

**Midwest Collaborative for Library Services
Board Meeting Minutes
Hamilton East Public Library
August 1, 2019**

I. Call to Order

A. Roll Call & Accountability of Meeting Preparation

Present: Bélanger, Boruff-Jones, E. Davis, Frank-Wilson, Gallagher, Garrison, Hart, Macklin, Pohjola Andrade, Riley, Scheuher, Smith, Speer, Waterman, Weismantel (phone)

Absent: Gushrowski, Linderman

Guests: Bradley, Harmon, S. Davis, Ladiski, Stringfellow

B. Approval of the Agenda

Motion to approve the agenda made by Gallagher. Seconded by Bélanger. Motion approved.

C. Operational Consent Agenda

Motion to approve the operational consent agenda made by Pohjola Andrade. Seconded by Riley. Motion approved.

1. Policy 2.8 Emergency Executive Director Succession (*Internal*)

D. Board Consent Agenda

Motion to approve board consent agenda made by Scheuher. Seconded by Macklin. Motion approved.

1. Policy 2.9 Communication & Support to the Board

2. Policy 3.0 Global Governance Process/Membership Linkage

3. Policy 3.5 Board Linkage with Ownership Report

4. Policy 4.0 Global Governance-Management Linkage Report

5. Policy 4.2 Accountability of the Executive Director Report

6. Policy 4.3 Delegation to the Executive Director Report

7. Approval of Minutes of May 6, 2019 meeting

II. Executive Director

A. Executive Director report

Garrison reported about his experience so far working with the staff, stating that it is largely a healthy culture where staff interact with grace and humor, and support each other through challenges (including the most significant amount of personnel change since MCLS formed). The goal moving forward is to make sure we have the right people “in the right seats on the bus,” including placing work within appropriate positions. For example, MCLS will create a new administrative assistant position to consolidate some general office and receptionist duties, so other staff may focus more on their department work. Garrison and the management team are also considering adding a temporary engagement and marketing position.

Garrison also spoke about members. It is an interesting time in terms of leadership, with many new directors in both states. He has visited 34 library directors (5% of membership) in the past five months, and has seen a lot of

great collaboration. Examples include Michigan's U.P. digitization group, MI-SPI 2.0, MCLS' Overdrive group, and efforts to create a digital preservation network building on examples including InDiPres in Indiana. Other examples include a group of northwest Indiana public library directors, the Indiana State Library (ISL) Resource Sharing Committee, and the Academic Libraries of Indiana group. The Indiana Harwood cohort has really embraced the approach.

Garrison noted that Board members really embrace what we're about, and he appreciates their help in connecting him with others, and representing MCLS (as Gushrowski did at the IHSLA Annual Conference). He has met with 11 board members so far.

The staff is pursuing relationships with new vendors (some of whom have had staff turnover as well). MCLS will be ending its relationship with bibliotheca in December, due to some increasingly challenging issues over the past several years. We have let AMIGOS staff know that their members will not be able to get their bibliotheca items through us in the future.

Finally, Garrison spoke about MCLS' partners. He is currently working with other consortia, and learning to navigate "coopetition" with them. Thankfully, RIDES has operated more smoothly lately.

B. Policy 2.5 Financial Conditions & Activities Monitoring Report

It has been complicated to calculate an official amount in MCLS' fund balance, but Garrison determined a number based on investment accounts, checking accounts, and real estate. MCLS did not have to withdraw from the fund balance for FY2019.

Due to a delay in receiving information required to complete the Policy 2.5 monitoring report by the August 30 deadline, Garrison requested a deadline extension to September 10. Motion to extend deadline made by Gallagher. Seconded by Boruff-Jones. Motion approved.

Garrison reported that the preliminary FY2019 final numbers show a small deficit. Motion to change Policy 2.5.6 to add "without board approval" to the end of the first sentence was made by Macklin. Seconded by Smith. Motion approved.

C. Non-Budgeted Item Request

Garrison presented a proposal for a strategic investment in Project ReShare, a new community-driven and owned resource sharing system currently in development. He feels such an investment helps drive innovation, which is key to MCLS' Ends statement. Several consortia (led by PALCI) and academic libraries have led the effort to date, with Index Data as a software development partner. Garrison asked the board to make a commitment to be

a lead partner in ReShare's development. He reviewed the rationale behind the project, its current timeline, how the product will function broadly, and potential software hosting options. Board discussion included questions of accessibility, how the system might compare to current market options, how it might affect smaller libraries, and what a business plan might look like. The Board also discussed what is needed from the Board regarding Garrison's request. Motion to approve Garrison's request for FY2020 funds to invest in Project ReShare made by Bélanger. Seconded by Macklin. Motion approved (Speer abstained from voting).

III. Board Operation

A. FY2019 Audit

Treasurer Weismantel reported that Maner Costerisan is working on the audit. Staff have set up access to the files for the auditor, and prep work has begun.

B. Policy Manual Review

Board Policy Manual Review Committee Chair E. Davis worked with Weismantel and Scheuher to clean up the policy manual. Motion to remove policy 2.11.2 and renumber made by Riley. Seconded by Bélanger. Motion approved. A Board member commented to state appreciation for inclusive language. Motion to approve the Board Policy Manual, as amended, was made by E. Davis. Seconded by Scheuher. Motion approved.

C. 2019 Elections & Ballot

Nominating Committee Chair Gallagher reported on receipt of nominations from returning board members. He presented the following slate:

- At-Large Library Representative (Indiana): Alexis Macklin, Dean of the Library, Purdue University Fort Wayne
- Public Library Representative (Indiana): Edra Waterman, Director, Hamilton East Public Library
- Academic Library Representative (Michigan): Annie Bélanger, Dean of University Libraries, Grand Valley State University
- Special Library Representative (Michigan): Joel Scheuher, Reference Services Librarian, Kresge Library, University of Michigan, Ross School of Business

Motion to approve the slate made by Gallagher. Since this motion comes from a committee, no second is necessary. Motion approved.

D. Annual meeting

The annual meeting will take place on Wednesday, November 6, at 10am in Hamilton, Indiana. MCLS will invite local members to attend in person and participate in a World Café following the meeting, at 11am.

E. 2019 Board Retreat Planning

Marnie Maxwell is looking forward to Ownership Linkage survey results and plans to utilize them for the Board retreat October 24-25. As of today, 384

responses were received. A Carver Policy Governance orientation will take place on October 23. For Board members interested in learning more about Policy Governance, there is a bootcamp scheduled on September 12-13, 2019 and April 23-24, 2020 in Grand Rapids.

F. Resolution to lease new Subaru vehicle

An electronic vote was taken on June 27, 2019. Motion to lease the new Subaru vehicle was made by Gallagher. Seconded by Boruff-Jones. Motion approved.

IV. Board education

A. Engagement, Consulting and Training update

Engagement, Consulting and Training (ECT) Manager Michelle Bradley updated the Board on current ECT activities. Bradley described the staff, two of whom including herself are based in Indiana.

She noted that the training calendar is published twice annually. Many take our popular cataloging classes (taught by practitioners in the field) to earn a cataloging certificate. Staff are always looking for new topics and new instructors. MCLS provides a soft skills certificate free to members. Member library staff can attend live sessions and/or watch recordings to earn the certificate.

Consulting has been focusing on providing strategic planning, facilitation, and basic technology training. The “techie has left the building” class has been very popular. MCLS received a grant from ISL to provide digital literacy training throughout Indiana. Staff have completed 20 consulting engagements since December of 2017. The vast majority of library clients have indicated that this work made a difference, and that they are very satisfied. We are currently wrapping up strategic planning work with Chippewa River District Library and Michigan State University, and beginning new engagements with at Oscoda County Library and Hussey Mayfield Public Library. Future projects include Southfield Public Library, Delphi Public Library, and Manistee County Library. Staff are also working on a larger digital literacy program. The department is focused on building staff capacity.

Engagement work continues to be rooted in Harwood’s method, and staff are working closely with the Library of Michigan on that. The Indiana Harwood cohort finished in March, and there will be a virtual lab. The staff also coordinate grants and events. Board discussion centered around shifts in engagement work, and a perception that it started with some confusion from library staff believing that engagement was marketing. Now, people are starting to understand it as distinct from marketing, and its importance.

B. Indiana Harwood Cohort update from Patty Stringfellow, Jasper County Public Library (JCPL), and Jen Harmon, Hamilton East Public Library (HEPL)

Harmon reported on her experience within the Indiana Harwood cohort. Her journey began as part of an organizational restructure within her library, and her new role put her in charge of engagement. She equated engagement with outreach at first, and now her staff are listening more, which is leading to new relationships. Harmon explained the process their city is going through to become an “AARP-friendly city,” and the library’s Harwood-based approach is helping local seniors feel heard more than they had been. The library is working to be more in tune with what their community needs, and seek out new partnerships and programs, including with Dementia Friends of Indiana. HEPL is the first “dementia-friendly” library in Indiana. They have also connected with HAND senior housing, and the CICOA aging center.

Stringfellow also reported on her experience within the cohort. Her journey began in 2014 with a long-range plan using a user/non-user survey. Her library asked and listened about their community’s wants. One example was a local school librarian who had a need for a digital access card. MCLS encouraged cohort members to have their boards involved. Stringfellow noted that her library has been actively engaging their community, and listening deeply. The experience has prompted her to recognize change culture within her staff. The cohort was wonderful, and went beyond outreach. JCPL is continuing to figure things out through coaching calls. MCLS has been contracted to work with their staff on engagement during their staff development day. A local foundation was doing something similar, and Stringfellow’s library has partnered with them. She is also hoping to work with an economic development group in the area. A community participant suggested that they collaborate to write a letter to the editor, and Stringfellow suggested that the participant write the letter, because it would be more valuable to hear from a community member. She noted that the engagement work is “the best thing that MCLS has done for us!”

V. Ends Policy Development

A. Ends Policy Review

VI. Board Self-Assessment

Board members expressed appreciation for: sharing a takeaway; hearing from Bradley on ECT’s work; MCLS as a good alternative to other resources; the work that the staff are doing; E. Davis, for pulling the Board back to focusing on policy and its role; how well the transition is going for Garrison and staff; growth of innovation; Project ReShare as a good sign; continued innovative leadership; ideas for what MCLS could do; meeting in person (and the opportunity to call in, and still feel included); and the current focus on Indiana. Board members feel MCLS is doing a good job managing change, is emerging from some uncertainty (“rainbow lightness”), is on a good path and moving forward in a grounded way, is forward-thinking and proactive, and is serving both states very well. They see the need for more resources in ECT, can’t wait to see what happens, and are becoming more knowledgeable.

VII. Adjournment

Motion made by Pohjola Andrade to adjourn at 1:23 pm.

Reminder about upcoming meeting dates & locations:

October 24-25, 2019 Board Retreat at Harbor Grand, New Buffalo, MI

November 6, 2019 MCLS Annual Meeting – online webinar from Hamilton East Public Library, followed by a World Café event