

Members Present:

Joshua Lambert, Chair	MSU
Melissa Forsythe, Recorder	MSSU
Amber Carr	MSSU
Barbi Dickensheet	Drury
Casey Gann	Forest
Jon Jones	BBC
Shirley Moentnisch	MSU
Rick Oliver	AGTS
Tracy Sullivan	Drury
Donna Young	SBU

Members Absent:

Lynne Edgar	Crowder
Debbie Garten	Cotter
Todd Wilkinson	OTC

1. Call to order and introduction
2. Adoption of the agenda
3. Approval of minutes
4. Information Items
 - a. Casey informed members that Forest will be undergoing a remodel
 - b. Tracy is on a committee to locate a new Library Director
 - c. Jon reported on dealings with HLC and is currently the Acting Director at BBC
 - d. Joshua stated that the tutoring/writing center has been moved into the MSU Library
 - e. Melissa let members know of a recent Trivia Night fundraiser for the MSSU Library
5. Unfinished Business
6. New Business
 - a. Donna asked to add an agenda item regarding MSU's new IDs. She has been experiencing problems pulling up MSU accounts. Joshua will make sure the directions on the MCO website are correct. Joshua passed around his ID.
 - b. Melissa had questions on how each library handles unpaid fines. Most libraries reported that patrons with unpaid fees are handed over the Business Office at set intervals (typically at the end of each academic semester). Amounts transferred to the Business Office varied from a \$1.20 to a \$10.00 minimum and typically students could not receive diplomas if they had holds in the Business Office. Fines are removed from Millennium and collecting becomes the Business Office's responsibility.

- c. Jon asked where the money for each Library's fines goes. He expressed wanting to take sale books and offering them for resale or trade. Amber shared that MSSU uses Better World Books. Forest sells theirs on halfprice.com. Most Libraries reported that fine and book sale money becomes part of their campus' general funds. Drury's becomes petty cash.
 - d. Shirley reported that on more than one occasion, running reports for MOBIUS fines was bringing up patrons who had not previously been included on the reports, despite being several years old.
 - e. Donna relayed issues with reconciling lost MOBIUS books with libraries outside of the SWAN cluster. Joshua restated the MOBIUS policy on the borrowing library's responsibility for material. Issues with reconciling with SWAN libraries was also discussed, as well as the proper procedure for reporting non-cooperative borrowing libraries who owe for lost material. Barbi shared her letter for recouping funds. Members discussed their preferred method of contact with MOBIUS libraries. Donna shared that SBU has a separate account for MOBIUS overdue fines, which is used to help fund replacement costs of lost MOBIUS books.
 - f. Jon expressed difficulty in getting money from an ILL borrowing library. Donna suggested halting ILL requests to that location until the fee was paid.
 - g. Jon related issues with an OPAC "No entries found" message. This had been a widespread problem in the past. Joshua suggested taking a screen shot and sending the information on to MCO.
 - h. Jon asked about patron and alumni access to library materials. Most libraries that do lend to area patrons/alumni had reduced check out limits for those patrons, with some material not available for check out.
 - i. Jon mentioned that some steps had been skipped for a small period of time at the BBC library during MOBIUS processing. Donna asked that libraries remember to send all SWAN material with blue labels and stated her preference for larger paper strips being used to hold cover slips. Melissa added a reminder for salmon colored slips on PUA items.
 - j. The next SWAN Circulation Committee meeting will be held at Cottey on 17 June 2010.
Later addition: The next meeting will be held on June 24 rather than 17 so that it does not conflict with the MOBIUS Conference.
7. Adjourn Meeting