MOBIUS Executive Committee

Meeting Minutes

May 9, 2008

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

Guests: Jim Cogswell, Lynne Edgar, Christopher Gould, Jeremy Kintzel

I.   The meeting was called to order by Julia Schneider at 10:10AM. She thanked Sharon McCaslin, Stephanie Tolson, Sharon Bostick and Richard Coughlin for their service to the committee. They will be rotating off at the end of June 2008.

II.   A motion was made by Valerie Darst to adopt the agenda with two changes. The motion was seconded by Sharon Bostick and the motion passed.

III.   A motion was made by Sharon McCaslin to approve the Executive Committee minutes of March 28, 2008. The motion was seconded by Valerie Darst and the motion passed.

IV.   Richard Coughlin reviewed the call for nominations that was distributed to the MOBIUS Council list to see who expressed interest in serving on the Executive Committee. Names submitted are Candice Baldwin, Erlene Dudley, Hugh Stocks and Janet Caruthers. He thanked Stephanie Tolson and Genie McKee for their help in the nomination process. Richard suggested having written guidelines for the nominating committee to follow. He will draft some procedures and submit those to the Executive Committee for review. Stephanie Tolson reiterated that we need good representation and a good geographical balance. Julia will send the ballot out with the Council agenda so individuals can review the slate of nominees prior to voting at the meeting on June 3, 2008.

V.   Task Force on the Strategic Plan - Valerie Darst reviewed the mission, vision and values of the Task Force on the Strategic Plan. She discussed their aggressive timeline and a sheet was distributed with the respective dates. Although their deadline is January 1, 2009 they hope to have all information compiled and ready for the Council meeting in September. A short survey of approximately 15-20 questions will be sent to the Council members for their input regarding the strategic plan.

VI.   Task Force on the Financial Plan - Sharon McCaslin thanked Council members for submitting the financial information to the task force. She stated that trying to acquire patron information is difficult and that item records are easier to get. The task force is still working on the criteria for the institutions that are operating their own servers. The task force is using borrowing/lending statistics for both INN Reach and in-cluster. For lending, the institutions would receive a credit and would use a three year rolling average for each institution. The task force will look at the two public libraries and the two institutions that have their own servers independently. Sharon discussed additional issues

that were brought up at the task force meeting. The task force is hoping to have an informational handout ready for distribution at the next Council meeting. Julia Schneider reminded Sharon that the information needs to be reviewed by the Executive Committee prior to Council distribution. Sharon stated that the task force is trying to have a plan in place by September 2008 and that individual institutions might want to start dumping patron records. Beth Fisher suggested starting a discussion on how information is disseminated to the Council, Advisory Committees, etc.

VII. Executive Directors Report - Beth Fisher. She informed the Committee that there is no cost for turning on WebPac Pro and that spell check is very inexpensive for INN Reach. A motion was make by Sharon McCaslin to purchase spell check for INN Reach and to turn on WebPac Pro. The motion was seconded by Valerie Darst and the motion passed. Beth stated she might need some design work completed when turning on WebPac Pro and questioned who would complete that. Wendy suggested that it might fall to MAAC for feedback. Stephanie Tolson suggested doing a test run before turning it on. Christopher Gould and Lynne Edgar joined the group to answer questions and discuss the differences when WebPac Pro is turned on. You cannot do a test sight on WebPac Pro as it is enabled live. Beth could work with Outfront on design issues if the Committee so recommended. Jim Cogswell questioned whether members could look at someone else's sight to see what it looks like. Christopher said that was possible. Lynne Edgar stated that it can be put on a staging server for review. There was discussion about turning on WebPac Pro prior to the annual conference so individuals could attend a WebPac Pro forum at the conference. Stephanie Tolson wanted to know if all clusters have implemented WebPac Pro. Lynne said all have except Galahad. The final recommendation of the Committee was to turn on WebPac Pro after the MOBIUS Annual Conference and then look at the re-design with Outfront and discuss changes that could be made. A flyer could be made available for distribution at the WebPac Pro forum at the annual conference stating an upcoming timeline. Beth Fisher suggested that the IE lab could assist on the cluster design pages. Beth continued on with her general update by letting the Committee know that the Remedy project is moving forward. The level of open tickets was 170 and has dropped to 100. She found out at IUG that Release 2007 was turned on May 6, 2008. MCO will turn on Release 2007 in late July with training the first of August. Christopher Gould will contact the clusters to coordinate upgrades. John Jackson, a new part-time person that is working with the OHD, is working on automating RMO's. Beth concluded her general information report by stating that the electronic resources licensing is moving forward and orders are due June 1st. Justin Hopkins will have new MOBIUS website templates ready for display at the annual conference and that Scott Peterson and Justin Hopkins are new hires to MOBIUS.

VIII. Beth Fisher distributed the consolidated budget YTD for the period ending 4/30/08. Jim Dutton has accepted a position at University of Central Missouri which leaves a vacancy in the office. Beth would like to recommend a re-evaluation of that position to a new position that includes experience in ILS and IT knowledge. A motion was made by Valerie Darst to approve the new assistant director type position with the new focus and for Beth to proceed in hiring that individual. The motion was seconded by Beck Kiel and the motion passed. This position will be a high level position with a salary of between $85,000-$90,000. Jim Cogswell reiterated the importance of the training component within MOBIUS and we should search out alternative ways to conduct training. Possibly

talk to MLNC and contract training through them. Julia Schneider stated that we wouldn't drop training but it would have a new face and creative learning techniques. Robin Kespohl would continue conducting half-time training and Fran would help as needed. Discussion followed on various staffing scenarios. Richard Coughlin suggested utilizing staff within the membership to assist with training opportunities. Beth Fisher also suggested possibly using Adobe Connect as a self paced learning module for training purposes.

IX.   Beth Fisher gave a brief 2008 MOBIUS Annual Conference update. Several copies of the conference program were distributed for the Committee to review. All nineteen vendor slots are filled. There will be six training sessions on June 5th and at this time there are about 270 individuals registered. Registration has been re-opened until May 21, 2008 to accommodate those who want to register and did not have the opportunity previously. There will be a wine and cheese reception for the Executive Committee from 4-5PM following the Council meeting with a dutch treat dinner from 5-6:30PM at the Black Bear Restaurant at Tan-Tar-A. The keynote speaker begins at 7PM with the networking session immediately following at 8PM.

X.   Department of Higher Education - Jeremy Kintzel. Jeremy stated that the DOHE budget has now gone through the Senate. Inflationary increases have been added to institutions. Several new staff have been hired at DOHE to help with projects and initiatives. Major projects include coordinating strategic planning and working on late stages for the funding formula for FY10 with a formal structure.

XI.   New Business. The agenda for the June 3rd Council meeting was discussed. Items will include the nominating committee, executive director's report, advisory committee reports, announce retirees and new directors, task force reports and cluster reports. If Executive Committee members would like additional items added please contact Julia Schneider. A motion was made by Valerie Darst to accept the MOBIUS Lost Book Policy revision. The motion was seconded by Stephanie Tolson and the motion passed.

XII.   Advisory Committee Reports. Access Advisory Committee - written report distributed. Annual Conference Planning Committee - no report. Catalog Design Advisory Committee - written report distributed. Collection Management Advisory Committee - written report distributed. Coordinators Advisory Group - no report. Electronic Resources Advisory Committee - no report.

XIII.   A motion was made to adjourn into executive session at 1:20PM by Valerie Darst. The motion was seconded by Wendy McGrane and the motion was passed.

Respectfully submitted by Susan Hatfield

May 12, 2008 Approved Executive Committee – July 24, 2008