

**MOBIUS Web Site Task Force Meeting Minutes**  
**Friday, September 14, 2007**  
**MCO Office**

Present: Mary Anderson, B. Doug Blansit, Janet Caruthers (Chair), Abbey Rimel (MCO representative), Jane Theissen

Janet Caruthers announced that Outfront Communications staff will be joining the meeting at 1:30 p.m. She also announced that Patrick McCarthy from Saint Louis University has stated that he will no longer be able to be a member of the Task Force.

**Old Business**

1. Some changes need to be made to the May 3, 2007, meeting minutes. Abbey will make the changes and send the revised minutes to task force members via email.
2. Janet announced that having a member site available by login is adequate for accessibility to records. The new web site will be open to the public with a login for all members to access all meeting minutes, workshop information, policies, etc. Committee working papers will be restricted to members of the committee with a note stating such restriction. There was discussion that working papers should also be available to all MOBIUS members.

**New Business**

1. Janet explained that Outfront Communications has been hired by MOBIUS to work on marketing issues for the consortium. The firm will be designing the look of the new web site, such as color, font, etc.
2. Abbey went over the process and steps of getting the new site completed. The Web Site Task Force is one component of four in the process of getting the new web site active. Other components involved are information technology for hardware needs (MOBIUS and MOREnet staff), marketing (Outfront Communications), and web site usability testing (MU's Information Experience Lab).
3. Open discussion on current and proposed key tasks to be performed on the member section of the web site. Each tabbed section on the current web site was looked at in detail to decide whether the information should be retained on the new site. Organization of the new member web site was discussed so users can easily find information. Twelve key tasks were identified:
  - a. Looking at committee information
  - b. Looking at cluster information
  - c. Subscribing or unsubscribing to a list
  - d. Finding an event
  - e. Finding courier and delivery information
  - f. Finding policies and procedures
  - g. Finding training information for self or employees
  - h. Finding statistics for interlibrary loan, annual reports, etc.
  - i. Finding conference information
  - j. Making a service request
  - k. Contribute to site

1. RSS alerts to system status
4. Abbey showed the new site mockup to the task force.

Meeting adjourned.