[April Board Meeting](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingDetail/838aae24a5f2479d8ad394cc2fdf290d-151) Minutes



MOBIUS

Apr 8, 2022 at 10:00 AM CDT

@ 2511 Broadway Bluffs, Ste. 101, Columbia, MO 65201

**Attendance**

**Members Present:**

Donna Bacon, Eric Deatherage, Lisa Farrell, Maegan Gattorna, Sharon McCaslin, Donna Monnig, Ed Walton

**Members Present (Remote):**

Eileen Condon, Christopher Dames, Sally Gibson, Nathan James, Sarah Smith, Zana Sueme, Courtney Trautweiler, Robin Westphal

**Members Absent:**

Doug Holland

1. Call to order

The meeting was called to order at 10:05 a.m.

1. Adoption of the Agenda

 [MOBIUS Board Agenda April 8.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=1)

The agenda was enclosed with the packet.

Eric Deatherage moved and Sharon McCaslin seconded the adoption of the agenda. Motion passed.

1. Approval of February 4, 2022 Minutes

 [February Board Meeting Minutes.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=3)

The February 4 minutes were included in the packet.

Sharon McCaslin moved and Eric Deatherage seconded that the minutes of the February 4 Board meeting be approved as distributed. Motion passed.

1. UM Update – Christopher Dames

The University system has negotiated an acceptable contract extension for Sierra so that MOBIUS borrowing and lending activities can continue even after university libraries move onto FOLIO.  New materials added after the move will not be available through the old INN-Reach link, but other services can continue.  Testing is going on now.  Starting June 1, both systems will be operational until the FOLIO interface works, probably about a year.

1. Committee Reports
   1. Bylaws – Sharon

The committee has not met since the last Board meeting.  The three changes distributed to the Board in February were submitted to the membership for approval along with the election ballots.

* 1. Circulation and Courier – Lisa

 [20220314-Circ-Courier-Minutes-FINAL.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=48)

The committee met on March 14 (minutes included in the Board packet).  Agenda items included the RFP Committee, adhesive labels, and connections to INN-Reach.  The courier survey has gone out to the membership.

* 1. Digitization – Sarah

 [Digitization Committee Meeting Minutes 03-07-2022.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=50)

 [Digitization Committee Report April 8 2022.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=52)

The committee met on March 7 (minutes included in the Board packet).  The request for the Vital grant application extension was unsuccessful.  A revised grant application has been submitted for digital imaging for several libraries.  Vendor responses were not forthcoming on the digitization projects.  Changes have been approved to provide paid student workers to create the metadata needed in the grant.  MOBIUS will train and pay students as contract workers for MOBIUS.  The leadership shown by Emily Jaycox in writing the grants, finding support, and making necessary leadership decisions has been exemplary.  The Board will recognize her outstanding service at the Annual Conference.  By next year it is hoped that nine collections will be digitized.

* 1. E-Resources – Eric

 [mobius\_committee\_minutes\_eresources\_20220302.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=53)

The committee met on March 2 (minutes included in the Board packet).  Items discussed included the new Electronic Resources newsletter, the Board-approved donation to Sherpa Romeo (possibly becoming annual), and an MIT Open Press initiative.

* 1. ILS Software and Services – Courtney

The committee has not met, anticipating the work of the RFP Working Group.

* 1. Professional Development/Training Committee – Donna

The committee met in March and will meet again in April.  The committee discussed the questions coming from the meetings with committee chairs which considered how to provide training for the committees.  A spreadsheet is being developed of what is available for training from other organizations.  The committee will do a session at the annual conference.  It is still looking at its structure and determining how to direct its activities.

* 1. Public Libraries – Nathan

Nathan has been discussing the idea of disbanding this standing committee, due to lack of interest.  While some reluctance to disband has been expressed, there are still no volunteers to serve.  The Board considered other options for maintaining communication with the public library membership.  The current list is mostly silent, but a newsletter might help.  Brief targeted reports from the public library representative may be tried.  It was noted that the committee could always be re-established if it is needed.  Nathan was commended for his efforts in maintaining communication.  Nathan James moved that the Public Libraries Standing Committee be discontinued.  Sharon McCaslin seconded.  Motion passed.

* 1. User Experience and Metadata –Sharon

The committee met in March and will meet again in April.  The Enhanced Matchpoint Working Group reported that its final report had been accepted by the Board.  The ILS RFP Working Group activities were also noted.  The committee will have a program at the conference.  Some questions were discussed and will be referred to the Help Desk.

1. Treasurer’s Report
   1. General Update

 [March 2022 Investment Statement.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=25)

 [02-22 Financials OLD VERSION.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=10)

* 1. Budget Restructuring Update

 [02-22 Financials NEW VERSION.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=37)

February 22 Financials NEW VERSION included in the packet.

Nathan James pointed out the investment statement and the evident large (8%) cash holdings, while rebalancing is in process.  The old versus new financials were discussed, with advantages to each.  Nathan plans to do further education at future Board meetings to show how these reports coordinate.  The income streams are clearer in the new report, with the expenses being more difficult to assign to different services. The redesign has been most helpful in raising new questions.  The Board noted that the comparison to budget section of the report is not a “normal” auditing/accounting practice, but it helps the Board to understand how the budget is implemented.  The Finance Committee moved that the new structure be added to the financial reports.  The motion passed.

1. Task Force/Working Group Reports
   1. Enhanced Matchpoint Working Group – Donna/Christopher

a.    This group’s work was completed with its final report and no further issues with this problem have been reported.

* 1. ILS RFP Working Group – Courtney

The working group met April 1 to review and categorize the vendor responses to the RFP.  The answers to their follow-up questions have just been received.  The logistics and agendas for the demos have been developed and distributed.  Masks will not be required at the demos.  About 30 attendees have signed up for the demos at this point, consisting mainly of Board members, RFP working group members, and MCO staff.  Much attendance will be online and may be partial, according to the topic being presented.  A subgroup of the Working Group is developing surveys and polls to be sent immediately after the demos.  The Board briefly surmised about possible reasons for the lack of directors signing up for the demos.  Getting the information back to the membership will be very important.  The working group will make a recommendation to the Board, preferably by the time of the October Board meeting.  At the October membership meeting, the Board can present this recommendation to the membership and will hear membership input.  The Board can then make an informed decision for the future.

1. Old Business
   1. MOBIUS Car

After shopping around it has become obvious that an additional $15,000 will be needed (above the amount received for the used car).  The Finance Committee moved that the purchase of a new car be budgeted at $30,500.   Motion passed.

* 1. Help Desk Dashboard

There is some confusion about what the Board intended for this item on the strategic plan.  The goal is to transparently advertise the good work being done, not to check up or micromanage.  A basic report on tickets completed and other such information is what is wanted.  This will not be possible in this first year of the plan, but it will be worked on in Year 3.

* 1. Board Elections – Sharon

The ballots have been distributed and must be returned by May 1.

* 1. Project Reshare – Donna

Three of the RFP responses include reference to Project Reshare. Donna reported on some of the issues surrounding this developing open-source software. In order to host Project Reshare, a vendor should be a member of Project Reshare and a certified provider.  Donna repeated that MOBIUS is not interested in Project Reshare in its current development:  it must be integrated with an ILS.

* 1. Conference
     1. Membership Meeting Agenda

The Membership Meeting Agenda was discussed with input from various members of the Board.

* + 1. Board Meeting with Marshall Breeding

The timing of the Membership Meeting and the Board’s meeting with Marshall Breeding was discussed.  In order to allow sufficient time for the Board to talk with Marshall Breeding, the Membership Meeting will be pushed back to start at 12:30 p.m.  Allowing an hour for the basic meeting plus a half hour to discuss the RFP and a half hour of break, the meeting with Marshall Breeding could start at 2:30 p.m.  This should be over by 4:30, allowing time to relax and drive across the street to dinner. The keynote speech is scheduled for 7:00 p.m.

* + 1. Conference Update

17 of approximately 30 sessions have been submitted.  Setting up the sessions should be completed next week.  There will be no vendors (due to the RFP proceedings).  A reception will follow the keynote on Monday night.  Tuesday will start with a brief “business meeting” after breakfast, including reports, thank yous, and introductions of new board members.  The remainder of the day will be presentation sessions.  There may be an opportunity to provide cluster meetings as well.  Wednesday will be a training day.  The state library will be doing two trainings on archives:  Archival Arrangement and Description, and Records Preservation.  There will also be a full day on Mental Health First Aid.  An additional training opportunity is still open.  Registration will go live in late April.

1. New Business
   1. Hannibal-LaGrange University

Declares Financial Exigency (See Official Statement)

 [HLGU Official Statement.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/838aae24a5f2479d8ad394cc2fdf290d-151?page=55)

A letter outlining this member’s financial exigency was sent to the Executive Director and the President of the Board (letter included in the Board packet).  So far the University has been able to meet its obligations to MOBIUS, but the librarian was assured of the Board’s support and willingness to work through their financial problems.

* 1. Committee Assignment – Sally

Sally has sent out a call for volunteers and has already received eight responses.

1. Executive Director’s Report
   1. General

MOBIUS has been awarded the contract to manage resources for the Iowa Library Alliance (a consortium of academic libraries).  This will provide another welcome revenue stream.  MOSS will manage another Evergreen system for a library consortium in western and central Massachusetts.  Additionally, NOBLE (a consortium north of Boston) will add another Evergreen consortium for hosting and managing.  Private Academic Libraries of Indiana, another Evergreen system, is showing interest.  Working with consortia is good for MOBIUS, because they are already experienced and provide their own primary help desk.  MOSS provides a niche service for these consortia because it provides management, hosting, and IT expertise while still permitting the consortium to make its own decisions.  MOBIUS is currently interviewing for its two open IT positions.

* 1. Strategic Planning Update

<https://trello.com/b/hL5Fbp73/mobius-strategic-plan-fy2022-2024-year-one-progress>

While being aware that the RFP process is taking up much of the available time for a short-staffed organization, progress on all six goals of the strategic plan was reviewed for this first year of the plan.  The listening posts will be restarted, perhaps this summer.  The RFP demos may replace the suggested development seminar.  Other development in the year may be online rather than face to face.

1. State Librarian Report

The state library is finished with their five-year LSTA review.  They are currently working on a five-year strategic plan.  They are, of course, following legislation closely.  Overdrive has been popular.  Wolfner Library has been lending multiple titles simultaneously, increasing the number of titles lent by 40%.  They are looking at distribution of refreshable Braille readers eventually.  The state library is currently providing grants to MOBIUS for digitization and for the annual conference.

1. Other Business

The board expressed its appreciation to Ed Walton for his outstanding leadership in this difficult year.

1. Adjourn Meeting

The next Membership meeting will be June 6, 2022.  The next Board meeting will be June 8, 2022.  The meeting was adjourned at 1:20 p.m.