

MAAC Minutes – October 27, 2010

Members Present:

Scott Peterson	MCO MOBIUS Consortium Office
Lisa Wolfe	Archway St. Louis Community College -Florissant (alternate)
Melissa Martin	Arthur William Woods (alternate)
Cindy Schoolcraft	Arthur Westminster College
Steve Jamieson	Bridges Covenant Theological Seminary
Jason Bruenderman	Galahad Southeast Missouri State University
Valerie Darst	LANCE Moberly Area Community College
Terri Hall	MERLIN University of Missouri Health Library (alternate)
Mary Anderson	MERLIN University of Missouri - Kansas City - Miller Nichols
Michael Washburn	MRRL Missouri River Regional Library
Karen Gelber	MRRL Missouri River Regional Library
Alice Ruleman	Quest University of Central Missouri (alternate)
Joanne Vogel	SLU Saint Louis University –Law Library
Rhonda Brown	SGCL Springfield Greene County Library
Joshua Lambert	SWAN Missouri State University - Meyer
Pat Danner	Towers Conception Abbey
Stephanie Atkins	WashU Washington University (Olin)
Deb Ehrstein	WashU Washington University (Olin)
John Oyler	WILO Saint Paul School of Theology

Members Absent:

Linda Wheeler	Quest State Fair Community College
Matt Weir	Bridges Webster University / Eden Theological Seminary

1. Welcome and Introductions

- a. Joanne Vogel (SLU Law) agreed to take minutes

2. Approval of minutes – August 13, 2010

- a. Last minute revisions at 9:45
- b. 11 of 16 hands approved the minutes

3. Lenders of Last Resort

- a. Culver-Stockton 8.0
- b. Truman State 11.6
- c. UMC 5.6
- d. William Woods 14.0 – William Woods does not want to be on the list

4. Cluster Reports

a. Archway: Lisa Wolfe

- i. St. Louis Community College – no report
- ii. St. Louis College of Pharmacy – no report
- iii. East Central – no report
- iv. Jefferson College – new pickup at imperial

b. Arthur: Cindy Schoolcraft

- i. Cindy Schoolcraft present but having mic problems
- ii. Melissa Martin (Alternate) had no reports from cluster members

c. Bridges: Steve Jamison from Covenant -- Nothing to report

d. Galahad: Jason Bruenderman – nothing to report

e. Lance: Valerie Darst – nothing to report

f. MCO: Scott Peterson

- i. Still transitioning to non-profit status
- ii. All new emails, new website, names@mobiusconsortium.org
- iii. Replacing servers
- iv. New building – finalizing details on new building (internet and phones)

g. MERLIN: Mary Anderson

- i. Nothing really new to report – they are “doing great”
- ii. Question from Stephanie: The robot is doing well; turnaround time is about the same as doing it the “old fashioned” way because still having to do paging slips & pull for those not at Miller-Nichols

h. MRRL: No one reporting??

i. Quest: Alice Ruleman – nothing to report

j. SLU: Joanne Vogel

- i. Locust Street Library Facility (offsite storage) – had some water damage, everything ok now. Do not have one full-time manager at Locust Street; all 3 libraries provide staff

k. SGCL: Rhonda Brown

- i. Rhonda replied no report – she can hear but cannot respond

l. SWAN: Joshua Lambert

- i. finally made decision on lost book policy, but not changing anything
- ii. Info gathering was really helpful – learned how to ask better questions

m. TOWERS: Pat Danner

- i. Pat had microphone problems and was not responding, but someone else said something
- ii. Missouri Western now reopened following collapse of shelves in July – long process – lots of work

n. WashU

- i. Not much news
- ii. Deb Ehrstein started July 26, but still learning processes

o. WILO – John from KC

- i. Rockhurst celebrating 100 years Kim Culinan? If interested in the new book
- ii. KC Art Institute is celebrating its 125th anniversary
- iii. Midwestern Baptist is building a new Chapel – the library will get the old chapel space which is across the hall from the old library

OLD BUSINESS:

1. Cir FAQ/Best Practices revision – update – discussed in August

- a. some procedural documents with old character based instructions are no longer relevant – updated info in current best practices manual from SWAN (Joshua confirmed) – take links and link directly to SWAN's document; no longer 2 places for info BUT technical complications are prohibiting the creation of the necessary links because they won't go to the specific pages
- b. SCOTT: Drupal cannot link directly to the pdf files, so better to keep updating in 2 places for now

c. OPTIONS:

- i. Joshua (SWAN) could we convert document to html file so we could insert anchors so we can deep link?
- ii. SCOTT: will check because they did not try anchors or tags with Drupal
- iii. JOSHUA: agreed that need to be able to download and print
- iv. LISA Wolfe: what about both options on the webpage with option to read online with links & anchors to separate sections, etc. and use the whole document with a separate link to download and print the pdf file
- v. SCOTT: could use master Word doc which they use to create the pdf and see if they can create links and anchors within the Word document
- vi. Missy Martin: either way, we are still talking about editing both docs
- vii. Scott: what about Word doc parallel that can be populated out in different formats
- viii. Stephanie: let's continue to work on and finalize at the next meeting
 1. Accurate info is the most important thing
 2. Take the discussion offline & take the discussion offline with Joshua and Lisa and try to come up with solutions
- ix. Scott: short term – modify the info up there asap to get the procedures current and then explore long term ways to change and update using a master document
- x. Stephanie will revise documents now with Scott – [couldn't hear everything] show of hands vote & 12 out of 17 voted yes

2. 1st Choice Contract

- a. Stephanie sent comments from August meeting to board of directors
- b. They decided to continue with 1st Choice, but no official notice yet because no contract signed yet
- c. Will be for one or two years
- d. Stephanie discussed the tracking issue with the board – 1st choice is not going to pursue tracking
- e. Scott – history of tracking issue: 1st Choice tried two tracking systems but they were based on work order type of tracking (like UPS, etc.) and taking too much time & money for bags to be scanned individually by hand
- f. Current contract expires next July but new contract will be signed this fall with MOBIUS as a non-profit – not sure if the new contract will take over the current contract and then be replaced in July or will it replace the current contract now

- g. If clusters have questions after the meeting send to the list

3. MERLIN

- a. Stephanie: direct borrowing of theses, etc., said she did not get it organized appropriately for board, so Scott helped her clarify issues to properly request permission from the Board of Directors
- b. MERLIN ok with it coming to the Board now

NEW BUSINESS

- 1. Tracking books/bags:
 - a. SLU Med & Law:
 - i. track books & bags (barcodes), date shipped using Excel spreadsheet
 - ii. driver signs printout
 - b. Mary (MERLIN) UMKC & UMSL do not track
 - c. MST uses Access database
 - d. MU tracks date, barcode, date shipped – June is one to contact about tracking – Terry from MU said call June
 - e. Linn State – tracks -- similar to SLU & MU
 - f. Cindy – tracks using Excel spreadsheet
 - g. Rhonda from Springfield – 1 hr to process – uses Excel
 - h. Lisa Wolfe – barcode not bag on Excel
 - i. Covenant – scans similar into Word table
 - j. Rho at towers – tracks using same info as others
 - k. Valerie Darst – does not track, but Truman does using spreadsheet
 - l. Joshua Lambert – uses Word to scan & can use the Word search capability to search barcode
 - m. WU – no tracking
- 2. Scott: do we want 2 or 3 best practices? Based on size, technology, and staff?
How far back do people keep records? First choice:
 - a. Springfield – 2 years
 - b. Joshua – keep history
 - c. Covenant – keep history
 - d. Towers – keep history
 - e. SLU – Law: keep history; discard individual sheets signed by driver after 2-3 months if no problems
 - f. Linn state – 4 years
 - g. Discussion – use tracking for what else?
 - i. Terry – helps with internal: students

- ii. Joanne – internal tracking & returned too long
 - iii. Westminster – tracks with other campus courier
 - iv. SGCL – additional info – uses with returned too long
 - v. Steve (Bridges): share specific examples
- 3. Scott – ideas
 - a. Compile everyone's ideas and compare
 - b. 6 months is reconciliation with First Choice
 - c. Lisa – what do we need to keep and then how you keep it is up to you
- 4. Everyone send to Scott what we are doing and then he will organize and send to Stephanie?
 - a. Discussion: too much work to do?
 - b. Scott can help with asking the right questions
 - c. Proposal – Scott and Stephanie will make short questionnaire and then collate info for Stephanie – size, volume, what everyone is doing and then make suggested best practices (vote: general agreement)

First Contact @ Cluster

- 1. Changes:
 - a. LANCE – Ethan Cordray at Linn State
 - b. Bridges – change from Matt W to Steve Jamieson
 - c. Wilo – John Oyler
- 2. Vote ok for changes – 11 out of 16
- 3. Scott will change and post

Document Delivery

- 1. WU does internal document delivery internally, but how does that impact MOBIUS stats
- 2. Mary – MERLIN -- would need to add a category to MOBIUS since ILL stats would skew MOBIUS stats because most of us count through ILLiad not MOBIUS
- 3. Joshua – uses ILLiad
- 4. Joanne (SLU) uses ILLiad
- 5. Stephanie – who is responsible for the MOBIUS stats? Mary: do we want to add a line for ILL stats within MOBIUS? Scott – send a recommendation to the board and then if approved, goes back to MOBIUS
- 6. Cindy – transactions where you are filling requests for your own patrons using your own system
- 7. Are we all submitting these monthly stats? Can libraries submit retroactive stats? Scott will check

8. Deb: Non-returnables are not really MOBIUS if they come from within to within – are libraries counting as lending and borrowing if within
9. Lisa Cleben? Lending borrowing ratio beyond your own campus?
10. Fran – lending and borrowing – lender of last resort is only for ILL, not MOBIUS
11. Mary Anderson – does this need to go to a broader interlibrary loan group because some libraries separate their ILL and MOBIUS departments
12. Stephanie – members should get the info in #13 from their cluster members regarding how internal is counted: as ILL and MOBIUS or not counted anywhere?
13. Question revolves around whether or not we do internal document delivery to our own patrons for our own stuff

Next meeting: Wednesday, February 23, 2011; 10 a.m. to 12 p.m.

Other business

1. Mary – UMKC is happy to loan scores but they will loan them via ILL, not via MOBIUS anymore
2. Scott's summary
 - a. Info on First Choice contract
 - b. Work with Stephanie re: best practices
 - c. Update 1st contact list
 - d. Update revised minutes from last meeting

Motion to adjourn: made by Alice Ruleman, seconded by Steve Jamieson