

MOBIUS Executive Committee
Meeting Minutes
March 28, 2008

Members present: Richard Coughlin, Valerie Darst, Mollie Dinwiddie, Beth Fisher, Becky Kiel, Sharon McCaslin, Julia Schneider, Stephanie Tolson

Guests: Gary Allen, Jim Cogswell, Joe Ford, Jeremy Kintzel

- I. Julia Schneider called the meeting to order at 10:06AM. She introduced Joe Ford, library consultant, who has been contracted to work with MOBIUS on various issues including the assessment model and strategic planning.
- II. Julia had two additions to the agenda. She added approving the Executive Committee meeting conference call minutes for February 22, 2008 and to adjust the agenda to show that there were no Advisory Committee reports. A motion was made by Sharon McCaslin to adopt the agenda as corrected. The motion was seconded by Valerie Darst and the motion passed.
- III. Stephanie Tolson made a motion to approve the minutes of the January 18, 2008 committee meeting. The motion was seconded by Sharon McCaslin and the motion passed. Sharon McCaslin made a motion to approve the minutes of the February 22, 2008 committee conference call. The motion was seconded by Stephanie Tolson and the motion passed. A motion was made by Valerie Darst to approve the minutes of the March 12, 2008 committee conference call. The motion was seconded by Sharon McCaslin and the motion passed. A motion was made by Sharon McCaslin to approve the March 17, 2008 committee minutes. The motion was seconded by Valerie Darst and the motion passed.
- IV. Joe Ford, library consultant, thanked the MCO office for collecting the data he requested. He gave a short overview of his background and felt honored to be working again for MOBIUS. He commented that the web site was not up-to-date. He suggested updating the site weekly or monthly. The foremost issue at hand is the institutional assessment issue. Joe reviewed various samples and commented he felt there were three issues for fair assessments – be equitable, be repeatable and be easy to operate. He identified potential usage elements which were membership, user licenses, title/volumes, registered borrowers, circulation and reserves, intra loans/in-cluster and intra loans/InnReach. He could see a 10-15% drop in membership, licenses, titles and borrowers and put that additional money into circulation and intra loans. Joe did not have any data yet on how this scenario will effect each institution but will be working on that in the near future. He indicated that staff salaries are important in the operation of MOBIUS. Jim Cogswell commented that many institutions joined MOBIUS to have access to unique collections. Stephanie Tolson clarified that MOBIUS has 60 members as the two public institutions don't pay fees. Joe will work with Beth on the implications for the

institutions and can adjust the figures accordingly. He can apply special conditions for certain users. Stephanie Tolson suggested rectifying the University of Missouri license issue. Joe's plan does not address capital replacement funds, growth issues or any contingency items. A retirement and preventative maintenance plan for equipment should also be addressed. Sharon McCaslin said she could easily see her library using MOBIUS so much that usage would create a financial hardship for them. Sharon McCaslin and Becky Kiel would like to see the costs be more predictable, i.e. membership fees. Richard Coughlin stated even if the membership dues increased significantly it would be hard for the institutions to purchase their own system for what the membership fee would be. He suggested if you use MOBIUS more you pay more. Mollie Dinwiddie suggested conducting further analysis for comparisons. Stephanie Tolson commented that in the future there will be less print and more electronic resources. Beth Fisher stated that if you have a static percentage membership it would change each year. Joe Ford will prepare various spreadsheets with different percentages with the formula that was discussed at today's meeting. He will work on a two year plan. Stephanie Tolson suggested Joe also work with the Task Force on the Financial Plan. Richard Coughlin commented that there are other services that don't fit into Joe's model and would need to be incorporated if institutions wanted other MOBIUS services. Joe will build a cost into the formula for institutions who want to purchase other special services.

- V. The WebPac Pro recommendation was discussed which included implementing spell check, single sign-on and feed builder. Mollie Dinwiddie asked about implementation costs. Julia Schneider said that many institutions already have spell check. Mollie Dinwiddie made a motion to accept the report, have Beth gather more information on costs and defer the implementation decision until a later date. The motion was seconded by Valerie Darst and the motion passed.
- VI. Richard Coughlin discussed the nominating committee. Information needs to go to members thirty days prior to the Council meeting in June. Richard read the procedures from the by-laws. The nominating committee will need to gather a slate by the end of April. Individuals suggested putting information on the Council list regarding the nominating process. Short biographies will also be requested for those interested. It would be nice to have suggestions from each cluster so the process can be competitive. MOBIUS will again have space for write in candidates and nominations from the floor. Openings for next year are: Sharon Bostick, 4 year public; Richard Coughlin, past chair (4 year public); Stephanie Tolson, 2 year public and Sharon McCaslin, independent-at-large. Anyone interested should send their nominations directly to Richard Coughlin.
- VII. Reports – Department of Higher Education; Jeremy Kintzel. Jeremy reported that the DHE budget has gone to the senate. MOREnet came out of committee with a flat budget. Missouri State Library – no report.

- VIII. Unfinished Business. Julia Schneider indicated that Beth Fisher was no longer the chair of the Task Force on the Financial Plan. A motion was made by Becky Kiel to approve Sharon McCaslin as the Chair of the TFFP. The motion was seconded by Valerie Darst and the motion passed. Julia discussed the limited license resources policy revision with Georgia Baugh. A motion was made by Sharon McCaslin to approve the revised policy of 3/19/08. Stephanie Tolson seconded the motion and the motion passed. Julia discussed the changes on the Task Force on the Website. Richard Coughlin made a motion to accept the report and the recommendations will be considered as guidelines by those working on the project. The motion was seconded by Sharon McCaslin and the motion passed. Julia Schneider reiterated that advisory committees are advisory groups only and the Executive Committee takes the comments into consideration when discussing topics. Those working on the MOBIUS website now are the task force individuals, Outfront Communications, IE lab and Justin Hopkins. Mollie Dinwiddie has reviewed the Memorandum of Understanding again. She questioned if MOBIUS really needed to revisit the MOU at this time. Possibly leave the current MOU as is and create a new one for new members. Mollie will explore this possibility and report at a later meeting. Julia mentioned that MOBIUS will hand out flash drives at the 2008 conference in celebration of the 10th anniversary. The MOBIUS logo will be imprinted on them.
- IX. Executive Directors report – Beth Fisher. Beth and Christopher Gould are working on a plan of where MOBIUS is and what changes need to be made. Beth gave a PowerPoint presentation to illustrate. Scott Peterson has been hired as the new, full-time OHD staff and will begin April 7, 2008. A temporary, half time OHD staff member will be hired through June 30, 2008. Beth reviewed the OHD open tickets, changes implemented and proposed changes. She reviewed the OHD emergencies and the current responsibilities of the OHD staff with new proposed work/employee distribution. Beth reviewed the OHD expertise needs and proposed training. Julia asked that Beth inform institutions of changes so they are aware. Beth indicated that Remedy is moving forward. A meeting has been set up with MOREnet to discuss. A mock-up of the new website should be ready in time for the 2008 conference. There was discussion of institutions using different internet providers other than MOREnet. A trial could be set up with an institution to monitor outcomes and problems. Bill Mitchell joined the group for a short time to elaborate on the testing and trial process. Stephanie Tolson questioned the cost of such a trial and thought each institution should use their own staff for the testing process. Beth stated that there will be additional costs associated with testing and MCO does not have the current staff to do this. Bill mentioned he could restrict testing and not open it up to anyone until the testing is completed. The Executive Committee gave Beth their approval to work with MOREnet to investigate possible testing. Beth Fisher will do a labor cost analysis for the testing. Beth wanted the committee to be

aware that this testing will take away from other projects in the office. Beth discussed the courier service and bag review. Adobe Connect is up and will be used in lieu of Centra. Beth reviewed the FY08 budget and distributed a handout. She discussed the IR Manager position and asked for permission to re-open and fill the position. Budgeting discussions followed. Mollie Dinwiddie suggested that we stabilize the budget for next year, develop strategic planning and revisit this later. The consensus of the committee was to not fill or advertise the IR Manager position at this time, deal with other more pressing issues, leave the FY09 budget as is, revisit the current job description before re-opening and possibly entertain the idea of a contract employee later on.

- X. New Business. Julia Schneider had a comment from Margaret Conroy about the line item for LSTA funding in the FY09 budget report. Beth addressed the question and the information will be relayed to Margaret.
- XI. The first Executive Committee meeting for next fiscal year will be July 18, 2008.
- XII. A motion was made by Becky Kiel to adjourn the meeting at 2:40PM and go into executive session. The motion was seconded by Richard Coughlin and the motion passed.

Respectfully submitted by:
Susan Hatfield
April 4, 2008