

Midwest Collaborative for Library Services
Board Meeting Minutes
Hamilton East Public Library
February 10, 2017

I. Call to Order – called to order at 10:02 am

A. Roll Call & Accountability of Meeting Preparation

Present: Bobay, Brakel, Davis, Dykhuis, Eden, Gallagher, Garrison, Helmen, Kern, Linderman, Mitchell, Riley, Scheuher, Shaw, Skib, Speer, Waterman

Guests: Kirkpatrick, Ladiski

- B. Approval of the Agenda – Suggestion to amend the agenda by adding ownership linkage committee appointment after F in III. Board Operation and pushing the rest of the items down on the agenda. Motion to approve as amended by Garrison. Seconded by Helmen. Motion approved.
- C. Operational Consent Agenda – Motion to approve by Mitchell. Seconded by Skib. Motion approved.
- D. Board Consent Agenda – Motion to approve by Mitchell. Seconded by Shaw. Motion approved.

II. Executive Director & Operations

A. Executive Director Report

Dykhuis reported on some highlights from his written report. He discussed consulting as a possible new service area. He will more details at the May meeting.

The MeLCat linked data project is progressing. Dykhuis reported that Zepheira has transformed a large subset of the database and that MCLS staff members are reviewing the records for errors and changes in layout.

Dykhuis discussed the new marketing communications plan that is under development with the help of a consultant.

MCLS staff has begun an internal strategic planning process. They will use work that the Board did at the retreat and annual meeting as a foundation then assess how well current services are meeting future needs and aspirations.

Dykhuis reported that he had a good meeting with ILF Executive Director Lucinda Nord in December. He looks forward to more collaboration between ILF and MCLS.

III. Board Operation

A. Treasurer duties

The Board discussed the role of the Treasurer because this is a new Board officer. Motion by Garrison to create policies for vice-president, secretary, and treasurer that would parallel Policy 3.6 “President of the Board’s Role” and bring the wording to the May meeting. Seconded by Shaw. Motion approved. Dykhuis and Garrison will meet to discuss the reports and frequency for the Treasurer to review. The officers will consider whether the Treasurer should prepare additional Board education about finances.

B. Policy Manual Revisions

Gallagher reported that some policies need adjustment after the adoption of the revised by-laws in November. There are several places that “Chair of the Board” and “Vice-chair of the Board” need to be changed to “President” and “Vice-president”. The words “and Leadership Development” should be removed from the Nominating Committee’s name. Motion by Skib to accept the revisions to the policy manual. Seconded by Waterman. Motion approved.

C. Re-adopt Policy Manual

Every February, the Board re-adopts the policy manual. After discussion, motion by Waterman to strike provision 2.4.2.a. Seconded by Gallagher. Motion approved. Motion by Garrison to readopt the policy manual. Seconded by Gallagher. Motion approved.

D. 2017 Board Policy Monitoring appointments

Davis appointed new Board members to fill open responsibilities:

Policy 3.0 – Scheuher

Policy 3.4 – Brakel

Policy 3.5 – Kern

Policy 3.9 – Waterman

All other report assignments remain unchanged.

E. Audit Committee appointments

The revised by-laws stipulate that the Treasurer will chair the Audit Committee. Waterman and Mitchell volunteered to serve on the 2017 Audit Committee.

F. Nominating Committee appointments

Eden, as vice-president of the Board, will chair 2107 Nominating Committee. Six positions have expiring terms at the end of 2017. Helmen and Skib volunteered to serve on the Nominations Committee.

G. Ownership Linkage Committee appointments

After review of the recent ownership linkage activities, Linderman agreed to chair. Scheuher, Kern, and Shaw also volunteered to serve on the Ownership Linkage Committee.

H. Executive Director salary survey

It is a Board best practice to review the Executive Director’s salary every 3 – 5 years. Davis and Garrison will lead the review. They will develop a detailed plan of action, which will be presented to the Board at the May meeting. Davis expects to complete the process by the end of the year.

I. 2017 Annual meeting planning

Davis led a discussion about the annual meeting. The Board endorsed a virtual business meeting in November while looking for other opportunities to engage in ownership linkage. Davis thanked the annual meeting planning committee.

IV. Lunch

V. Ends Development

A. Ownership Linkage & Annual Meeting Small Group Discussions

Garrison led a discussion about ownership linkage activities in 2015 and 2016. Much data has been collected and it is up the Ownership Linkage Committee to review and

sift through the data. After discussion, motion by Garrison to amend Policy 3.8.3.c and trike “two from each state”. Seconded by Kern. Motion approved.

B. Ends Policy Committee Report

The Ends Policy committee consists of Gallagher, Garrison, Waterman, Shaw, and Dykhuis. After discussion, the Board agreed that the Ownership Linkage Committee will review the data from the community conversations, the 2016 Board survey, the retreat notes, and the reports from the small group discussions at the Annual Meeting and look for themes. The committee will report back at the May meeting. The Ends Policy Committee will develop Ends revisions from those themes. The draft of the revised Ends will be presented to the Board at the August meeting.

VI. Board Self-Assessment

Board members shared their assessments of today’s meeting.

VII. Adjournment

The meeting adjourned at 1:56 pm.