

MOBIUS Executive Committee
Meeting Minutes
July 24, 2008

Present: Candice Baldwin, Janet Caruthers, Valerie Darst, Mollie Dinwiddie, Erlene Dudley, Beth Fisher, Jeremy Kintzel, Becky Kiel, Julia Schneider, Hugh Stocks

Guests: Gary Allen, Jim Cogswell, Joe Ford, Sharon McCaslin

- I. Welcome and Introductions began at 1:04 PM.
 - II. Orientation by Beth Fisher, explained notebook contents.
 - a. Organization - Map of clusters, list of all current council members, and list of site coordinators. A note will go out to find out if we have all of the campuses.
 - b. Governing documents—(Memorandum of Understanding) MOU, MOBIUS cooperating partners, bylaws, host institution agreement, service policy agreement. Candace Baldwin asked if they had been signed, Beth replied that the MOU has been signed by each institution; the bylaws do not get signed.
 - c. Cluster section -- implementation date of cluster, cluster directors as of April
 - d. Advisory committees-- list of current committees and chairs, charges for each committee, appointment schedule -- Letter will go out from Beth requesting reps for committees, sends names received back to advisory committees, terms start July 1, listservs and the website are updated with the new representative names.
 - e. Historical documents. Task forces (active) -- A task force final report becomes a historical document upon completion . The Strategic and Financial Planning Task Forces were not included in this section because there is so much information to include.
 - f. MCO – Lists of contacts, services, active discussion lists, and history of MCO staffing. Some discussion lists are open to any employee at a MOBIUS library and some discussion lists are open only to the committee or group member.
 - g. Adobe connect- used to hold online meetings, how to use it info includes-- presenter info, system requirements, requesting a meeting and request form
 - h. Calendar/Glossary-- executive committee calendar for FY09 with meeting locations, general calendar of organization events with no specific dates, glossary of MOBIUS terms.
 - i. Executive Committee Minutes - How to post minutes to the website for advisory chairs (FYI), copy of all Executive Committee minutes from website since 1998 in reverse date order.
 - j. Council Minutes - All the council minutes in reverse date order
 - k. List of what was done on executive committee last year.
 - l. List of on-going issues for executive committee
 - m. Annual reports.
 - n. Newsletters for the fall/ winter 2007 and spring 2008
- Julia Schneider requested a policy section. Beth mentioned having thought about it and agreed to make a policy section. Beth brought up updating the notebook. The website can be used to delete/add/etc this page. Then updates are available for print to add to the notebooks. Janet Caruthers had a question regarding her

role of taking minutes according to by-laws. A discussion followed on how the elected secretary now takes minutes during the executive session primarily. Mollie Dinwiddie suggested the secretary could work with the executive assistant to proof the minutes. Julia Schneider said the chair should look over the minutes as well. Mollie Dinwiddie would like the executive assistant to send the minutes to the secretary as a draft. Hugh Stocks didn't think a by-law change should be made as maintaining and disseminating could mean many things. Based on a previous question about providing binders to all Council members, Beth asked Mollie if every council member needs the notebook made by the office. Becky Kiel suggested links on the website for the notebook. Beth Fisher replied that she would like to wait and put the table of contents on the new website (after Jan. 09); at Feb '09 council meeting the notebook could then be shared with the council members. Mollie wanted to mention the following: as a member of the Executive Committee, each representative is representing MOBIUS and not the interests of the institution he or she is coming from necessarily and to maintain a broad outlook.

- III. The meeting was officially called to order by Mollie Dinwiddie at 1:39 PM. She welcomed Sharon McCaslin to the meeting.
- IV. A motion was made by Valerie Darst to adopt the agenda with one change. The motion was seconded by Julia Schneider and the motion passed.
- V. Hugh Stocks motioned to approve the Executive Committee minutes from May 9, 2008. Julia Schneider seconded and the motion passed. Mollie Dinwiddie summarized the short minutes for a brief meeting prior to the Council meeting at Tan-Tar-A on June 3, 2008 regarding the limited license resource policy. Becky Kiel motioned to approve the minutes; Erlene Dudley seconded and the motion passed.
- VI. Unfinished business- The lost book policy requires a clarification to the dates in the document. The report of the Access Advisory Committee meeting on July 16, 2008 stated that in order to fix the date discrepancy, they decided to remove '10 days' from the overdue notice and replace it with '15 days.' This leaves 45 days as total time frame. Julia Schneider motioned to approve the revision; Valerie Darst seconded the motion. The motion passed. Julia Schneider wanted to state for the record that policy approval dates should be kept on the updated documents. Beth Fisher asked if the advisory chairs should be responsible for this task. Mollie Dinwiddie stated that the Executive Committee chair should keep the official document updated. The chair can then send the updated version to the MCO office to be posted on the website.
- VII. New Business- Mollie Dinwiddie asked Beth Fisher to talk about the MOBIUS conference statistics provided in the MOBIUS Annual Conference Planning Advisory Committee report. Beth Fisher reported there were 59 of the 62 MOBIUS institutions represented. There were 300+ attendees, 8 student volunteers, and 17 vendors (2 dropped out). The vendors were solicited by mail. They paid for booth space and also paid \$15 a page if there were flyers to put in the conference bags. There were 24 presentations, 8 forums, and 8 vendor presentations. Vendors paid \$100 to do presentations. Conference ratings were compiled in a spreadsheet from the paper evaluations. Justin Hopkins went back

through the data and redid the statistics. He found that 'NA' was given a 6 and used in the calculations. In Justin's revision of the statistics, 'NA' was given a 0. Beth gave a list of new ratings. She would like the report modified to reflect the new list of ratings before put into the permanent records. Mollie asked what sort of action was necessary to modify the report. Julia Schneider replied that the meeting minutes should reflect the additional information reported by Beth and Justin. Valerie Darst made the statement that the original report would still be filed somewhere and a suggestion be given to the Annual Conference Planning committee that they accept the revised report. Erlene Dudley suggested the correct information could then be redistributed. Julia suggested that Mollie bring it up with the conference committee. Mollie agreed she would do that and that it required no further action.

VIII. Mollie then addressed the Innovative contract. MOBIUS is going to start working with Innovative to ensure that we have an on-going contract that addresses the needs of a consortium organization. The current contract is annual (thru June 2009). The contract is a one page item with very little about what MOBIUS gets from and pays to Innovative. So, to protect us for the future, it would be appropriate to work out a more extensive contract with Innovative. The likelihood for this is great as they do this with other organizations. The contract period should be for a period of three years to give us ample time to figure out what we need. MOBIUS has Joe Ford as a consultant to make negotiations on the contract as early as September. Beth brought up that we have a current contract with Joe Ford, but wondered if Joe's contract could include an addendum or a separate contract be created regarding the Innovative contract negotiation. Joe was asked to leave the room so that an amount could be discussed for the second contract. Erlene Dudley asked about Joe's current contract which is only for work with the Strategic Planning and Financial Plan task forces. Beth replied that the current contract is for \$35,000 and states specifically what actions are required and what outcomes are expected. Beth would like to have this as a separate contract. Valerie Darst asked what budget is available. Beth replied that the money is available. Valerie said that there will be several things from the Strategic Planning Task Force that Joe will be needed for and that \$50,000 should be the second contract maximum amount through June 30, 2009. Hugh Stocks asked who we go through for legal backup. Beth replied that we go through the University. Valerie Darst motioned to approve the second contract. The motion was seconded by Becky Kiel. The motion passed.

IX. Brief introductions were made for Gary Allen and Jeremy Kintzel.

X. OutFront Communications-Beth reported that the identity redesign is complete. Beth requested to move remaining funds from identity redesign to website redesign. The transfer would be just over \$5,000. A motion was made by Erlene Dudley and was seconded by Hugh Stocks. Erlene Dudley asked how much money would be transferred exactly and Beth replied that it would be \$5,231. The motion passed. Beth continued her report by mentioning that they would be gearing up for fall for the legislative process. The MOBIUS map needs to be updated. OutFront Communications will send out a request asking people to respond to have the map ready by the September 12th council meeting. Beth

mentioned that at a lunch meeting with ACRL in DC she had an idea for a poster entitled, "MOBIUS Means," and a person would choose research, learning, empowerment, etc. The idea is to put a person on the poster with a quote about MOBIUS. The issue with this idea is that we would have to be careful about what image is put out with this poster. OutFront is doing a mock up for what this poster could look like.

- XI. Advisory Committees- Mollie mentioned that there are charge clarifications to be made for all of the Advisory Committees. Mollie suggested that Erlene, Beth and she review the charges, see what needs to be changed, discuss membership standardization processes and see that balances between public services and technical services staff are addressed. Hugh Stocks asked if the Executive Committee would approve their decision. Mollie and Erlene said they would bring it back to the Executive Committee. Discussion about when this could be done resulted in a decision to have the reviewed charges ready for the Executive Committee meeting on September 11. Erlene Dudley volunteered to pull the charges together and identify the inconsistencies and will have it ready by August 24, 2008.
- XII. Executive Director's Goals for FY09- Mollie mentioned that this is an action item that will need to be approved. She gave everyone a chance to review the goal handout. Beth spoke on why she chose the outlined goals based on evaluations she received. The first goal is to facilitate and expand communication with the membership. Beth would like to conduct a customer service survey with the membership and work with Joe Ford to create the survey so the survey comes from an outside source. Valerie Darst mentioned that a survey used to come out from the MCO but hasn't recently. Beth mentioned that Remedy software automatically sends out a survey to every fifth or tenth person that contacts the help desk. For training, Beth said that an Opinion survey would be developed for training evaluation surveys. Beth read through the rest of the goals including improving communication with the MCO staff, and providing opportunities for professional development for the MCO staff. Mollie asked if the Executive Committee members had any goals to add. Jim Cogswell mentioned that there may be other people outside of MOBIUS that it would be good to maintain communications with and possibly expanding contacts with similar institutions. Erlene talked about how the goals surprised her in that they seemed to be from the executive director's job description (excluding the redesign of the website goal) and may be unnecessary to include in the annual goals. Erlene suggested goals that are more specific. Julia Schneider said to leave on communicating with the Council on a monthly basis. Julia also suggested making a goal of improved staff morale and retention, resulting in an outcome that can be measured or completed. Beth replied that improving morale would be difficult to list as a goal since that is the decision of others. Erlene suggested wording it in a way that Beth can control and effect. Hugh Stocks made the comment that a goal needs to be achievement-oriented with an outcome that can be assessed and not on-going weekly activities. Mollie suggested the action portion of the goals be deferred until Beth can review and tweak some of the goals to be more specific. The goals were tabled to be looked at again via electronically.

- XIII. Planning for the future- Mollie thanked Valerie Darst for her work on the Strategic Planning committee as the chair. Valerie spoke on the time line objectives and that the task force hoped to bring back a general overview of the plan in September. This might be too ambitious but the committee will remain expeditious. Erlene Dudley asked if there is a plan to review the strategic plan on a regular basis. Valerie replied there is a charge to review it every two years. Erlene replied that two years is a long time for such a dynamic organization. She stated that for an effective strategic plan, it should be reviewed every 6 months to keep it organic and relevant to the organization. Mollie suggested Erlene was saying this task force could become another kind of advisory committee. Hugh Stocks talked about the fact that the charge for the task force is to continue as an on-going advisory committee. Erlene stated a desire to formalize the process of strategic planning and for strategic planning to be ongoing. Mollie asked Erlene to make a motion that the Strategic Planning processes need to be monitored more frequently (every six months) within the two year time frame. Hugh Stocks asked if the task force should be held responsible for this. Mollie asked if it was necessary to have a standing strategic planning committee with a charge and a mechanism for rotating members on a routine basis to monitor/tweak the strategic plan to the point that a new plan is no longer needed every two years and only modifications are needed. Erlene suggested that it might be useful to have a liaison from the Executive Committee to the Task Force on Strategic Planning. Becky Kiel suggested that the task force figure out how to determine what kind of committee structure needs to follow this task force on an on-going basis and what the charge should be and the operational parameters needed for this to function. Erlene restated the charge as recommending a process to keep strategic planning and completion of the tasks identified on schedule. After discussing whether an advisory committee could be set up for strategic planning, Erlene revised the motion for an advisory committee to be a subcommittee of the Executive Committee and the chair and the chair elect develop a charge for the subcommittee for approval at the September meeting Valerie Darst seconded the motion. The motion was approved.
- XIV. Task Force on the Financial Plan (TFFP)- Sharon McCaslin spoke on the charge for TFFP which was to come up with a model for a proposed method of financial assessment. Sharon discussed the assessment model spreadsheet. There are four almost equal areas including membership (flat fee), number of item records, circulation use and number of licenses, and borrowing/lending between libraries. The report includes three hypothetical budgets with 6% inflation. There is no written report as of yet. The target for the final report is September 2008. Hugh Stocks asked for clarification on the model and the process. Joe Ford commented that it is a formula driven activity and that if it is determined a weight needs modified it could be done by the Executive committee, but this is a structure to go by. Sharon added that it is not only data driven but principle driven as well. Janet Caruthers asked if cooperating partners should be paying dues. Sharon said that as it stands public libraries are not charged. Valerie mentioned how good of a job Sharon has done in this committee.

- XV. Strategic Planning- Valerie Darst. The Strategic Planning retreat is scheduled for July 25. She thanked Beth for calling all of the people who had not responded for the meeting. The retreat will be divided into five groups based on the survey topics sent out. The group leaders are from the Task Force on Strategic Planning (TFSP). They hope to come up with two or three priorities in each group for the TFSP to look at as directions toward actions. They chose not to put core services on the agenda and are hoping that will be addressed in the groups tomorrow. They are hoping for an open discussion to give the committee more guidance. Hugh Stocks voiced some concern over the perception that MOBIUS is in a financial emergency and should not be thinking about expanding beyond core services due to a document distributed by the Bridges cluster. Sharon agreed with Hugh that there is a perception and concern over the financial future. Erlene described the situation as a sense of vulnerability. Joe mentioned that he is alarmed at the alarm and that we owe it to the membership to reassure them that there is no time bomb. Discussion followed about the best way to share Joe Ford's white paper showing the benefit of being a member of the MOBIUS consortium for three member libraries representing a large, medium, and small library. It was decided that the TFFP would send the document out after Joe's presentation at the strategic planning retreat. Joe suggested that he give a brief presentation over the document and comments can be directed back to Sharon as chair of the TFFP.
- XVI. Budget Update- Beth Fisher. Regarding the preliminary budget report for the year ending June 30, 2008, \$125,000 was projected for the end of the year to be put in to next year's budget and it turned out to be \$257,000. A charge for the TFFP is to determine the maximum reserve level. Courier bills have been sent out as of last week. Billing will start for E-Rate sources at the end of August. There was a 3% base staff salary raise at end of last year. The rate was raised to a 4% base raise totaling about \$6000 for all MCO staff. Beth would like to request up to \$8000 to give some raises above average for staff that have earned above average. Jim Cogswell motioned to take \$8000 from the reserve fund to increase the base line. Erlene Dudley seconded the motion and the motion passed.
- XIII. Executive Director's Report- Beth Fisher. The MOBIUS conference was a success. The pictures in the newsletter were taken by Scott Peterson. Also, Justin Hopkins put the video on the website. As far as training goes, Adrienne attended HDI training and received certification. (HDI is the name of the company providing help desk training and certification.) Scott Peterson and Lynn Edgar will attend the same training next month. Scott is currently attending Innovative acquisitions training. Adrienne is scheduled for Innovative circulation training. Fran has attended a MLNC licensing workshop. Justin, Christopher, and Janine have started using a couple of new software tools for the organization, Opinio and Sharepoint. HDI training got MCO staff interested in using metrics for the Help Desk. The Remedy redesign project is moving forward. The new website is tentatively scheduled to be ready for January 2009. Regarding the courier service, there are 7800 bags in the system, 18,708 stops last year, 39 missed stops, 19 lost books, and 18 damaged books. Maegan Bragg is the new executive

assistant. The part time administrative assistant position is posted now that Maegan has taken the executive assistant job. The Assistant Director for Informational Technology is a new position that is very similar to Gary Harris's former position. Christopher will maintain the management of the Help Desk and Fran will be reclassified as a Library Support Specialist doing primarily training with some help desk work. Fran is holding training sessions on August 4, 11, and 12 in two hour blocks. There will be training this fall for acquisitions, circulation, and serials (by Fran); cataloging will be taught by some of the help desk people. Christopher will be conducting training on authority control. The remaining training will be done online. Robin Kespohl did not renew her contract; her half time position was a temporary position. MCO staff has been investigating self-paced instruction modules for training and looking for a library science student to help with creating the modules. Valerie asked about the status of the MOBIUS catalog look after the upgrade to WebPAC Pro. Beth said Christopher is working on it; the catalog was pulled up online and it had been fixed yesterday. Lynn and Christopher came up to explain what happened with InnReach after the upgrade.

XVII. Reports

- a. Missouri Department of Higher Education- Jeremy Kintzel. No report.
- b. MOREnet - Bill Mitchell's report was sent out prior to the meeting.
- c. Consultant on the Financial and Strategic Plans - Joe Ford had no report.
- d. There was no report from Gary Allen, Vice President for Information Technology & MU Chief Information Officer.

XIX. Advisory Committee Reports. These reports were sent out prior to the meeting.

XX. Adjournment- The next meeting of the Executive Committee is scheduled for September 11, 2008. A motion to adjourn the meeting was made by Julia Schneider, seconded by Valerie Darst and was passed. The meeting adjourned at 4:56 PM. A motion was made by Erlene Dudley to move into executive session. The motion was seconded by Julia Schneider and was passed.

Respectfully submitted by Maegan Bragg
August 1, 2008