

**ARCHWAY STEERING COMMITTEE MEETING
MINUTES
January 14, 2005**

Members present: Linda Bigelow, Cathye Dierberg, Jenny Dodillet, Jean Rose, Sheila Ouellette, Jill Nissen, Loretta Ponzar, Bonnie Sanguinet, Kathy Schlump, Stephanie Tolson, Patricia Williams, and Debbie Wolverton

1. The meeting was called to order at 9:00 by chair, Stephanie Tolson.
2. **Adoption of the agenda** – Sheila Ouellette asked to add eBooks and Stephanie Tolson asked to add staff development to the agenda. Linda Bigelow moved to accept the agenda with the additions. Motion approved.
3. **Approval of minutes** - The meeting notes from November 19, 2004 were reviewed and resulted in a correction to the spelling of Celia Bouchard's first name. Cathye Dierberg moved to accept the minutes as corrected. Seconded by Jill Nissen. Motion approved.

4. Discussion items:

Total checkouts and reserve checkouts:

Jill Nissen moved to have MCO enable the feature to retain the number of checkouts from reserve circulation. Motion approved. Jill will submit the request to MCO.

Hold cancellation messages:

Jill Nissen reported receiving requests by their patrons for books owned and available in St. Louis College of Pharmacy library. The requests were allowed in Inn-Reach because the patrons placed the requests outside their IP range. Jill requested Archway add an option for "available locally" to the list of reasons for canceling a hold. Jill will draft the verbiage for the message. Kathy Schlump suggested we look at the text of all the messages. The Committee agreed. Item was tabled.

eBooks:

Sheila Ouellette distributed a printout of a bibliographic and item record for an electronic book St. Louis Community College had purchased through netLibrary. She indicated this was their first purchase of individual electronic book titles. The 506, restriction to access, field was used in the bibliographic record to show that access is limited to St. Louis Community College. To the item record, the 912 field was used to show the expiration date.

Staff development:

Stephanie Tolson reported she had received a flyer from the College of DuPage offering three teleconferences geared to library staff. The price is \$395 per download site. Stephanie stated she would send a copy of the flyer to the Committee. Members would contact Stephanie if they were interested in participating.

5. Committee Reports

Public Services –Reported by Bonnie Sanguinet

- Barbara Pope and Genie Klein will be co-chairs.
- Minutes of December 3, 2004 should read Roger Thomas and not Robert Thomas in attendance.

Recommendations:

On behalf of Public Services, Bonnie Sanguinet recommended Archway adopt III's text based buttons. Seconded by Sheila Ouellette. Motion passed.

View your own record screens were discussed. The item was tabled until MCO could be contacted concerning what modifications could be made to the screens.

Kathy Schlump recommended Archway request "Please enter a new PIN" to "Please enter a PIN". Seconded by Cathye Dierberg. Motion passed.

Bonnie Sanguinet recommended streamline checkin be turned off January 31, 2005. Seconded by Stephanie Tolson. Motion passed.

Arch Tech – Jean Rose will co-chair this committee.

MAAC— No report.

MCAG—No report.

MCDAC—No report. Next meeting is scheduled for March 4, 2005.

MCMAC— Reported by Jennifer Dodillet

- The MOBIUS Collection Management Advisory Committee has approval plan trials with YBP Library Services and Blackwell.
- Julie Gammon from OhioLink will give a presentation on Statewide Collection Development at Washington University January 28, 2005 and at the MOBIUS Council Meeting January 29, 2005 in Columbia.
- Another goal of the committee is to look at statewide collection analysis. WorldCat Collection Analysis is a new web-based analysis tool that could be used to evaluation the MOBIUS Union Catalog. (<http://www.oclc.org/collectionanalysis>) There may be some state funding for the web based collection analysis.
- The committee is compiling a list of statewide subject specialists (such as Nursing Librarians, Engineering Librarians, etc.) If anyone at your institution would like to be a part of this list, please email Jennifer Dodillet his or her name, email address and subject specialty.

MERAC—No report. Next meeting is scheduled for March 23, 2005.

MOBIUS Executive Committee—Reported by Linda Bigelow

- Missouri Department of Higher Education has hired a new commissioner, Dr. Gregory Fitch, who started on January 3

- MRRL participation as a Cooperating Partner has been approved. Currently having the INN-Reach software installed on their system
- MCO staff changes – Jennifer Lee now reports to Kurt Kopp and provides secretarial support for grants, digitization and training – Linda Vorce has been assigned responsibility for internal communications both within the MOBIUS Consortium and the office
- The *Get Connected* proposal for integrating the MOBIUS delivery system with the *Get Connected* system was approved
- FY06 Budget Early Projection document was reviewed. Current projections would increase our fees by just under 5%. Includes funding for one new trainer. Will also add another help desk staff member through re-allocation of existing budget. Approved purchase of Agency software. Reviewed options for re-instating TOC but felt new funds should be sought to do so as budget increases would be too large (45-50% increase for full restoration, 25% for starting with FY06)
- MCO has developed a 2005 Communications Plan draft with the assistance of Susan Bartel.
- Reviewed all the documentation gathered during the Strategic Planning process and began the task of formulating strategic initiatives to address issues identified. Will ask for widespread review and discussion as was done with the Strategic Plan.
- Next Council meeting: Friday, January 28, 10:30-2:30 at Lenoir Community Center in Columbia. Agenda will include presentation by Julie Gammon from OhioLink on Statewide Collection Development.

6. Open Logs

Sheila Ouellette reported that the limiter proposal has been submitted to the MCO Help Desk. Kathy Schlump reported that East Central has experienced problems with Millennium Serials module freezing and has provided information to the MCO Help Desk. Jill stated that she would continue to follow up on the system messages for the cluster. If a problem arises related to another institution within the cluster, Jill will contact that library.

7. Around the Table

Stephanie Tolson announced that St. Charles Community College would be hosting the Tech Expo sponsored by St. Louis Regional Library Network on March 23, 2005. Patricia Williams reported that St. Louis Community College – Florissant Valley would host the second part of the MEDLINE training sponsored by St. Louis Regional Library Network. Members reported on the various conferences they would be attending during the coming months. East Central Community College and Jefferson College reported they have experienced problems with their email systems and messages may have bounced back to the senders.

8. Next Meeting: March 4, 2005, East Central

(Stephanie Tolson provided the following details after the meeting: *The College of DuPage teleconference series is called Challenges and Opportunities. More information can be found on the Web at: <http://www.dupage.edu/COD/index.php?id=31>*)