

Location: BBC

Present:

Christine Allgood	MSSU
Ruth Bryant	BBC
Joy Boyer	Evangel
Barbi Dickensheet	Drury
Debbie Garten (by phone)	Cottey
Jon Jones	BBC
Joshua Lambert, Recorder	MSU
Shirley Moentnish	MSU
Rick Oliver	Evangel
Vicki Paasch	BBC
Bradley Scott (by phone)	Forrest
Todd Wilkinson, Chair	OTC
Donna Young	SBU

1. Call to order and introductions
2. Minutes approved from the November 7, 2013 meeting.
3. Information Items
  - a. OTC - has a shortage of part time librarians right now
  - b. MSU - lost 12 student workers in circulation and is scrambling to get hours filled
  - c. MSSU - has a new president; has a new emerging technology librarian; floor tile is being replaced so there is constant shifting of books
  - d. BBC - does not have a cataloger right now; lost some space and therefore had to move the collection into what used to be quiet study space
  - e. Drury - is doing an inventory of books; now has funds for student workers again; two librarians retired in May so now the library has only one staff person and 5 librarians
  - f. SBU - working through a large weeding project that is improving the findability of items in the collection; has marketed the library using game nights and murder mysteries; has reclassified the curriculum collection
  - g. Evangel/AGTS - CBC library will close soon; some items will be moved to Evangel library
  - h. Cottey - looking for a new president of the university; changing the juvenile and popular books to Library of Congress classification system; weeding the history collection
  - i. Forest - down to just two staff positions
4. Unfinished Business

- a. Blue/Green book bands - Jon asked everyone to please tell staff to use blue and green book bands correctly for MOBIUS and SWAN loans. Books requested through the MOBIUS catalog but fulfilled by a SWAN library should still get a SWAN band.
  - b. Circ Manual revision. Donna has worked diligently on the manual revision and presented it to the committee. She explained a few things about it and asked people to look it over. We decided to designate one person for each section of the manual and that person should return to their library and test out the manual to make sure it is accurate. Report changes back to Donna. The list is as follows:
    - i. Introduction: Joshua
    - ii. ID's and Patron Records: Christine
    - iii. PINs: Shirley
    - iv. SWAN vs. MOBIUS: Joshua
    - v. Requesting Materials from SWAN/MOBIUS: Vicki Paasch
    - vi. Receiving SWAN/MOBIUS: Barbi
    - vii. Checking out SWAN/MOBIUS: Jon
    - viii. Returning SWAN/MOBIUS: Barbi
    - ix. Returning unwanted materials: Joy
    - x. Filling Request: Debbie
    - xi. PUA: Donna
    - xii. Checking out to Visiting SWAN/MOBIUS Patrons: Rick Oliver
    - xiii. MOBIUS Blocks, Reconciliation-- Bradley and Shirley if needed
5. New Business
- a. Renewal overrides - Jon said he had encountered a few situations where other MOBIUS schools had used renewall overrides to give their patrons more time with books. Upon discussion, the other libraries who had noticed this realized it was primarily one library who was doing this. If further issues arise, they will contact that institution.
  - b. Zip tie issues - There was a large conversation on the MOBIUS Delivery email list about zip ties. Another library person cut themselves trying to get zip-ties off of bags so the question was raised as to whether they were needed. At the meeting, most members like the added security the ties provide but not all see a need for them. Joshua was requesting feedback so he would know what to say in the summer MAAC meeting, where the issue would also be discussed.
  - c. New label maker - Joshua asked what everyone's experience was with the new label maker. Most people said it worked fine for them but a few said they really did not like the complexity that came with it.
  - d. Fines in bags - Joshua asked to discuss the process of sending fines via courier. When fines are sent, there should be some written documentation in the bag and there should be an email or call to the receiving institution that the money is in a certain bag# and was shipped on X date.
  - e. New MOBIUS libraries and relationships

- i. We discussed the upcoming addition of the Tulsa City-County Library into MOBIUS. They will be a full member, similar to SGCL. In order to make the courier system work with them though, bags will go from 1st Choice to the Trans-Amigos courier.
  - ii. A new cluster, "Explore", has formed in St. Louis and will include the Missouri History Museum, the Missouri Botanical Garden, the St. Louis Art Museum, and Barnes-Jewish College Goldfarb School of Nursing.
  - iii. The peer to peer connection between the Colorado Alliance and MOBIUS will come online in August. Apparently books will come from the Colorado Alliance in totes and books will be rubber banded together in stacks. There are many questions related to it but not many answers.
  - f. New chair - Todd stepping down from being chair of the committee. Nominations were requested and Jon volunteered and was unanimously voted in as chair.
  - g. The next meeting will be on November 6, 10 AM, at Cottey College
6. Adjourn Meeting