2014 Audit Committee. Mitchell, Stringfellow, and Walker will be on the committee. Mitchell will chair. Motion made by Robertson to accept appointments. Arnett seconded. Motion approved.

E. Nominating Committee appointments

Roethemeyer appointed the 2014 Nominating Committee. Arnett, Lincoln, and Lunsford will serve on the committee. According to the by-laws, the vice-chair is the chair of the Nominating Committee so Arnett will lead the committee. Motion made by Garrison to accept appointments. Robertson seconded. Motion approved.

F. 2014 Calendar & Meeting locations

2014 Meeting dates were set at November meeting but locations were left to be determined at the February meeting. The May 21 meeting will be held at Valparaiso University library. The August 13 meeting will be held at Grand Ledge Area District library. The 2014 Annual meeting will be held at Valparaiso University on October 3. The Board retreat will be held at the Harbor Grand Hotel in New Buffalo on October 30 & 31.

#### **IV. Ends Development**

A. 2014 Annual Meeting Planning Committee report

Mitchell, Garrison, Lunsford and Stringfellow served on the committee to develop the 2014 Annual Meeting. Their goal was to incorporate more networking and interaction

with and among meeting participants. The program on October 3 will start with the keynote speaker, Maureen Sullivan, who will be speaking about how libraries can transform communities. She will be followed by a panel of responders. The annual business meeting will take place during the lunch break, which will be extended to accommodate the business meeting. The afternoon will feature an unconference, with attendees determining the topics to be discussed in the break-out sessions. The meeting will end with a re-cap of the discussions in the break-out sessions.

**B. Community Conversations & Ownership Linkage**

The Board discussed the community conversations in the context of ownership linkage. Dykhuis will report on the conversations at the next Board meeting.

**V. Board Self-Assessment**

The board assessed today's meeting.

**VI. Adjournment**

Motion to adjourn made to adjourn by Garrison, seconded by Walker. Motion approved. The meeting was adjourned at 1:45 pm