



MOBIUS Executive Committee meeting

Minutes

January 8, 2010, 10:00 a.m. – 4:00 p.m.

MOBIUS/MOREnet Office Building Room 205, Columbia, MO

Members Present:

Dr. Gary Allen, Host Institution Representative	University of Missouri-Columbia
Donna Bacon, Interim Executive Director	MOBIUS
Shirley Baker, Chair Elect / 2009-2010	Washington University
Candice Baldwin, Two Year Public-at-Large / 2008-2010 (via UStream)	Metropolitan Community Colleges – Longview
Janet Caruthers, Secretary / 2008-2010	Columbia College
Jim Cogswell, Four Year Public-at-Large / 2009-2011	University of Missouri-Columbia
Margaret Conroy, State Librarian	Missouri State Library
Mollie Dinwiddie, Past Chair / 2009-2010 (via UStream)	University of Central Missouri
Erlene Dudley, Chair / 2009-2010	William Woods University
Kathleen Finegan, Independent-at-Large / 2008-2010 (via UStream)	Avila University
Robert Frizzell, Treasurer / 2009-2011 (via UStream)	Northwest Missouri State University
Jeremy Kintzel, Missouri Department of Higher Education Representative (via UStream)	Missouri Department of Higher Education
Ed Walton, Independent-at-Large / 2009-2011	Southwest Baptist University

Guests Present:

Sharon Bostick, Dean of Libraries	University of Missouri – Kansas City
Maegan Bragg, Executive Assistant	MOBIUS
Justin Hopkins, Internet Applications Specialist	MOBIUS

- I. Erlene Dudley called the meeting to order a little after 10:00 a.m. Erlene introduced Ed Walton who will finish the remaining term of the Independent-at-Large position which became vacant with Joel Shedlofsky's resignation.
- II. Erlene asked for an adoption of the agenda with the addition of approving the Keynote Speaker for the Annual Conference to agenda item number 3. Jim Cogswell moved to adopt the agenda as revised. Shirley Baker seconded. The motion passed.
- III. Approval of the minutes of November 13, 2009 meeting and approval of the record of the November 20, 2009 electronic vote of the Executive Committee recommendation to Council

- that MOBIUS be established as a tax-exempt nonprofit corporation. Also, approval for the alternate choice of keynote speaker, Marshall Breeding.
- a. Shirley moved to accept the November 13th meeting minutes as written. Jim Cogswell seconded. The motion passed with one abstention.
 - b. Jim Cogswell moved to accept the record of the November 20 electronic vote as written. Shirley Baker seconded. The motion passed.
 - c. Mollie Dinwiddie moved to accept the record of the December 4 electronic vote to approve the alternate for the annual conference keynote speaker as written. Kathleen Finegan seconded. The motion passed.
- IV. Crossroads Emerging Technologies Sub Task Force Report – Shirley Baker (document) – The Emerging Technologies Sub-Task Force (ETTF) held a conference call after the September council meeting to develop a recommendation to the Executive Committee. The group recognizes that MOBIUS Council will be tied up for the next six months or so with issues of governance and not-for-profit status. The ETTF recommends they continue to monitor the open source software development in Ohio and the implementation of OCLC's WorldCat Navigator. ETTF is also asking MCO staff to gather information about III's direct consortia borrowing product. Janet Caruthers moved to accept the recommendations as submitted. Mollie Dinwiddie seconded. The motion passed.
- V. Information items
- Date for additional Council Meeting - Donna Bacon - There will be an additional Council meeting March 26th at Peachtree Banquet Center in preparation for any discussion and voting that may be needed regarding the change to a 501(c)(3) tax exempt organization.
 - Meeting with State Librarian (December 10, 2009) - Erlene Dudley – Donna Bacon and Erlene met with Margaret Conroy to discuss how the State Library can support Missouri public libraries becoming MOBIUS members. A meeting will be scheduled with Margaret and Barbara Reading about grant possibilities. Margaret stated there is a need in the state for resource sharing, solutions for decreased automation costs, and efficiency with automation systems. This topic is still in the discussion stage.
 - Annual Conference Update - Donna Bacon - Once the memorandum of understanding between the State Library and the University of Missouri to accept the state grant for the conference is signed, we will be able to contract with the hotel for the conference. Marshall Breeding has agreed to be the keynote speaker verbally, but needs to sign a University speaker/lecturer contract before an announcement can be made. The presentation deadline was extended to January 21. There are 24 sessions currently and we would like to have at least 40.
- VI. Unfinished business
- MOBIUS Budget Analysis FY09/10 – Erlene Dudley (documents) - Erlene discussed the documents sent out prior to the meeting including a proposal to manage cash assets. Questions concerning what specific charges are included in membership assessments were raised last year. In response, the Executive Committee began looking at a cost recovery assessment model.
- The proposal to manage cash assets includes four recommendations. The first recommendation in the proposal is for any budget surplus go to a cash reserve fund. The second and third recommendations are establishing an operational emergency fund of \$1.2 million and developing a policy stating the criteria when the emergency fund can

be used along with the maximum amount to be in the emergency fund to cover a minimum of six months operating expenses, not including III maintenance expenses. The last recommendation is to develop a policy establishing a server replacement fund to collect revenue to cover replacement cost of server hardware and data migration on a four-year replacement schedule.

There was discussion over the proposed assessment model based on cost recovery and the corresponding documents. Erlene, Donna, Shirley and Mollie will work together on finalizing the FY 2010/11 budget to have ready by the February Executive Committee meeting, at the latest, so realistic numbers will be available to plug into the assessment model. There was also a suggestion to prepare a presentation on how this new model was created and how it will work. Shirley Baker moved to accept the cost recovery assessment model based on MOBIUS expenses by category (basic membership, union catalog, local catalogs and charge-back) with the revision that emergency operations and membership meetings expenses be included in the basic membership category. Jim Cogswell seconded. The motion passed.

Erlene talked about the charge-back category. Historically, when a new product was purchased by a library, implementation, set-up, and other costs were absorbed by the consortium. These costs would be charged-back to the requesting library in the cost recovery assessment model. The courier is considered a chargeback and not part of the basic membership category in the cost recovery assessment model so libraries may contract with MOBIUS for the courier service without having a local or union catalog with MOBIUS. Electronic resources are pass-through charges. Discussion occurred regarding the Summon implementation expenses being charged-back to the University of Missouri-Kansas City, University of Central Missouri and University of Missouri-Columbia. Erlene apologized for the premature action of charging the institutions for Summon-related expenses incurred by MCO prior to the new cost recovery assessment model being approved and implemented. Library directors at the three institutions will work with Donna Bacon to determine a reasonable fee to be charged for future support and modifications needed for Summon. Jim Cogswell suggested a schedule of charges from MCO for additional products and services. Donna Bacon has created such a schedule which is still being refined. The schedule of charges was tabled until the February meeting.

- MOBIUS Assets and Liabilities – Erlene Dudley - Donna Bacon and Erlene met with Dr. Allen to discuss how best to determine MOBIUS assets and liabilities. There are three categories of assets: cash, expensed inventory (items that cost less than \$5,000), and capital assets (items that cost over \$5,000 that may still be on the University of Missouri's list of capital assets). University of Missouri financial staff is working on this project.
- Tax-Exempt, Not-For-Profit Status – Erlene Dudley (document) - There are five goals outlined in the working document presented. First, establish MOBIUS as a non-profit corporation in Missouri. Second, establish MOBIUS as a 501(c)(3) non-profit, tax-exempt corporation with the IRS. Third, revise/develop MOBIUS governance documents accordingly. This includes new bylaws, conflict of interest policy, new memorandum of understanding, etc. Fourth, make appropriate changes to the MOBIUS infrastructure. Finally, communicate the status change to the chief executive officers of the member

institutions. A letter about the status change will be drafted and presented to Council before it is sent. Erlene will make sure all the tasks are completed for this change to occur.

- Request to hire an attorney (recommendation from both Brad Smith and legal counsel at Washington University is Ann Stillman at Stolar Partnership

(<http://www.stolarlaw.com/ann-stillman.aspx>) – Dr. Allen will determine if/how MOBIUS can hire legal representation for this process. Erlene asked if she could be permitted to contact Ms. Stillman to determine rates, availability, etc. Janet Caruthers moved that Erlene contact Ms. Stillman for preliminary information dependent on what Dr. Allen finds out about hiring legal counsel. Kathleen Finegan seconded. The motion was amended to replace “Ms. Stillman” with “appropriate attorneys”. The motion passed.

- Host Institution Agreement – MCO staff continue as UM employees – The host institution agreement with the University of Missouri (UM) will need to be renegotiated. Primarily, this document needs to keep all of the current elements with the exception of MOBIUS financial management. We would like to include a new component that identifies the MCO staff as UM employees. Dr. Allen’s understanding is that this would be a contract between MOBIUS and UM making UM the personnel manager.

- Bylaws Committee – Mollie Dinwiddie reported there are drafts being worked on by the Bylaws Committee. Categories of membership and name change are a few of the issues that have come up so far.

VII. New business

- Executive Committee Replacement for Joel Shedlofsky – Erlene Dudley - The Executive Committee welcomed Ed Walton as he finishes out the term of the Independent-at-Large representative until June 30, 2011.
- MCO Space Needs Assessment – Donna Bacon – MOREnet is in the exploratory stage of looking for a different building to occupy. MOREnet charges MCO for 3500 sq. ft., but after measuring the space, discovered MCO occupies 2173 sq. ft. MCO is also charged for 1500 sq. ft. of common space. If MOREnet stays in this building, this space discrepancy will need to be discussed. The options are to stay with MOREnet either in the current building or a new building or to rent space on our own. Donna and the MCO staff recommend staying with MOREnet for several reasons. MOREnet is waiting to hear about their budget from the governor and for the new executive director to arrive before making a final decision about moving or not.
- MOBIUS Executive Director Position – Erlene Dudley - The separation agreement with Beth Fisher will end January 31, 2010. Discussion occurred about the executive director position. It was suggested that having Donna Bacon serve as interim executive director until at least the end of June 2010 would be preferable as we go through the process of obtaining the 501(c)(3) status for the sake of continuity and less organizational upheaval. Mollie Dinwiddie moved that, pursuant to the Missouri Revised Statutes, Section 610.021, the MOBIUS Executive Committee should convene in closed session with closed record and closed vote for the purpose of considering legal, contractual, budgetary, or personnel matters. Jim Cogswell seconded. Roll call included: Shirley Baker, Mollie Dinwiddie, Kathleen Finegan, Janet Caruthers, Erlene Dudley, Ed Walton,

and Jim Cogswell. The motion passed. Dr. Allen was invited to stay for the closed session.

VII. Interim Executive Director's Report – Donna Bacon - Regarding next year's EBSCO quote, so far only four institutions have said no to the quote (the same four that declined last year) and 29 have said yes. Thanks to Justin, the latest newsletter is finished. We are working with Amy Hommick, the professional services representative from III; she will be here next week to learn more about MCO and MOBIUS. A demo for AirPAC and Circa is scheduled this month. Persons can attend in person or by webinar. MCO has spent 41% of this year's budget so far. Revenues are significantly over expenses.

IX. Other Reports

- Missouri State Library – Margaret Conroy – State Library staff are waiting for the State of the State address on January 20th to see whether or not the Secretary of State's office will take a budget cut as a whole or if particular line items will take a cut. State aid for public libraries and the REAL program are at risk for this cut. We expect to hear further withholdings from this current year's budget. Also, there are some interesting library bills that have come up this session. The LSTA scholarship program has become burdensome to manage due to staff turnover and students defaulting on the scholarship.
- Department of Higher Education – Jeremy Kintzel – The state of appropriations for next year is unknown at this time.
- Host Institution – Gary Allen – The new MOREnet Executive Director starts Monday. John Gillespie comes from his position as state Chief Information Officer of Iowa and the Iowa Cooperative Network and is familiar with the challenges of working with an organization like MOREnet.
- MOREnet – Dr. Gary Allen reported for MOREnet and the Host Institution. See the above report.

X. Standing Committee Reports

- Access Advisory Committee (MAAC) (nothing to report – meeting at end of Jan.).
- Annual Conference Planning Advisory Committee (MACPAC) (document) - Submitted a report prior to the meeting.
- Catalog Design Advisory Committee (MCDAC) (no new report).
- Collection Management Advisory Committee (MCMAC) (no new report) – The committee will be looking to see if YBP's purchase of Blackwell will affect the collection management contract with YBP.

Next MOBIUS Executive Committee meeting – Thursday, February 25, 2010, MCO, Columbia, MO

Next MOBIUS Council meeting - Friday, February 26, 2010, Peachtree Conference Center, Columbia, MO

Submitted by Maegan Bragg
MOBIUS Executive Assistant
2/2/10