

MOBIUS Executive Committee
 Meeting Minutes
 January 16, 2009, 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, State Librarian	Missouri State Library
Valerie Darst, Treasurer / 2007-09	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
Tim Gallimore, Missouri DHE Representative	Missouri Department of Higher Education
Becky Kiel, Independent-at-Large / 2007-09	Cottey College
Wendy McGrane, Four Year Public-at-Large / 2007-09	Missouri Southern State University
Julia Schneider, Past Chair / 2009	Missouri Western State University

Members Absent:

Bill Mitchell, MOREnet Representative	MOREnet
Hugh Stocks, Independent-at-Large / 2008-10	William Jewell College

Guests:

Sharon McCaslin	Fontbonne University
Shannon Pooler, Administrative Assistant	MCO

- I. The meeting was called to order by Mollie Dinwiddie a little after 10:00 a.m. Mollie introduced Tim Gallimore, the new representative from the MO Department of Higher Education. Mollie then asked the rest of the committee members to introduce themselves.
- II. Mollie had two additions for the agenda - The creation of a legislative committee and the moratorium for the addition of new members to the consortium were added to the unfinished business portion of the agenda. Wendy McGrane moved to adopt the agenda as corrected. Becky Kiel seconded and the motion passed.

- III. - November 14, 2008 minutes - Janet Caruthers received some corrections via email and some corrections were mentioned at the meeting. Valerie Darst moved to approve the minutes as corrected. Julia Schneider seconded and the motion passed.
- December 10, 2008 conference call minutes - One correction was mentioned. Valerie Darst moved to approve the minutes as corrected. Wendy McGrane seconded and the motion passed.
- December 17, 2008 conference call minutes - Two corrections were mentioned. Erlene Dudley moved to approve the minutes as corrected. Julia Schneider seconded and the motion passed.

IV. There were no information items to share.

V. Unfinished business

- III Contract (Beth Fisher) - Joe Ford has sent the contract draft to III.
- Advisory committees (Erlene Dudley) - Erlene analyzed the current committee structure in context of the strategic plan to develop a proposal for revising the advisory committees. A document was distributed listing the problems that have been identified with the advisory committees, goals of the advisory committees, and recommendations. The recommendations include 1) changing the membership structure to library type and size from the current cluster arrangement, 2) creation of four core committees (collection management, conference planning, union catalog, and membership services), 3) adoption of the MOBIUS Advisory Committee Policy, 4) adoption of a committee charge template, and 5) implementing the proposal in Spring 2009. Erlene developed a policies format to be universal and suggested adopting this recommendation in particular.

Erlene explained the terms of committee membership and the process for how the appointees and alternates would be chosen. Qualifications for the committee members would be set up in the charge and qualified members could be nominated. The MOBIUS Executive Committee would select committee members by drawing from the pool of nominees. Concerns were discussed about the representation of community colleges, how committee members were chosen, the alternate's responsibilities, and communication. It was concluded that it would be better to let the members vote on who they want to represent them instead of the Executive Committee. Mollie reiterated that participation opportunities within clusters will still be there as the clusters will still be in existence and this is just a new way of creating the committees.

Erlene developed a committee structure to accommodate standing and temporary committees. Sub-committees are standing sub units assigned to deal with a long-standing issue that falls under the advisory committee's responsibilities. An advisory committee could also send a request to the Executive Committee that a task force be created to deal with a temporary issue, task or project. There was a question about whether a task force should report to the Executive Committee or an advisory committee. It was determined that the task force charge would clearly state the entity to which the task force is to report.

Erlene wants to make these recommendations available to the membership by a blog to receive input. Erlene agreed to make the discussed changes and make it available to the membership by Tuesday. Becky Kiel moved that the corrected proposal be posted on the blog by this coming Tuesday, Erlene will be the official responder to questions received on the blog and there will be a conference call for the Executive Committee to make a decision about the next step. Julia Schneider seconded and the motion passed. The conference

call will be held on February 5th at 4:30 p.m. The Executive Committee members thanked Erlene for her work on the advisory proposal.

The rest of the unfinished business (board orientation, moratorium on new members, and legislative committee) was tabled until the next meeting.

VI. New Business

- MOBIUS/MLNC Merger (Mollie Dinwiddie) - Two more members from MLNC have been added to the Merger Feasibility Task Force to represent public libraries. The task force is working on a mission statement for the merged organization, the process of hiring a consultant, reviewing financial information, and communication methods.

- MOBIUS Catalog Design Advisory Committee (MCDAC) recommendation for MOBIUS catalog redesign task force (Mollie Dinwiddie) - Stephen Wynn submitted a MCDAC report with a request for a task force to review the union catalog design. The group suggested a membership of those who expressed interest and listed their names to be considered. Valerie moved to accept the recommendation as it stands to create the task force. Erlene seconded and the motion passed. Beth recommended that Donna Bacon work with Stephen Wynn to draft the charge for the newly created task force. Valerie so moved. Becky Kiel seconded. The motion passed.

Break for lunch was called for at 11:55 a.m. The meeting reconvened at 12:35 p.m.

Julia Schneider moved to convene an executive session. Erlene Dudley seconded. The motion passed. The Executive Committee meeting reconvened at 1:50 p.m.

- OCLC Transfer of Records Policy (Erlene Dudley) – Erlene routed an OCLC press release regarding this topic and asked interested parties to look at the FAQ about how OCLC wants to use member records.

- Virtual meetings (Mollie Dinwiddie) – The MOBIUS Consortium Office was tasked to determine the requirements for holding virtual meetings and to develop a policy for requesting meeting participation through a virtual method. There is a need for holding meetings in some other method than face-to-face due to budget cuts and to allow participation from members who work in small libraries or must travel long distances to meeting locations.

- Courier Service for Public Libraries (Beth Fisher) - The courier service would be a fairly easy method to allow more public libraries to get involved with MOBIUS. It was determined there is no prohibition in the Memorandum of Understanding or By-laws in offering services for a fee that are outside the common library platform and do not require MOBIUS membership. Erlene moved for MCO to develop a pricing model for public libraries to contract for a courier service and for MCO to market that service across the state. Valerie seconded the motion and the motion passed.

A discussion followed about KCMLIN (Kansas City Metropolitan Library & Information Network) advertising they provide a courier service to all MOBIUS libraries. Beth will send a letter to KCMLIN regarding this information.

VII. Strategic Plan sub-committee (Erlene Dudley) - No report.

VIII. Finance sub-committee (Valerie Darst) - No report.

IX. MOBIUS Budget Update(Beth Fisher) - Beth summarized the assessment documents that were sent out to members. Beth called the institutions that had a 15% or higher increase over last year's assessment. There will be three years of phase-in to the target assessment.

Sharon McCaslin mentioned that this will give institutions an idea of what to expect for the next three years if the budget remains the same.

- X. Executive Director's Report (Beth Fisher) - Beth reported that the new website will be released to beta at the end of the month and live for the middle of February. Justin Hopkins demoed the public and member sides of the new site. The online help desk upgrade to Remedy will be coming out Tuesday for the site coordinators to look at and then go live on the 23rd. The latest Millennium software upgrades have been made. Lock-a-shelf was installed at University of Central Missouri with no reported problems. Electronic Resource Management has been installed at University of Missouri-Kansas City to go live this summer. The help desk is averaging 110 open calls. The spring training calendar is out. A survey was conducted on training in 2006 that will be repeated in February; results will be compared. Training sessions have been determined for the conference. Christopher Gould will be demoing the Remedy project.
- XI. Other Reports
 - Department of Higher Education – No report.
 - MOREnet - No report.
 - Missouri State Library (Margaret Conroy) - There is a small group looking at pooling resources for electronic licenses for public libraries that is making progress. They are looking at purchasing a genealogy database as a pilot and are working on funding models. The status of the Ohio project is unknown.
 - Gary Allen – No report.
- XII. Standing Committee Reports
 - Bylaws committee - Julia reported that they have met.
 - MOBIUS Access Advisory Committee - Sent via email.
 - MOBIUS Annual Conference Planning Advisory Committee - Sent via email.
 - MOBIUS Catalog Design Advisory Committee - Sent via email.
 - MOBIUS Collections Management Advisory Committee - No report.
 - MOBIUS Electronic Resources Advisory Committee - No report.
- XIII. The meeting adjourned at 3:30 p.m. by Mollie. The next Executive Committee meeting will be on March 27, 2009.

Submitted by Maegan Bragg