

MOBIUS Executive Committee
 Meeting Minutes
 November 14, 2008, 10:00 a.m. -3:00 p.m.
 MOBIUS/MoreNet Office Building Room 205

Members Present:

Dr. Gary Allen, Host Institution Representative	University of Missouri- Columbia
Candice Baldwin, Two year Public-at-Large/ 2008-10	MCC-Longview
Janet Caruthers, Secretary/2008-10	Columbia College
Margaret Conroy, Missouri State Librarian	Missouri State Librarian
Valerie Darst, Treasurer	Moberly Area Community College
Mollie Dinwiddie, Chair 2009	University of Central Missouri
Erlene Dudley, Chair Elect 2009	William Woods University
Beth Fisher, MOBIUS Executive Director	MOBIUS
Wendy McGrane, Four Year Public-at-Large/2007-09	Missouri Southern State University
Julia Schneider, Past Chair 2009	Missouri Western State University
Hugh Stocks, Independent-at-Large/2008-10	William Jewell College

Members Absent:

Tim Gallimore, Missouri DHE Representative	Missouri Department of Higher Education
Becky Kiel, Independent-at-Large, 2007-09	Cottey College
Bill Mitchell, MOREnet Representative	MOREnet

Guests:

Maegan Bragg, Executive Assistant	MOBIUS
Sharon McCaslin, Task Force for Financial Plan	Fontbonne University

- I. The meeting was called to order by Mollie Dinwiddie at 10:02 AM. Mollie introduced Dr. Gary Allen, CIO of the University of Missouri, as the newly appointed host institution representative. Mollie mentioned that Tim Gallimore will be representing the MO Department of Higher Education in the future.
- II. Wendy McGrane moved to adopt the agenda. Valerie Darst seconded and the motion passed.
- III. Janet Caruthers mentioned a few punctuation corrections that needed to be made to the September 11 meeting minutes. Janet also requested that the MOBIUS Executive Assistant be listed as a guest in the attendees to the meetings. Candice Baldwin moved that the corrected minutes be approved and Julia Schneider seconded. The corrected minutes were approved.
- IV. Information Items (Mollie Dinwiddie)

-Conference calls may be needed to finish agenda items.

- Regarding the potential merger with MLNC, Mollie wanted to emphasize that there will be future issues related to the process. There may be topics to discuss between regularly scheduled meetings.

V. Unfinished Business

-Advisory committee charge clarifications, membership selection, balance among clusters and PS/TS employees, etc. (Erlene Dudley) — Nothing new to report. Erlene expects to have a report at the January meeting and will make sure Beth has what she needs by February.

-Risk Assessment document (Beth Fisher)—Joe Ford put together the draft sent via postal mail earlier this week. In summary, there are some risks, but they are manageable. Once the Executive Committee has voted to accept the document, this will become an official MOBIUS document. Valerie moved to accept the document and distribute to Council as deemed appropriate. Candice seconded the motion and the document was accepted.

VI. New Business (Mollie Dinwiddie)

-Recommendation of the Merger Exploration Task Force (Mollie Dinwiddie)—The MLNC board approved the recommendation with a small change. MLNC added two additional bullet points- the mission of the merged organization and what would be the services/programs offered. If the document is approved, MOBIUS Council members need to see the document with a cover letter stating that this affords MOBIUS an opportunity to act on the strategic plan.

As part of the second phase to this process, a Feasibility Task Force would be set up to do an analysis of the merger and choose a consultant to assist in this analysis. The third phase would be to assess the plan. Both the Executive Committee and the MLNC board will vote on the plan. The plan would require the approval of Council as well.

It was discussed and deemed appropriate to present the three phases to the Council and inform the members that \$25,000 has been set aside for merger expenses, including consulting fees, to match MLNC's amount. Members of the Feasibility Task Force will be made aware that they need to follow a communication plan to effectively convey where we are in the process. It was emphasized that a merger or something else may be the result of phase two and it is important to be open to multiple ideas. It was noted that there is little risk in approving the document, but that MOBIUS does have to be willing to risk the time and the funds that the analysis will take. There will a great amount of information gained from the process as whole whether a merger occurs or not.

Janet motioned approval of the merger exploration document with the changes, send it to Council electronically with the next steps outlined and inform Council money is set aside for merger exploration expenses. Valerie seconded this motion. There was further discussion on the phrasing of the motion. The motion was rephrased to state that, based upon the merger exploration task force, approve setting aside from reserves \$25,000 as an initial investment related to the expenses incurred in the feasibility of a potential merger, including hiring a consultant, matching equally the sum set aside by MLNC for the same purpose. Wendy called to question. Valerie seconded and the motion was approved.

-Recommendation of MACPAC of Keynote Speaker- Executive Committee can choose one, none or another candidate other than the list of prospective keynote speakers deemed feasible by the MOBIUS Annual Conference Planning Advisory Committee (MACPAC). Discussion followed on the cost of a keynote speaker and the theme of the conference. The theme will be determined by the speaker. Hugh Stocks moved to accept the first and

second recommendations of MACPAC and for MCO to negotiate terms with the speaker. Janet seconded the motion and the motion was approved.

-FY10 Budget and Assessments– (Beth Fisher) Beth explained the four Excel spreadsheets sent prior to the meeting. The new financial model was used to create the four different budgets and assessments. Two spreadsheets show the FY10 budget with staffing as is and two spreadsheets show the FY10 budget with additional staff. Discussion followed regarding St. Louis University's concerns of the new financial model.

-Proposal for Legislative Advocate and Committee for MOBIUS – (Beth Fisher) The main objective as a legislative advocate would be to educate the legislature about MOBIUS. Janet moved that the committee portion of this proposal be tabled and discuss the legislative advocate. Valerie seconded and the motion passed. Discussion followed regarding the pros and cons of educating the legislature this year. Hugh moved to endorse page one of the legislative advocate proposal, for Beth to negotiate a personal services contract with Annie Busch not to exceed \$10,000 to be paid from reserves and for Annie to present at the next Council meeting to educate the members on why we need an advocate. The motion was seconded by Wendy and approved.

-MLA request for mutual board representation at meetings—(Mollie Dinwiddie) Beth received a letter from the Missouri Library Association (MLA), as did several other MO library organizations, requesting that there be a formal exchange of representation between the MOBIUS and MLA boards. Mollie asked that it be moved that we politely decline the offer and inform MLA that the Executive Committee meetings are open meetings. Valerie so moved and Julia seconded the motion. The motion was approved.

-Formal MOBIUS board orientation proposal – (Beth Fisher) This proposal from Beth is for a board orientation of 24 hours for \$5,000. Concern was voiced by various committee members about the time and resources that are already required of Executive Committee members and that the upcoming fiscal year will hold budget cuts for most members. It was suggested that MOBIUS could pay for a day of orientation or possibly do some of the sessions online. The issue was tabled till the January meeting.

-MCDAC recommendation for purchase of additional Millennium indices—(Mollie Dinwiddie) The money is in the budget for this MOBIUS Catalog Design Advisory Committee recommendation. Valerie moved for approval and Candice seconded. The motion passed.

-Moratorium on new members of MOBIUS—(Beth Fisher) Beth would like guidance about what to tell inquiring institutions about membership. This moratorium would go thru the fiscal year. It was determined that the moratorium required more information about who has been requesting information, and what sort of decisions need to be made and by who. The issue was tabled till January.

- VII. Task Force on Strategic Planning (TFSP) – (Valerie Darst) The report distributed prior to the meeting will be the final report and will be submitted to Council. This completes the work of the TFSP committee. Valerie moved to accept the document as the final report and the motion passed. Beth thanked Valerie and the committee for their time and hard work on the strategic plan.

- VIII. Task Force on the Financial Plan – (Sharon McCaslin) Wendy moved for acceptance of the 11/14/2008 report as the committee’s final report. Hugh seconded and the motion passed. Beth thanked Sharon and the committee for all of their hard work on the new model.
- IX. Financial Plan sub-committee – (Valerie Darst) No report.
- X. MOBIUS Budget Update – (Beth Fisher) Beth presented the FY10 budget and a PowerPoint about the MCO staffing history. She is requesting one and a half new positions be added requiring an additional \$142,000 to the budget. The additional staffing and new budget would be in line with goal # 4 from the strategic plan to strengthen MOBIUS internal capacities. Valerie moved to support the new organizational design and the budget with the additional staffing (\$2,878,400 for FY10). The motion was seconded by Candice and approved. Mollie thanked Beth for her work on the budget for FY10.
- XI. Executive Director’s Report – (Beth Fisher):
- Innovative contract - Still being worked on by Joe Ford and Beth for a three year commitment with additional one year renewals.
 - Electronic Resource Management module installed this week at UMKC and staff from MCO did some training with them.
 - Remedy - The notifications have been dropped back per request of MOBIUS Coordinators Advisory Committee.
 - Performance measurement dashboards within the office have been completed.
 - The new website is in beta and is still expected to be released this January.
 - MCO is in the process of tightening security passwords for the servers to every 90 days.
 - Virtual servers have been researched, but will not work for the organization’s needs at this point, so MCO will be looking at purchasing regular servers.
 - PowerPoints are being developed for training sessions by MCO staff for III products.
 - The courier surcharge was finalized.
 - E Resources- One contract was done this fall. There will be one contract to bid in the spring.
 - Personnel- Assistant Director for IT position was offered, accepted and then declined by one candidate. The library support representative position has been posted.
 - ‘MOBIUS means... ‘posters were created by Outfront in three different sizes. These posters can be used and customized by all member libraries.
- XII. Other reports
- Department of Higher Education – Tim Gallimore, no report
 - MOREnet – Bill Mitchell, no report
 - Missouri State Library – Margaret Conroy
 - There is a working group looking at electronic resources to leverage existing library budgets and benefit more libraries in the state.
 - Making progress on investigating courier service to public libraries through KCMLIN or MOBIUS.
 - Regarding partnering with the Ohio state library for the IMLS grant for open source software, the state librarian of OH decided not to apply for the IMLS grant and use LSTA money to write their own software. Margaret is asking that no action be taken at this time on the prior commitment made by MOBIUS. MOBIUS would still like to be involved

and would like to formalize a partnership with the state library. Beth will send a letter about the \$25,000 to Margaret.

XIII. Standing Committee Reports

- Bylaws Standing Committee – Julia Schneider, no report
- MOBIUS Access Advisory Committee – Sharon Upchurch, next meeting is Nov. 18
- MOBIUS Annual Conference Planning Advisory Committee – Martha Allen (Action item above), report sent electronically prior to the meeting.
- MOBIUS Catalog Design Advisory Committee - Steve Wynn (Action item above), report sent electronically prior to the meeting.
- MOBIUS Collections Management Advisory Committee – L.H.Kevil/Lori Mardis, report sent electronically prior to the meeting.
- MOBIUS Coordinators Advisory Group – Eileen Condon, report sent electronically prior to the meeting.
- MOBIUS Electronic Resources Advisory Committee – Frank Baudino, report sent electronically prior to the meeting.

XIV. Valerie moved to adjourn and Erlene seconded. The meeting adjourned shortly after 3 PM.

XV. There was no executive session held.

Respectfully submitted by Maegan Bragg