

**Midwest Collaborative for Library Services**  
**Board Meeting Minutes**  
**June 9, 2015**

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

A. Roll Call & Accountability of Meeting Preparation

Present: Arnett, Bondar, Davis, Dykhuis, Eden, Garrison, Hauser, Helmen, Mitchell, Riley, Roethemeyer, Shaw, Skib, Speer, Stringfellow, Walker  
Guests: Susan Clark, Ladiski, Schaubman

B. Approval of the Agenda

Arnett requested to move the optional seat appointment from item II.A. to item I.C. Motion to approve the agenda as amended by Stringfellow, seconded by Roethemeyer. Motion to amend the amended agenda to add item II.C to discuss Annual meeting made by Skib, seconded by Garrison. Motion to amend approved. Motion, as amended, approved.

C. Appointment to optional seat

The Board discussed the appointment of Jacob Speer, Indiana state librarian, to the optional seat. Motion to set the term for the optional seat as January 2015 – December 2017, which creates the same term as elected seats, by Mitchell, seconded by Roethemeyer. Motion approved. Motion to appoint Jake Speer to the optional Board seat made by Roethemeyer, seconded by Mitchell. Motion approved.

D. Operational Consent Agenda.

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

E. Board Consent Agenda

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

**II. Board Operation**

A. Policy 4.4 Monitoring Executive Director Performance Compliance Report revision

The Board discussed the frequency of monitoring reports for Policy 2.1 Treatment of Members & Customers. Motion made by Roethemeyer to change policy 4.4 to require an annual monitoring report on Policy 2.1 in August of each year, seconded by Mitchell. Motion approved.

B. Nominating Committee report

Stringfellow reported about the upcoming election and reviewed the open seats. A call for nominations has gone out with a July 10 deadline.

C. Annual Meeting Discussion

The bylaws require an annual membership meeting. After discussion, Skib made a motion to schedule the annual meeting at MCLS offices on November 20 at 11 AM with the ability to view online and record for future viewing, seconded by Roethemeyer. Motion approved.

**III. Board Education**

A. Susan Clark, Vice-president, Academic Libraries of Indiana (ALI) Board

Clark provided an overview of ALI and its activities. She discussed their goals for their new strategic plan. The Board discussed ways that MCLS and ALI can work together on topics such as information literacy and other common concerns.

#### **IV. Executive Director**

##### **A. Executive Director report**

Dykhuis said that MCLS is working with several COLD libraries in Michigan to develop and distribute a Request for Information from integrated library system vendors.

Dykhuis discussed two recent conferences that MCLS helped organize and facilitate. The second Great Lakes Resource Sharing Conference in Kalamazoo was well attended with positive comments from attendees. Next year the conference will be held in Indianapolis. The Great Lakes Science Boot Camp was also held in early June. Although there have been science boots in other regions, this was the first one in the Great Lakes area. Fifty attendees were at Wayne State University for the inaugural event. Plans are now being laid for the 2016 event.

On November 11, MCLS along with several other library service organizations will be sponsoring an all day workshop about cooperation among schools and other types of libraries. The conference is a response to the many comments that were made during the community conversations.

Dykhuis discussed the advantages of MCLS taking over maintenance and operations of the MeLCat servers. The servers will be located in a secure facility and MCLS staff will be able to respond to problem reports much more quickly. The migration is likely to happen in December 2015.

Dykhuis reported that MCLS has begun to offer information sessions and training on the emerging BIBFRAME standard. A discount training offer through Zepheira has been negotiated for an online class this summer. Additional BIBFRAME classes will be offered through the next year.

##### **B. FY2015 Budget – YTD update**

Dykhuis reviewed FY2015 financial results and reported that revenue and expenses are in line with forecasts.

##### **C. FY2016 Budget review**

Dykhuis reviewed the FY2016 budget document. He expects services and activities in FY2016 to be very similar to FY2015.

##### **D. Policy 2.4 Revision for FY2016**

The Board discussed Policy 2.4. Davis moved to amend 2.4.2.a to add 2016 and to change 5 percent to 2 percent, seconded by Skib. Motion approved.

##### **E. Proposal for Grant Program for Indiana Libraries**

The Board discussed a proposal the use of the proceeds for the Indianapolis building to develop a grant program for Indiana libraries to use on eligible projects. Motion by Roethemeyer to allocate \$50,000 annually for the next 5 years for Indiana member libraries to apply for and use on eligible projects. The Executive Director will prepare a report for review by the Board after the first year. Seconded by Stringfellow. Motion approved. It is the sense of the Board that the MCLS grant program be structured so as not to create confusion with the Indiana State Library's LSTA grant application cycle.

**V. Ends Policy Development**

A. Ownership Linkage Committee report

The Board discussed ownership linkage. The Ownership Linkage Committee was asked to review Policy 3.5 and ways to make the ownership linkage plan more relevant. The committee will report back and provide an action plan at the August meeting.

B. 2015 Board Retreat Agenda Planning & Facilitator

The Executive Committee is recommending that the Board use Joe Janes, professor at University of Washington's Information School, as the facilitator for this year's retreat. Janes has agreed to facilitate on Thursday and Roethemeyer will facilitate Friday morning's discussion.

**VI. Board Self-Assessment**

The Board discussed its performance at this meeting

**VII. Adjournment**

The meeting was adjourned at 2:27 pm.

Reminder about upcoming meeting dates & locations:

August 14, 2015 at Library of Michigan, Board Room, 5<sup>th</sup> Floor

November 5 – 6, 2015 at Harbor Grand, New Buffalo, MI