Members:

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| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| **Cynthia Cotner, 2019-2021, Committee Chair** | Head, Access Services, | University of Missouri - Columbia |
| **Sarah Brown, 2020-2022** | Vice Chair - Manager, Acquisitions & Collection Development | St. Louis County Library |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Phyllis Holzenberg, 2020-2022** | ILL Librarian | Drury University |
| **Crystal Rhodes, 2020-2022** | ​ Public Services Librarian | Crowder College |
| **Samantha Setzer, 2020-2022** | Library Services Specialist | Moberly Area Community College |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |

Members – Absent:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
|  |  |  |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: We will be using ***Zoom***.

MOBIUS is inviting you to a scheduled Zoom meeting.

Topic: MOBIUS' Circualtion & Courier Committee Meeting.

Time: Aug 25, 2020 01:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87580670043?pwd=NFZHTXUyTjFUcXZMMlRKVjdSLzRIZz09>

Meeting ID: 875 8067 0043

Passcode: 780039

One tap mobile

+13017158592,,87580670043#,,,,,,0#,,780039# US (Germantown)

+13126266799,,87580670043#,,,,,,0#,,780039# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 875 8067 0043

Passcode: 780039

Find your local number: https://us02web.zoom.us/u/kdzeoHFr1U

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
* General Interest is [**circ-courier@lists.mobiusconsortium.org**](mailto:circ-courier@lists.mobiusconsortium.org)

1. Call to order.
   1. Welcome (Steve & Cindy).
2. Adoption of the Agenda.
3. **Announcements of Note.**
   1. Committee Update (Introductions).
   2. Review of Committee Charge.
   3. Membership Update.
   4. Communication between the committee and MOBIUS.
   5. MOBIUS libraries and COVID-19 (coronavirus) updates.
      1. **Borrowing and Lending (i.e. INN-Reach) resumes.**
4. **Prospector & Colorado linehaul between KC and Goodland, KS.**
   * 1. **Best Practices during the pandemic.**
     2. **Courier Update.**
5. New Courier Contract effective July 1, 2020.
   * 1. Scanning to be discontinued.
6. New Business for the new Committee:
   1. Adhesive label / Print Template update
      1. New label order on hold during the pandemic, will need to address this since SGCL would like to place an order.
      2. Neil Trowbridge (ProServ) update.
   2. Spring Circulation survey.
      * 1. Moves to 2020-2021.
   3. Video Tutorials on Label Maker & more.

b. Will be completed shortly.

* 1. MOBIUS – ordering of new totes.