

MOBIUS Coordinators Advisory Group

Meeting Minutes, Fri. Sept. 10, 2004

Chair: Judy Fox, WashU

Minutes: Eileen Condon, Bridges

Open

- Bridges Cluster responsible for meeting minutes (per rotation)
- Introductions
- Attendees: Eileen Condon, Bridges; Cathye Dierberg, Archway; Joy Dodson, Quest; Judy Fox, WashU; David Glick, Galahad; Gary Harris, MCO; Resa Kerns, MERLIN; Corky McCormack, SWAN; Ted Ostaszewski, WILO; Jean Rose, Bridges; Mary Sims, Lance; Jason Stirnaman, Arthur; Terry Weaver, Towers.
- Minutes from July 14, 2004 were approved.

Old Business

TOC Service

Judy sent Linda Bigelow a recommendation to implement TOC service for all clusters.

Agenda

InnReach Agency Software

All of the clusters agree that we want to add this product. Judy Fox will send a recommendation to the Executive Council on Monday, Sept. 13.

Financial aspects will be determined later.

Output Vouchers

A few libraries are interested, but there is no great support. MCAG does not recommend a consortial purchase.

Consortial Management Extensions/Regional Holds

Information and a quote were distributed to the list.

St. Louis Community College is wondering if Consortial Management Extensions will help with a holds problem they are having. Their faculty request a book that is available at StLCC, but the hold is filled by a book from another cluster. When this happens, the faculty get the 21-day loan period rather than the semester-long loan period that they would have gotten had they checked out an StLCC-owned book. "Request to own site" will not help with this because that would keep the loan within the *cluster* but they need to keep the hold within the institution. They would like to know if they can define their institution as a "region" and keep the holds within that region when possible.

Gary Harris will send our questions regarding Consortial Management Extensions to a III sales rep. We should send our questions to the MCAG list by Oct. 1 for him to compile and send.

Someone should also post a message to the Innopac or INNReach list asking if anyone on the list is using Consortial Management Extensions to do what StLCC would like it to do. (*Not sure who was going to do this!!*)

Judy will send a message to MAAC letting them know that we are looking into this product.

Other New Products

As part of the retreat planning process, MCO has sent to all libraries information about III products that have been licensed consortium-wide but are not being used (or are being underutilized), as well as products that MOBIUS has not purchased.

Committee Charge Draft

Draft of the charge:

"The Coordinators Advisory Group is responsible for the overall functionality of the Common Library Platform and other products used with the CLP that enhance usability and performance. This oversight includes library software, services, and system enhancements that promote the goals of the CLP. The Group assures that needed standards exist for all functions as appropriate. The Group accepts charges from and works closely with the MOBIUS Consortium Office; cooperates with other advisory groups, and; generates other evaluative activities within its charge. All recommendations are made to the MOBIUS Executive Committee."

There was some discussion that the statement "[t]he Coordinators Advisory Group is responsible for the overall functionality of the Common Library Platform" was very broad and could be interpreted to include all of MCO's functions. We reworded it to: "[t]he Coordinators Advisory Group is responsible for overseeing the functionality of the Common Library Platform". We also changed the punctuation in the phrase "cooperates with other advisory groups, and; generates" to "cooperates with other advisory groups; and generates".

The charge now reads as follows:

“The Coordinators Advisory Group is responsible for overseeing the functionality of the Common Library Platform and other products used with the CLP that enhance usability and performance. This oversight includes library software, services, and system enhancements that promote the goals of the CLP. The Group assures that needed standards exist for all functions as appropriate. The Group accepts charges from and works closely with the MOBIUS Consortium Office; cooperates with other advisory groups; and generates other evaluative activities within its charge. All recommendations are made to the MOBIUS Executive Committee.”

There was a question about the statement “assures that needed standards exist for all functions” and whether this means MCAG will be policing other clusters.

There were some concerns about the vagueness of the charge. Some of the libraries commented that they think MCAG can keep an eye out for things that might slip through the cracks, and can coordinate and help to make the pieces of the system work for all the departments.

There was a suggestion that MCAG make sure not to have meetings for the sake of meetings, and that we cancel a scheduled meeting if we have nothing to discuss.

There was some discussion about what sorts of activities we could engage in to carry out our charge. Some of the suggestions were:

- Coordinate the INNReach enhancements process for the consortium.
- Obtain copies of the agendas and minutes for other committees.
- There was some talk about putting Judy Fox on the email lists for all of the other committees, but we did not feel that this would be well-received.
- We discussed the possibility of creating a survey of what technologies libraries are using for various services, in particular looking at products that have III equivalents. We'd like the survey to include questions about what products libraries are evaluating, what products libraries have selected, and for those who have chosen a non-III product, what factors led to their decision.
- We also discussed doing a separate survey focused on what kinds of special and unique things people are doing with the III software, for instance, what are they doing with extracting and manipulating data?

Strategic Planning Question: What should MOBIUS do next in your area?

- Would like the membership to complete the surveys about products and special uses of III software.
- Encourage information sharing at the annual conference and other venues.
- Consider joint purchases of, and centralized management of, a federated searching engine, an OpenURL resolver, and an institutional repository.

- When considering and planning for membership-wide services, keep in mind that some libraries need to keep costs down; conduct careful financial planning to figure out how to move forward.
- Don't cut MCO staff; consider increasing to previous levels.
- Create a centralized journal repository and use it to provide journal article sharing.
- Look for other products and services that could be offered in a cafeteria system.
- Explore consortial purchases of outside software if the need warrants.

Strategic Planning Question: What should MOBIUS not be doing?

- There was a concern about losing focus on the CLP, particularly if there is not enough funding and support for new initiatives.

Strategic Planning Question: What do you need that you are not getting from the MOBIUS Council, the MOBIUS Executive Committee, or the MOBIUS Office?

- Would like help with growth of clusters and adding new libraries, would like input when new libraries are added to a cluster; seems like there needs to be more communication regarding addition of new members.
- Are there plans in place for how to handle the addition of new members? We used St. Louis as an example: there are several potential new members in St. Louis but there isn't a cluster that would be appropriate to add them to.
- Consider governance issues related to adding new libraries, consider what types of libraries (public, etc.) will be allowed to join.
- Foster ongoing sharing and cooperation among libraries.
- Would like planners to look at the standards issues—what kinds of standards can we require new members to abide by?
- There was high praise overall for the MOBIUS Consortium Office staff and the job they are doing. There was a little bit of concern about occasional inconsistency with feedback; sometimes libraries don't get a "we're working on it" reply. There was also a concern with sites that host training sessions needing more lead time for software and equipment requests. There was a concern about presenters being prepared and paying attention to the needs and interests of attendees that may have been inspired by an isolated incident.
- Would like some help with new and underused products. MCO staff replied that Mark W. is planning to visit libraries to help them learn about and work with new products.
- Would like to find more ways for the membership to share information about what they're doing, what products they're using, and unique ways they're using the system. Would like to increase the mentoring and partnering that is already going on within the cluster.

- Would like a training/refreshers course for coordinators.
- Want the planning process to take into account support needs for new and existing products. We should “staff our expectations”.

Strategic Planning Question: Review your current committee charge

Is it still relevant? What should be different?

- Revised; see discussion on charge above.

Comment on overlap with other committees, needed frequency of meetings, and communication needs.

- There was quite a bit of discussion about how to handle overlap between MCAG duties and the duties of other committees. We feel MCAG can help coordinate activities and keep an eye on the overall picture, but how do we do that without duplicating the work of other committees? Some of the things we thought we could do included:
 1. Follow through on creating the practical guidelines for what should and shouldn't fall within MCAG's scope.
 2. Committee chairs can try to communicate with each other more.
 3. All MCAG members should work to ensure that within their cluster, communication is flowing back and forth between the state-level committees and the individual libraries. If there are problems within the cluster, the MCAG rep in that cluster should work to remedy them.
 4. MCAG reps should be sure to review the agendas and minutes from the state-level committees; if there are problems with getting those, MCAG reps may need to be proactive about monitoring the MCO calendar for upcoming meetings and asking committee reps for agendas and minutes.
 5. Ask the Executive Council for a clarification of our scope.
- We decided that we will continue to set quarterly meetings, but cancel them if there is nothing to discuss. We may experiment with other means of meeting like IM and video conferencing.

Next Meeting

We deferred scheduling the next meeting until after the planning sessions; we'll determine whether or not there are issues to discuss once we've seen the reports from those sessions.