

Present: Erlene Dudley, Chair
Joni Blake
Janet Caruthers
Angela Gerling
Linda Harris
Liz Wilson

The agenda was sent to each member prior to the meeting. The main purpose of this meeting is to establish the charges for the Arthur Directors' Committee, Arthur Public Services Committee, Arthur Site Coordinators' Committee and the Arthur Technical Services Committee.

Liz Wilson will serve as chair until 6/30/04.

ACTION ITEM:

Liz will contact MCO and have a contact page created for the Arthur Directors. This page will include minutes from the Arthur Directors' meetings.

The charge for the Arthur Directors' Committee includes, but is not limited to the following responsibilities:

- Assign consortium issues to appropriate committees for discussion and recommendation of actions to the Directors' Committee
- Take action on committee recommendations and respond to the committee in a timely manner
- Review charges of committees annually and inform committee chairs of any changes
- Determine need for new committees for the Arthur Cluster
- Assign an Arthur representative to each MOBIUS committee
- Meet a minimum of twice a year.
- Post minutes of each meeting to the MCO web site within two weeks of the meeting.
- Create annual rotation of chair of Arthur Directors' Committee to take effect July 1.

Rotation of chair of Arthur Directors' Committee:

7/1/04 Liz Wilson
7/1/05 Joni Blake
7/1/06 Janet Caruthers
7/1/07 Linda Harris
7/1/08 Angela Gerling
7/1/09 Erlene Dudley

ACTION ITEM:

Liz will provide a copy of the charges to the chair of each committee.

The charge to the Arthur Site Coordinators' Committee includes, but is not limited to, the following responsibilities:

- Understand all modules of the ILL system, implemented in MOBIUS, as they effect the individual libraries and the cluster
- Be knowledgeable about ILL upgrades and work with MCO to schedule upgrades to Arthur.
- Evaluate the effect of system enhancements, solicit input from cluster members and provide recommendations to the Arthur Directors' Committee
- Coordinate or provide training on ILL system for cluster library staff
- Identify ways cluster members can share resources and collaborate to share expertise
- Meet a minimum of twice a year.
- Report committee activities to Arthur Directors' Committee by sending meeting minutes to the chair of the directors' committee within two weeks after the meeting.
- Post minutes on the MCO web site within two weeks of the meeting.
- Create annual rotation of the chair of the Site Coordinators' Committee to take effect July 1.
- Submit committee recommendations for all major cluster and policy decisions to the chair of the directors' committee for approval.

The charge to the Arthur Technical Services Committee includes, but is not limited to, the following responsibilities:

- Understand cataloging and serials module of ILL system as implemented in MOBIUS.
- Understand and apply cataloging standards to the Arthur catalog and make recommendations for cluster decisions in this area
- Provide quality control for the Arthur catalog, including authority control, serials control and elimination of duplicate records
- Meet a minimum of twice a year.
- Report committee activities to Arthur Directors' Committee by sending meeting minutes to the chair of the directors' committee within two weeks after the meeting.
- Post minutes on the MCO web site within two weeks of the meeting.
- Create annual rotation of the chair of the Technical Services Committee to take effect July 1.
- Submit committee recommendations for all major cluster and policy decisions to the chair of the directors' committee for approval.

The charge to the Arthur Public Services Committee includes, but is not limited to, the following responsibilities:

- Review the Arthur catalog displays regularly, including what displays in search results and the format of the display
- Recommend proposed changes to Arthur WebPac
- Collaborate in creating and maintaining a Frequently Asked Questions page
- Create online tutorials for use by patrons of cluster members
- Share resources and materials for Bibliographic Instruction
- Create catalog promotional material
- Meet a minimum of twice a year.
- Report committee activities to Arthur Directors' Committee by sending meeting minutes to the chair of the directors' committee within two weeks after the meeting.
- Post minutes on the MCO web site within two weeks of the meeting.
- Create annual rotation of the chair of the Public Services Committee to take effect July 1.

- Submit committee recommendations for all major cluster and policy decisions to the chair of the directors' committee for approval.

The current overlap in membership of the Site Coordinators' Committee and the Technical Services Committee sometimes causes technical services decisions to be made without all Technical Services Committee members having the opportunity to participate.

The Arthur Directors Committee suggests that the two committees meet jointly when there are technical services issues and site coordinator issues to be discussed. Placing the technical services items at the beginning of the agenda would allow those not on the Site Coordinators' Committee to participate in the technical services decisions, and they could then return to work.

ACTION ITEM:

Liz will contact the chairs of the Site Coordinators' Committee and the Technical Services Committee to discuss the concern and resolution noted by the Arthur Directors' Committee as included above.

The next Arthur Directors' Committee meeting will be in May 2003.

Submitted by,

Linda J. Harris, Director
Reference Services
Missouri State Library