

MOBIUS Executive Committee Meeting

Minutes

May 1, 2009, 10:00 a.m. - 3:00 p.m.

MOBIUS/MOREnet Office Building Room 205, Columbia, MO

Members Present:

Dr. Gary Allen, Host Institution Representative	University of Missouri - Columbia
Candice Baldwin, Two Year Public-at-Large / 2008-10 (Present via video conference)	Metropolitan Community Colleges - Longview
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
Kathleen Finegan, Independent-at-Large / 2008-10	Avila University
Beth Fisher, MOBIUS Executive Director	MOBIUS
Becky Kiel, Independent-at-Large / 2007-09 (Present via video conference)	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:

Janet Caruthers, Secretary / 2008-10	Columbia College
Margaret Conroy, State Librarian	Missouri State Library
Dr. Tim Gallimore, Missouri DHE Representative	Missouri Department of Higher Education
Bill Mitchell, MOREnet Representative	MOREnet

Guests:

Donna Bacon, Assistant Director of Information Technology	MOBIUS
Maegan Bragg, Executive Assistant	MOBIUS

- I. The meeting was called to order by Mollie Dinwiddie a little after 10:00 a.m. Mollie welcomed and introduced Kathleen Finegan to the meeting. Kathleen will be replacing Hugh Stocks from William Jewell College as the Independent-at-Large representative for the remainder of the term.
- II. Mollie asked for a motion to adopt the agenda. Valerie Darst moved to adopt the agenda. Wendy McGrane seconded and the motion passed.
- III. Mollie began discussion about approval of the minutes from the March 27, 2009 Executive Committee meeting. Wendy moved that the minutes be approved as written and Valerie seconded the motion. The motion passed.
- IV. Information Items (Mollie Dinwiddie)

- Mollie added to the agenda Kathleen Finegan's official approval to serve the remainder of the Hugh Stock's term on the Executive Committee. Valerie Darst moved to approve Kathleen Finegan's appointment. Julia Schneider seconded and the motion passed.
 - On May 19, 2009 Erlene, Beth and Mollie will meet with Susan Burton of KCMLIN at the University of Central Missouri to begin a dialog about KCMLIN's courier service, Get Connected, and how that service is beginning to mesh with MOBIUS's courier service.
 - On June 5, 2009 Erlene, Mollie, Julia and Beth will meet with the Missouri Public Library Directors (MPLD) in St. Joseph, MO, to present how MOBIUS would like to interface with public libraries in the future. The idea is to inform MPLD we are interested in their participation in MOBIUS, inform them of MOBIUS's current services and gain information about what they might be interested in regarding MOBIUS. This is an introductory discussion with no specific offers of membership.
 - Electronic Resources Purchase 2009 – Mollie, Beth and Erlene met with the Library Systems Office (LSO) staff and Dr. Allen to arrange for LSO to represent MOBIUS this year to get electronic resource contracts underway for the previously subscribed to databases. In terms of the future, LSO may be able to continue to negotiate on our behalf broadly with some additional databases to get economies of scale like what they are currently doing with Merlin. There was also discussion about expanding electronic resources to include e-books and audio.
- V. Unfinished Business
- Crossroads Task Force (Mollie Dinwiddie/Erlene Dudley) – The charge for this task force was approved at the March Executive Committee meeting. No appointments have been made to this task force as of yet, but volunteers have been solicited. Erlene discussed that she would like to have a wide representation and solicited a couple more volunteers and also suggested opening up this task force to anyone interested in participating. Erlene would like to invite public library directors to participate as well. An initial orientation meeting would be needed to cover the history of MOBIUS and to talk about the charge. Then, divide the group into sub-groups based on the charge's specific goals. Erlene moved to amend the charge to make membership broader and less structured and also to remove the guideline stating the Executive Committee chair selects all task force members. Valerie seconded the motion. The motion passed. A date was set for June 11 at 1-3:30 p.m. for the first meeting. The host site will be in Columbia with several video conference sites around the state.
 - III Contract Update (Beth Fisher) - Mollie, Beth, and Joe Ford met with III last week in California before the Academic Library Directors Symposium (ALDS). III is very open to the contract additions which MOBIUS wants included. Joe Ford is holding a conference call with III this morning to work on the contract language. Beth hopes the contract language is finished in early May and the contract finalized by July 1. Beth went over some other areas of interest including the professional services representative document. Beth, Donna, Erlene and Mollie all agree this is a good value and Beth requested \$31,740 annually for the professional services representative. There have been no terms set up as of yet until the other contract is finalized. Erlene moved to endorse the professional services representative document as a proposal. Julia seconded the motion. The motion was approved.
 - Encore Document (Beth Fisher) – III provided a price quote for the Encore product for the Quest cluster. The pricing proposal offers Quest a substantial discount on the annual

subscription as III is eager to distribute this product throughout MOBIUS libraries. Beth mentioned that this quote and discount only apply to Quest, but she requested a consortium wide pricing proposal as well. She also stated that III is willing to provide other products at substantial discounts to other clusters, but not the same product for every cluster. Discussion followed regarding the discount for one cluster and concerns were raised that this type of offer might be divisive among clusters. It was determined that MCO should go back to III and let them know that MOBIUS is interested in this offer, but request a consortium wide quote for a discount that would apply to anyone who wanted to buy into it and selectively see who can buy at that rate. Beth also mentioned that there is a need to replace some end of life servers and that she talked to III about a proposal from III if MOBIUS did not exist in its current server structure what would they recommend at this point.

- Advisory Committees Policy (Erlene Dudley)- Erlene provided several documents prior to the meeting including a summary of all of the major changes, charges for the existing committees, and a revised draft of the Advisory Committee policy. There was discussion on the changes included in the fifth draft of the policy. One change to the policy is the expansion of membership on all advisory committees to include representatives from each institution operating their own servers (i.e. Washington University and St. Louis University) as well as the cooperating partners. Concern was raised that for some clusters there is a limited amount of people to contribute on specific committees. There were some suggestions made to help complete the charges. Erlene made note of these changes and will send out the revision to the committee as soon as possible.

- New Board Orientation (Beth Fisher) – New board orientation will be held at the 2009 MOBIUS Annual Conference at Tan-Tar-A. The orientation will include a management style survey, Beth will speak about board responsibilities and give each member a new notebook, and discussion over strategic planning for the year.

- Executive Committee Liability insurance (Mollie Dinwiddie/Dr. Allen) - After some further investigation by Dr. Gary Allen, he was informed that due to the host relationship MOBIUS has with the University of Missouri, the Executive Committee members are not covered by the University's liability insurance since this is only for employees. Also, because MOBIUS is not a legal entity, we are unable to acquire insurance on our own. Therefore, it is up to each member's own institution to provide liability coverage.

VI. New Business

- Bylaws Changes (Julia Schneider) - Julia discussed several of the more substantial changes and additions. Additional revisions were suggested including the new advisory committee policy being updated again. Thirty days are required for Council to view this document before voting on it. Julia brought the bylaws changes with the suggested minor amendments to the table as a motion. Valerie seconded the motion and it was approved. Julia will send out the revised document to Council and include a summary of the changes this weekend.

- 3M Initiative (MAKE MORE of MOBIUS) and Rediscovering Libraries Electronically Initiatives (Beth/Erlene/Mollie) - The previous Encore discussion was a piece of this discussion. The other piece is a matter of stimulus money for the electronic resources management (ERM) module and bringing this back into MOBIUS' catalog. Beth has already requested a quote for this for the consortium from III. A discussion followed regarding the issues surrounding

- the stimulus money and the projected timeline currently. Erlene asked Dr. Allen if it was too late for MOBIUS to put something together as far as a proposal. It was suggested that a brief proposal be sent to Dr. Tim Gallimore and possibly Margaret Conroy. Beth will put together a draft proposal for the undesignated stimulus money through Tim Gallimore and fill this in with the ERM quote once she receives it from III.
- VII. Strategic Plan sub-committee (Erlene Dudley) - No specific report at this time as this sub-committee has been subsumed somewhat by the Crossroads task force.
- VIII. Finance sub-committee (Valerie Darst) - Maegan will set up a committee conference call in the next couple of weeks. Last week Valerie had a conference call with Beth and Donna about what this committee could do in the near future. Their suggestions included categories such as operations issues (i.e. software loads, patron loads, load profile costs, etc.), implementation of new systems, and training. Some things will have to wait until the next fiscal year to explore including help desk calls about webPAC development and institutions using their own system. Hopefully the sub-committee will be able to meet and present a report at the annual membership meeting about these current fiscal year categories.
- IX. Nominating Committee (Julia Schneider) - The sample ballot has not been distributed yet but will go out to Council tomorrow. The slate includes Shirley Baker of Washington University (chair-elect), Robert Frizzell of Northwest Missouri State University (treasurer), Jim Cogswell of University of Missouri - Columbia (4 year public at-large), and Joel Shedlofsky of Logan Chiropractic (Independent at-large). There was a short discussion over the issue of Executive Committee members serving on multiple boards (Missouri Library Association, MLNC, etc.) as a member or an officer. The discussion centered on the idea that serving on an organization's board in addition to the MOBIUS board could introduce a conflict of interest. The matter was tabled until Erlene creates a proposal concerning this issue to present to the Executive Committee.
- X. MOBIUS Budget Update (Beth Fisher) - Beth distributed the document at the meeting. This is the most current budget but does not include the month of April. There were no questions.
- XI. Executive Director's Report (Beth Fisher) - Beth sent out a recent 'Bits and Bytes' newsletter update. In this she mentioned that Avila University had been the first to try the 'MOBIUS Means...' poster. There are still several available hotel room slots for the conference. There was a survey done in 2006 about training that people would like to see from MOBIUS. Another survey went out this year and Christopher did the analysis between the two surveys. The results can be found on the website. MCO has been working on the III contract negotiation and the new website. In regards to the conference funding, the state has established more restrictions for the grant money is used for the conference. For instance, the food allowance is \$3 per person for the afternoon break leaving a large amount left unpaid by the grant. So, Beth and Maegan have been working on the projected budget and currently think that the organization will be using between \$10,000 and \$14,000 this year from the consortium budget. It was asked if this money would come out of

reserves. Beth replied that as of right now, nothing has come out of reserves and everything has come out of operations. Beth doesn't think that the conference money will need to come from reserves, but it is a possibility.

XII. Other reports

Department of Higher Education (Tim Gallimore) - No report.

Host Institution (Gary Allen) - No report.

MOREnet (Bill Mitchell) - No report.

Missouri State Library (Margaret Conroy) – No report.

XIII. Standing Committee Reports

MOBIUS Access Advisory Committee (Sharon Upchurch) - Report sent prior to meeting.

MOBIUS Annual Conference Planning Advisory Committee (Martha Allen) - Report sent prior to meeting.

MOBIUS Catalog Design Advisory Committee (Steve Wynn) - Report sent prior to meeting.

MOBIUS Collections Management Advisory Committee (Lori Mardis) - No report.

MOBIUS Coordinators Advisory Group (Eileen Condon) - No report.

MOBIUS Electronic Resources Advisory Committee (Frank Baudino) - No report.

XIV. Executive Board Business Items - Wendy made a motion for a closed session. Valerie seconded and the motion was approved.

Sample motion: I move that pursuant to the Missouri Revised Statutes, Section 610.021, that the MOBIUS Executive Committee convene in closed session with closed record and closed vote for the purpose of considering legal, contractual, budgetary, or personnel matters.

Next MOBIUS Executive Committee meeting – July 17, 2009 in Columbia

Next MOBIUS Council meeting is June 2, 2009 at Annual Conference – Tan-Tar-A

Submitted by Maegan Bragg

MOBIUS Executive Assistant

May 5, 2009