

MOBIUS Executive Committee  
Meeting Minutes  
March 2, 2007

Members present: Richard Coughlin, Mollie Dinwiddie, Beth Fisher, Robert Frizzell, Tesuk Im, Jeremy Kintzel, Sharon McCaslin, Wendy McGrane, Julia Schneider

Guests: John Brooks, Tracy Byerly, Debbie Rodman, Mark Wahrenbrock

- I. Welcome and Introductions – The meeting was called to order at 9:35AM.
- II. The Executive Committee went into executive session at 9:39AM. The regular meeting resumed at 9:52AM.
- III. A motion was made by Mollie Dinwiddie to adopt the meeting agenda, it was seconded by Julia Schneider and the motion was approved.  
A motion was made by Mollie Dinwiddie to accept the November 17, 2006 meeting minutes as corrected, it was seconded by Wendy McGrane and the motion passed. A motion was made by Mollie Dinwiddie to accept the January 5, 2007 meeting minutes as corrected, it was seconded by Tesuk Im and the motion passed.
- III. Executive Directors Report – Beth Fisher. Beth Fisher is continuing to conduct site visits to all MOBIUS member institutions. She discussed a possible mentoring program for new directors. Potential orientation sessions are being developed for new directors, site coordinators and members of the Executive and Advisory Committees. Beth Fisher also discussed implementing a possible certificate program for completing training classes in Cataloging, Acquisitions, Serials, and Circulation among other topics. Once participants have completed a series of classes there would be the opportunity to become a resource expert for member institutions. The MOBIUS Annual Conference is progressing and the institutional names will be submitted to the hotel very shortly. The tentative conference program is now located on the MOBIUS webpage. Beth Fisher updated the committee on the renovations of the MOBIUS office and reviewed her goals and objectives for FY07. The Executive Committee asked Beth Fisher to present her upcoming goals to the committee at their meeting in July. Richard Coughlin discussed performance assessments.
- IV. Budget Report – Beth Fisher. Beth Fisher discussed and reviewed the FY07 and FY 08 MOBIUS budget. There was a discussion on the amount of reserve monies and the concern that member institutions have on the percent of increase in their assessments. Beth Fisher commented that if an institution decreases their number of licenses there is not a direct correlation between the percentages of the licenses reduced to the amount of the assessment an institution needs to pay for the operation of MOBIUS. She also has been reminding the members that they have “institutional memberships” not individual ones. Richard Coughlin

commented the assessments were based on the FY08 budget and discussed possible scenarios on how to calculate and determine the reserve budget in the future. Debbie Rodman, Interim Director of Finance and Contractual Services for MOREnet, discussed the MU budget cycle and passed out a calendar of activities on the development of the MOREnet budget cycle. A draft MOBIUS budget process calendar was distributed and discussed by the Committee. Jeremy Kintzel proposed completing a budget calendar for MOBIUS. Wendy McGrane commented that MOBIUS would benefit by having that process in place. Mollie Dinwiddie discussed possible items that legislators might be interested in such as Encore to generate a dialogue.

- V. Nominating Committee – Richard Coughlin briefly discussed the nominating process for members. The past chair of the Executive Committee serves as the Chair of the Nominating Committee.
- VI. MOBIUS and SWAN Loan Rule Policies – Wendy McGrane. Wendy McGrane led a discussion on whether the clusters can have their own loan rules and lost policy versus what the MOBIUS policy is. Comments were also made that other policies are not consistent between MOBIUS an institution and a cluster. Questions were raised on who is entitled to make the decision on billing fees – the borrowing or the lending institution? The committee agreed that consistency is very important to the user. Wendy McGrane suggested that the Committee collect information on what the loan rules and policies are for other clusters. This item was referred to MAC – the MOBIUS Access Advisory Committee to investigate cluster information and policies on borrowing and lending. Mollie Dinwiddie commented on what institutional problems might arise if they were forced to follow a standard set of policies for MOBIUS. Wendy McGrane, Mark Wahrenbrock and Richard Coughlin will work on a charge for the MOBIUS Access Advisory Committee.
- VII. Beth Fisher revised several of the MOBIUS documents based on recommendations contained in the MGGM report, and made other corrections as needed. The Committee discussed these revisions. Beth Fisher reported that Gary Allen and Steve Lehmkuhle asked the University legal department to review the host documents. Currently the University of Missouri does not view the Host Institution Agreement as being active. As a result of this discussion it was agreed that all MOBIUS governing documents need to be reviewed. There was some discussion on developing a working group or small task force to review any draft document. Possible group would include Julia Schneider, Beth Fisher, Mollie Dinwiddie, Valerie Darst and Cathye Dierberg. It was noted that each institution would need to sign the new MOU. It was suggested that it be brought up for discussion at the June Council meeting.
- VIII. There was discussion on the MOBIUS policy on admission for prospective new MOBIUS members. MOBIUS would need to review and formalize a policy that would then need to be approved by the Executive Committee.

Beth Fisher has had discussions with several libraries who have expressed interest in becoming members.

- IX. MOBIUS Long Range/Strategic Plan – Richard Coughlin reviewed items on the MOBIUS Action Plan. After reviewing the list it was noted that many of the action items have been resolved. The Strategic Plan does not seem tied to the Action Plan. Beth Fisher and Mark Wahrenbrock will update the Action Plan and report back to the Executive Committee.
- X. Reports – MOREnet – No Report. Department of Higher Education - Report by Jeremy Kintzel. The Department of Higher Education budget is in line with the Governor’s recommendation. There was discussion regarding MOHELA. Jeremy Kintzel commented that the DHE has a good working relationship with Steve Lehmkuhle’s office at the University. The DHE has hired a new legislative liaison. Missouri State Library – No Report. MLNC – Report by Tracy Byerly. MLNC will be offering specialized workshops in May at no charge. A workshop will be held April 24, 2007 in Columbia entitled Mission Possible: Practical Project Management. Visit the MLNC website for more information. OCLC members met in Quebec in February to discuss current issues facing libraries. MLNC is continuing to work on strategic planning.
- XI. Advisory Committee Reports. Advisory Committee Appointment Schedule – Mark Wahrenbrock. The appointment schedule was created in 2003. New members and a new chair are appointed in July of each year. Each cluster chooses the representatives to the committee. A motion was made by Sharon McCaslin to adopt the revised Advisory Committee Appointment Schedule, motion was seconded by Wendy McGrane and the motion was approved. Mark Wahrenbrock will have the schedule available for review on the MOBIUS webpage. MOBIUS Access Advisory Committee – No report. MOBIUS Annual Conference Planning Committee – a written report by Felicity Dykas was distributed. MOBIUS Catalog Design Advisory Committee – No report. MOBIUS Collection Management Advisory Committee – No report. MOBIUS Coordinators Advisory Group – No report. MOBIUS Electronic Resources Advisory Committee – a written report by Rhonda Whithaus was distributed.
- XII. Motion to adjourn the meeting was made by Sharon McCaslin and was seconded by Robert Frizzell. The motion was approved and the meeting adjourned at 1:50PM.

Respectfully submitted by:  
Susan Hatfield  
3/7/2007