

MOBIUS Executive Committee meeting
 Minutes
 February 4, 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
Mollie Dinwiddie, Past Chair / 2009-2010	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	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:

Maegan Bragg, Executive Assistant	MOBIUS
Justin Hopkins, Internet Applications Specialist	MOBIUS
Rusty Monholland (via UStream)	Missouri Department of Higher Education
Susan Morrisroe, Director, Reference Services	Missouri State Library

- I. Erlene Dudley called the meeting to order a little after 10:00 a.m.
- II. Erlene Dudley requested that an item on MOBIUS assets be added to the agenda under 'Information Items'. Bob Frizzell moved to adopt the agenda as revised. Jim Cogswell seconded. The motion passed.
- III. Approval of the minutes of January 8, 2010 meeting – Janet Caruthers requested an electronic vote at a later date.
- IV. Information Items
 - Legal consultant - Erlene Dudley spoke with Ann Stillman from The Stolar Partnership in St. Louis about MOBIUS hiring her as a consultant during the change to a non-profit 501(c)(3) organization. Ms. Stillman is very interested in working with MOBIUS and has extensive experience in assisting non-profit tax exempt corporations. Erlene is scheduling a meeting with Ms. Stillman to discuss the draft bylaws and other questions being compiled. Dr. Allen stated MOBIUS can hire a legal consultant using the University of Missouri's standard consulting agreement.

- MOBIUS Assets - Jane Closterman, University of Missouri finance office, has outlined what MOBIUS needs to do to separate assets from the University of Missouri (UM). UM has a list of capital assets for MOBIUS staff to confirm and to provide the asset's location. Donna Bacon has already identified MOBIUS's non-capital assets. Cash assets and liabilities will be determined from a monthly statement and then arrangements will be made to transfer those items to MOBIUS at the appropriate time.
- Assessment Webinar – A webinar has been scheduled for February 19, 2:30 p.m. – 3:30 p.m. to present assessment history and explain the cost recovery assessment model. This webinar is to help Council members think about the assessment and come to the February 26 Council meeting prepared with questions and have more time for discussion than presentation of the assessment model. Shirley Baker, Erlene Dudley, Donna Bacon, Kathleen Finegan and Jim Cogswell will participate in the webinar presentation.
- January 22 meeting with Missouri State Library staff Barbara Reading, Carl Wingo and Margaret Conroy – Erlene Dudley met with the above State Library staff to talk about the State Library supporting MOBIUS with grant funding to implement Evergreen or III's direct consortia borrowing for a public libraries. The State Library wants time to meet with public libraries to identify their needs with which MOBIUS can assist.

V. FY 10/11 Budget and Assessments

- Approval of the MOBIUS FY10/11 Budget – Erlene Dudley, Donna Bacon (1 document) - Donna and Erlene have been working on the 2010-2011 budget which has been challenging since next year's expenses as a non-profit organization are unsure. This budget will be applicable whether MOBIUS becomes non-profit by July 1 or not. The courier service was removed from the basic membership category. The reason to have courier service as a chargeback is because several libraries have more than one stop and to provide courier service to libraries that do not want full MOBIUS membership. Discussion followed about putting courier service back in the basic membership category since courier service is a membership requirement to encourage resource sharing. It was suggested that charges for additional courier stops be in the chargeback category. A waiver will be given to the public library members since the courier service is paid for public libraries by the State Library. Donna discussed other budget expenses. Personnel expenses include 3% staff raises, salary for the open executive director position, a new business manager position and eliminates the half-time office assistant position. A suggestion was made to remove the 3% raises for MOBIUS staff. The facilities fee has been reduced due to the square footage re-evaluation. A substantial amount was added to the budget for a human resources service charge that will be incurred should MOBIUS staff continue as University of Missouri employees after becoming a not-for-profit organization. The III Professional Services Representative contract will not be renewed next year. A 7% increase for III maintenance is included. The actual increase may be different depending on how much the consortium spent on new III products this fiscal year. A separate replacement server fund is included so the money is available prior to replacing a server. An emergency operations fund is also included which would be separate from cash reserves. This budget proposes moving \$500,000 from cash reserves to the emergency

operations fund. For 5 years, \$90,000 will need to be collected each year to create a \$1.2 million emergency operations fund by the end of that time. The budget is slightly over \$2.5 million. Bob Frizzell moved to accept the FY11 budget with two changes: move the one stop courier service charge from the chargeback category to the basic membership category and remove the 3% MCO staff raises. Ed Walton seconded. The motion passed.

- MOBIUS Member Assessments FY10/11 – Erlene Dudley (4 documents) – Erlene went over the four documents used to determine member assessments: expenses by category, union catalog cost share, local catalog cost share, and member fees. Discussion followed regarding specific factors in the model including how the number of item records was determined and which year of student FTE to use. The number of items does not include items with a shared code, erroneous location code or withdrawn code. Further discussion occurred about the credit for loans and charges for borrows which includes all loans and borrows within a cluster or between clusters initiated within MOBIUS. This data does not include any loans or borrows done through OCLC. The effect of this model on the members was discussed along with the suggestion of phasing in the model. Using some cash reserve funds to help phase in this assessment model would impact the initial amount moved from cash reserves to the emergency operations fund. An implementation plan will be created and approved at a later date. Shirley Baker moved to approve the cost recovery assessment model. Bob Frizzell seconded. The motion passed.

VI. Revised Governance Documents

- Bylaws Revision – Mollie Dinwiddie (1 document) – The Bylaws Subcommittee consists of Mollie Dinwiddie (chair), Valerie Darst, Susan Morrisroe, Gail Staines, and Stephanie Tolson. Mollie explained the differences between these bylaws and the current bylaws. Discussion followed regarding several items in the bylaws draft including levels of membership, nomination process, and membership meetings. Mollie requested that comments and suggestions be sent to her. Another draft will be distributed to Executive Committee and the Bylaws Subcommittee.
- Memorandum of Understanding Revision – Erlene Dudley (1 document) – There had been discussion about having a memorandum of understanding that only covered participation in the union catalog. However, because this document is not a requirement right now, Erlene suggested this be developed later and ask for input from the attorney.
- Conflict of Interest Policy – Erlene Dudley (1 document) – This is required by articles of confederation for a 501(c)(3) organization. Erlene drafted a policy which will need to be looked at by an attorney. The conflict of interest policy will need to be signed by every member of the board.
- Agenda development for Feb 26, 2010 Council Meeting – Erlene – The main agenda item at the February 26 Council meeting will be the cost recovery assessment model. Council will be divided into small groups with an Executive Committee member present in each group to discuss this assessment model.
- A possible agenda item is the letter to member institutions' presidents or chief executive officers. The bylaws revision will be discussed at the March 26 Council meeting.

VII. Interim Executive Director's Report – Donna Bacon - The Encore kick off for the 4 purchasing libraries was this week. It is up to each institution when they want to go live. Donna had a conference call with Jim Cogswell, Sharon Bostick and Mollie Dinwiddie regarding charges for Summon maintenance. Janine Gordon and Justin Hopkins, MCO staff, have consolidated server space which will save money. Tim Whisenaut, III representative, demonstrated AirPAC and Circa at the MOBIUS office. The demo was also available online. Donna has started working with the University of Missouri's human resources department to hire a business manager. Donna is also working on the memorandum of understanding with MOREnet. A MOBIUS Annual Conference Planning Advisory Committee meeting was held last week. Six sessions were added, thirteen sessions were rejected and the time for sessions to be held was extended to 4:30 p.m. New III releases will be out soon. The Galahad cluster was recently updated to WebPAC Pro.

VIII. Other Reports

- Missouri State Library – Margaret Conroy – No report.
- Missouri Department of Higher Education Jeremy Kintzel – No report.
- Host Institution – Dr. Gary Allen – No report.
- MOREnet – John Gillespie - John discussed the budget cuts that MOREnet has been dealing with this year. Currently, there has been a 45% budget cut from MOREnet's appropriation in House Bill 3. The REAL appropriation in House Bill 12 not been touched as of yet. The recommendation for next year is a 35% reduction from FY09 appropriated amounts which will be an increase from FY10's budget. Currently, MOREnet is short \$6.6 million of a \$30 million budget. MOREnet has frozen network growth, eliminated 20 staff positions and will not contribute to their capital replacement fund. MOREnet is asking vendors for a reduction in prices. John believes that the real secret to success is its membership. He wants to meet with members to discuss MOREnet's costs and services. John stated that his biggest fear is that the cuts are not over yet as fiscal year 2012 is looking to be worse. MOREnet will need to change its price model to a user funded model from an appropriated model.

Mollie Dinwiddie moved to adjourn. Jim Cogswell seconded. The meeting adjourned at 3:45 p.m.

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
2/15/2010