

MOBIUS Executive Committee
Meeting Minutes
November 9, 2007

Members present: Sharon Bostick, Richard Coughlin, Valerie Darst, Mollie Dinwiddie, Beth Fisher, Tony Garrett, Jeremy Kintzel, Sharon McCaslin, Wendy McGrane, Bill Mitchell and Julia Schneider

Guests: Janet Caruthers, Margaret Conroy, Jim Cogswell, Christopher Gould

- I. The meeting was called to order by Julia Schneider at 10:00AM.
- II. A motion was made by Valerie Darst to adopt the meeting agenda. The motion was seconded by Sharon Bostick and the motion carried.
- III. A motion was made by Valerie Darst to approve the September 6, 2007 meeting minutes. The motion was seconded by Wendy McGrane and the motion carried.
- IV. Julia asked that attendees please provide their home phone number and an alternate phone number. As we get into bad weather Julia would like contact numbers for emergency purposes.
- V. Executive Directors Report – Beth Fisher. Beth gave a presentation on the history of MOBIUS staffing and services and where MCO is now. She distributed several handouts showing how the staffing has changed over the years. There were 21 MCO staff when MOBIUS started and now there are 11 MCO staff. The job description for the Internet Application Specialist was distributed and discussed. Fifty-five percent of the Help Desk calls are related to WEBPAC issues and this new position would help with those questions. This position is a technical position not a librarian position. The Executive Committee made a few suggestions on the job description and Beth will work with Richard Coughlin to incorporate these suggestions into the description. Beth reviewed the current Operations/Help Desk duties and proposed division of duties. She discussed a proposed short term plan to (1) address response time and interaction between MCO Help Desk and the member institutions and (2) permanent changes for selected RMOs (Routine Maintenance Operations). Beth reviewed the MOC open calls by type from January 2007 to November 8, 2007. She also reviewed generic open calls for the same period. Wendy McGrane wanted to know how long the short term solution would last. The short term solution to help streamline the open calls would possibly last 3-4 months. A long term solution could include possible development projects which would be sub-contracted with MOREnet. Beth discussed other projects which included the qualifications and duties for the Millennium Experts, WEBPAC experts, Knowledgebase and the MOBIUS Website. Beth distributed a list of the current MCO projects. The effects on

the member institutions by implementing the short term plan was discussed. A motion was made by Tony Garrett to implement the short term Help Desk plan. The motion was seconded by Sharon McCaslin and the motion carried. A motion was made by Valerie Darst to adopt the MCO Operations/Help Desk suggestions for changes to RMO's. The motion was seconded by Wendy McGrane and the motion carried. There was discussion by the committee about how to disseminate all this information to the member institutions. A suggestion was made to include all the detailed information on the MOBIUS website. Wendy McGrane suggested all the information be made available to them including Beth's PowerPoint presentation, MCO current projects and other information that was discussed. All the institutions need to be informed that it will require more work on their part. Julia Schneider stressed that communication is the key to a successful implementation. Margaret Conroy stated that by putting the information on the MOBIUS webpage the member institution will see what MOBIUS is doing.

- VI. Report from the Taskforce on the Website – Janet Caruthers. Janet passed out a list of content recommendations which was reviewed and discussed. Beth reviewed the timeframe for the new website to go live. A demonstration of a draft website is slated to be presented at the February 1, 2008 MOBIUS Council meeting.
- VII. Reports – MOREnet: Bill Mitchell. Bill distributed a concept document for his presentation at the 2/1/08 MOBIUS Council meeting. It was discussed by the Executive Committee and he asked for suggestions and input. Members can send Bill their comments via e-mail. Bill will plan on giving a detailed, one hour report to the Council stressing the value of the member institutions connectivity to MOREnet. Beth asked that he try and educate the Council members on how the MOREnet/MOBIUS connection affects their day-to-day operations. Bill met with Ed Robb, Missouri House of Representatives. They will have public hearings on higher education 12/3, 12/4 and 12/5. There might be some one time funding available but the House has more requests than dollars. Ed Robb stated that higher education is a priority. Department of Higher Education: Jeremy Kintzel. There is major upcoming legislation on defining college readiness competencies which would become the standard for the State. The first phase is completed and will be posted on the DHE website for comments very soon. The DHE is working on a draft coordinating strategic plan which will include the value and purpose of higher education plus it will list five to six goals of higher education in Missouri. Jeremy would like input from the Executive Committee so please contact him with suggestions. Missouri State Library: Margaret Conroy: The State Library received e- rate funds for databases. They will also be working with MOREnet regarding training programs and how to use them. Margaret met with Dr. Stein, Commissioner of the Department of Higher Education, to discuss the Homework Live Help Program database. She will meet with Dr. Stein further to discuss. Margaret attended a LSTA fund training program in Washington, DC. There will possibly be a new grant round announced in

December 2007. Margaret discussed the open positions currently at the State Library and addressed staffing updates. MLNC: Tracy Byerly – Written report.

- VIII. Advisory Committee Reports. Annual Conference Planning Advisory Committee: Gayla McHenry – Written Report. Access Advisory Committee: Gordon Johnston – Written report. The MOBIUS Lost Book Policy will be voted on by the Executive Committee via an electronic vote. Wendy McGrane stated she had no concerns with the policy. Catalog Design Advisory Committee: Steve Wynn – No report. Collection Management Advisory Committee: Stephanie Tolson – Written report. Coordinators Advisory Group: Corrine Caputo – No report. Electronic Resources Advisory Committee: Georgia Baugh/Ellen Elicieri – Written report. The MOBIUS Limited License Resources Policy submitted by the MERAC Committee will be voted on by the Executive Committee via an electronic vote within the next two weeks.
- IX. Executive Directors Report continued – Beth Fisher. Beth handed out a copy of the consolidated budget for the period ending 10/31/07. All MOBIUS billing is up-to-date for FY08. After a discussion about the current MOBIUS positions Valerie Darst questioned where the money will come from for any new MCO positions. Beth said that there are no new positions but current positions are being either reclassified or she is backfilling positions. Some of the project work is being performed by consultants. For example Greg Marshall is completing some contract work for MOBIUS with funds returned from YBP. Beth distributed charts providing outsourced relationships. Wendy McGrane suggested mentioning to the Council that MOBIUS is cultivating staffing resources in other areas, i.e. practicum students. MOBIUS FY09 draft budget was distributed. In preparation for determining assessment fees Beth added and decreased licenses as requested by the institutions. Beth indicated that there is an increase in the FY09 budget due to the server maintenance, new servers, 10th Anniversary celebration activities, printing and marketing from Outfront Communications, the purchase of a new copier, increase in staff benefit costs and costs for continuing education for the MCO staff. A motion was made by Sharon Bostick to accept the FY09 budget. The motion was seconded by Sharon McCaslin and the motion carried. This motion was later withdrawn and a new motion was made. The new motion was made by Valerie Darst to include one or two new staff positions in the FY09 budget figures and the assessments for each as it affects the budget. This motion was seconded by Sharon McCaslin and the motion carried. Beth will make the corrections on the original budget and send to Julia Schneider. Julia will send the corrected version to the committee for an electronic vote. Richard Coughlin questioned whether there was a hole in the upper level management regarding library systems while Wendy McGrane questioned if we have the expertise to roll out new programs. Beth Fisher addressed these concerns and answered questions. Outfront Communications is finalizing the FY06 and FY07 MOBIUS Annual Reports. The MOBIUS newsletter will be out soon and to cut down on costs it will be sent out electronically to member

institutions and other selected individuals. MCO will print about 100 copies to keep for handouts as needed.

- X. Mollie Dinwiddie briefly discussed the draft MOU. If you have any questions please contact her.
- XI. Since the meeting was running over the scheduled end time Julia Schneider suggested a conference call for the remaining agenda items. Susan Hatfield will coordinate these 2-3 statewide conference calls with the Executive Committee. Each call will last approximately one hour. The first meeting will be to discuss the MOU revised draft and the MOBIUS 10th Anniversary celebration. The other two meetings will include strategic plan taskforce, taskforce on legislative issues and the taskforce on the financial plan. A date for a joint meeting with the MLNC Board and other interested parties regarding electronic databases will be set soon. Susan will poll Executive Committee members for available dates.
- XII. Julia Schneider briefly discussed the charge of the taskforce on the RFI. The taskforce reporting deadline is January 15, 2008. A motion was made by Mollie Dinwiddie to accept this charge with the revised 1/15/08 reporting date. The motion was seconded by Valerie Darst and the motion carried.
- XIII. Beth Fisher discussed the status of Agency software. Should MOBIUS return the grant funds to the State Library and re-apply for funds later on? Margaret Conrad stated that re-applying for funds at a later time should not be a problem. Jim Cogswell made a motion to return the funds and apply for additional funds at a later date. A motion was seconded by Valerie Darst and the motion carried. Mollie Dinwiddie made an amendment to the motion to include checking with III to see if we can cancel the purchase order without any penalty. That amendment was accepted by the committee.
- XIV. A motion to adjourn the meeting was made by Valerie Darst and was seconded by Tony Garrett. The motion carried and the meeting adjourned at 3:00PM.

Respectfully submitted by:

Susan Hatfield

11/12/07