

MOBIUS Executive Committee meeting
 Minutes
 September 24, 2009, 10:00 a.m. – 4:00 p.m.
 MOBIUS/MOREnet Office Building Room 205, Columbia, MO

Members Present:

Donna Bacon, Interim Executive Director	MOBIUS
Shirley Baker, Chair Elect / 2009-2010	Washington University
Candice Baldwin, Two Year Public-at-Large / 2008-2010	Metropolitan Community Colleges – Longview
Janet Caruthers, Secretary / 2008-2010	Columbia College
Margaret Conroy, State Librarian	Missouri State Library
Erlene Dudley, Chair / 2009-2010	William Woods University
Kathleen Finegan, Independent-at-Large / 2008-2010	Avila University
Robert Frizzell, Treasurer / 2009-2011	Northwest Missouri State University
Jeremy Kintzel, Missouri Department of Higher Education Representative	Missouri Department of Higher Education
Joel Shedlofsky, Independent-at-Large / 2009-2011	Logan College of Chiropractic

Members Absent:

Dr. Gary Allen, Host Institution Representative	University of Missouri-Columbia
Jim Cogswell, Four Year Public-at-Large / 2009-2011	University of Missouri-Columbia
Mollie Dinwiddie, Past Chair / 2009-2010	University of Central Missouri
Bill Mitchell, MOREnet Representative	MOREnet

Guests:

Jim Pakala, Library Director	Covenant Theological Seminary
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- I. Erlene Dudley called the meeting to order.
- II. Erlene asked for an adoption of the agenda. Candice Baldwin moved to adopt the agenda as written. Kathleen Finegan seconded. The motion passed.
- III. Approval of the July 17, 2009 meeting minutes. A concern was raised about the broad statement used for going into an executive closed session and wanting the minutes to be more specific about the reason. Janet Caruthers received edits from Margaret Conroy concerning the Missouri State Library report. Bob Frizzell moved to accept the minutes as revised. Candice Baldwin seconded. The motion passed.
 - Erlene asked for approval of the August 14, 2009 meeting minutes. Shirley Baker moved to accept the minutes as written. Kathleen Finegan seconded. The motion passed with one abstention.
- IV. Information Items
 - a. Meeting with Orbis Cascade Alliance (Shirley Baker) – The Emerging Technologies Sub-Task Force of the MOBIUS Crossroads Task Force recently held a conference call to discuss the upcoming visit to the Orbis Cascade Alliance which moved from the III InnReach system to WorldCat Navigator to provide patron-initiated borrowing between member libraries. There are several topics to talk about including how did staff and

patrons deal with and accept the change, how did staff work change, migration and circulation issues, cataloging problems, and problems with libraries using disparate library systems except for WorldCat Navigator. The group will also be monitoring other products similar to WorldCat Navigator. MOBIUS is paying travel for three persons to attend (Donna Bacon, Erlene Dudley and Shirley Baker). Four individuals from St. Louis University, Truman University, University of Central Missouri, and Washington University are also attending and will be paying for their own travel.

V. Unfinished Business

- a. Executive Committee Job Descriptions (Erlene Dudley) – Erlene still plans on writing a job description template.

VI. New Business

- a. KCMLIN Proposal (Erlene Dudley) – After KCMLIN received the state contract to provide courier service to Missouri public libraries, a meeting was held with Susan Burton, KCMLIN; Donna Bacon; Erlene Dudley and Scott Peterson, MOBIUS, to converse about the possibility MOBIUS and KCMLIN working together. The benefits for MOBIUS members would be the elimination of paying for courier charges to two organizations, seamless participation of public libraries in MOBIUS, and expanding courier delivery to other states. Susan Burton wants to provide a fee structure to the KCMLIN board showing how fees could be reduced with the added volume of MOBIUS libraries using KCMLIN as its courier.
- b. MLNC Letter of Intent (Erlene Dudley) – The Organization Sub-Task Force of the MOBIUS Crossroads Task Force voted to endorse MLNC's proposal to the Executive Committee to combine MOBIUS and MLNC. The Executive Committee held a conference call voting to proceed with the proposal to draft a letter of intent to combine the two organizations. Erlene asked for review of the letter of intent for possible changes. Discussion followed on various topics including the negotiating committee, timeline, and MOBIUS's legal status. Revisions to include in the letter of intent are a statement of who will establish the negotiating committee, the number of representatives from each organization to serve on the negotiating committee, the negotiating committee's responsibilities, and change the word "merger" in section 4C to "combination". Joel Shedlofsky moved to approve the letter of intent with the stated revisions. Bob Frizzell seconded. The motion passed.

VII. Finance Subcommittee Report (Bob Frizzell) – Bob provided a letter to Erlene asking the University of Missouri comptroller to audit MOBIUS for two purposes – verify the integrity of the financial processes and to verify assets and liabilities. Janet Caruthers moved to proceed with the audit. Bob Frizzell seconded. The motion passed.

VIII. Interim Executive Director's Report (Donna Bacon)

- a. A MOREnet staff member who works with the MOBIUS budget went over the income statement distributed at the meeting. Erlene asked the Finance Subcommittee to develop policies for contingency and reserve funds (the amount to be in the funds, when to use the funds, etc.). Donna stated some expenses will be less than budgeted such as training and marketing. MOBIUS staff are looking at every expense to look what can be economized but still provide excellent service.
- b. Donna distributed the cost per employee data and a rate setting proposal in case it is determined to start charging for services which are not considered a core service and therefore provided as part of the membership fee.
- c. A member's questions about their assessment prompted MCO staff to look more closely at the data used in the assessment formula. It was determined that institutions with

their own servers were being charged for records on their server that were not in InnReach. Those institutions were sent new invoices for the appropriate charges.

- d. The III contract has been signed by both parties.
 - e. Four libraries have agreed to purchase Encore – Columbia College, Midwestern Baptist Theological Seminary, William Woods University and St. Charles Community College. Hopefully, Encore will be ready before the end of the year or early in the next year.
 - f. New servers are ready for migration. The staff are working on reducing the floor space required for the servers.
 - g. Contract details are being worked on for the Ohio State Library project. A final product will probably not be available until 2011.
 - h. A mockup of a redesigned MOBIUS website was shown. Changes include putting more information in front of the login and a more inviting and modern look. Justin Hopkins will be asking for volunteers for a card sort usability study for the redesign.
- IX. Other Reports
- a. Department of Higher Education (Jeremy Kintzel) – The ShowMe Technology proposal for stimulus funds has been submitted. The University of Missouri-Columbia is requesting a new performing arts building using stimulus funds.
 - b. Host Institution (Gary Allen) – No report.
 - c. MOREnet (Bill Mitchell) – No report.
 - d. Missouri State Library (Margaret Conroy) – Providing courier service to public libraries has been very successful and there are nine libraries on a waiting list to start the service. The Library Development Council approved an increase of \$50,000 for this project to establish the service for more libraries before December. The second half of the fiscal year will be used to track statistics and effectiveness. There is a staff opening in the continuing education office. A decision has been made to not rebid the database state contract next year to allow libraries and users time using the Gale databases. It may not be possible to do a sole source contract for the EBSCO databases and time is needed to create a strong request for proposal to get the process right for the next bid. The trial project of providing a database resources pool for public libraries is moving forward. MOREnet is talking with community colleges and public libraries about creating public computing centers with stimulus funds. A search firm has been hired to find more applicants for the MOREnet executive director position.
- X. Standing Committee Reports (Sent via email before the meeting)
- XI. Executive Board Business Item - Janet Caruthers moved 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. Bob Frizzell seconded. Shirley Baker – yea. Candice Baldwin – yea. Janet Caruthers – yea. Erlene Dudley – yea. Kathleen Finegan – yea. Bob Frizzell – yea. Joel Shedlofsky - yea.

The open MOBIUS Executive Committee meeting ended at 3:35 p.m.

Submitted by Janet Caruthers.