

MOBIUS Executive Committee Meeting
 Minutes
 July 17, 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
Shirley Baker, Chair Elect / 2009-2010	Washington University (Olin)
Janet Caruthers, Secretary / 2008-2010	Columbia College
Jim Cogswell, Four Year Public-at-Large / 2009-2011	University of Missouri - Columbia (Ellis)
Margaret Conroy, State Librarian	Missouri State Library
Mollie Dinwiddie, Past Chair / 2009-2010	University of Central Missouri
Erlene Dudley, Chair / 2009-2010	William Woods University
Kathleen Finegan, Independent-at-Large / 2008-10	Avila University
Beth Fisher, MOBIUS Executive Director	MOBIUS
Robert Frizzell, Treasurer / 2009-2011	Northwest Missouri State University
Jeremy Kintzel, MO DHE Representative (for Tim Gallimore)	Missouri Department of Higher Education
Joel Shedlofsky, Independent-at-Large / 2009-2011	Logan College of Chiropractic

Members Absent:

Candice Baldwin, Two Year Public-at-Large / 2008-10	Metropolitan Community Colleges - Longview
Dr. Tim Gallimore, Missouri DHE Representative	Missouri Department of Higher Education
Bill Mitchell, MOREnet Representative	MOREnet

Guests:

Maegan Bragg, Executive Assistant	MOBIUS
Jim Pakala, Library Director	Covenant Theological Seminary

- I. Erlene Dudley called the meeting to order at 10:05 a.m. Erlene thanked Mollie Dinwiddie for her good work last year as chair, welcomed everyone and asked that everyone introduce themselves.
- II. Erlene called for an adoption of the agenda. Joel Shedlofsky moved to adopt the agenda as revised. Shirley Baker seconded. The motion passed.
- III. Approval of the minutes of May 1, 2009 - Janet Caruthers mentioned that she will put the minutes of MOBIUS letterhead, otherwise there were no corrections needed. Mollie Dinwiddie moved to accept the Executive Committee meeting minutes from May 1, 2009, as

written. Jim Cogswell seconded. The minutes were approved. Minutes for the June 4 Executive Committee orientation meeting will be presented at the next Executive Committee meeting for approval.

IV. Information Items

-Meeting with Orbis Cascade Alliance (OCA) - Shirley Baker reported that after visiting with colleagues at OCA, she's been encouraged to come to Oregon for a visit. (OCA replaced InnReach with WorldCat Navigator from OCLC). The visit would include speaking with OCA staff and libraries in the area using Navigator to determine how OCA and libraries handled the change and to discuss costs, technical aspects, etc. Shirley asked if this was a trip that MOBIUS would fund and who else might be interested in going. It was decided that Shirley, Erlene, Beth Fisher and Donna Bacon will definitely go on the trip with costs paid by MOBIUS. Erlene suggested offering others the opportunity to go at their own expense and mentioned that the trip would be in accordance with the Strategic Plan. Mollie moved that a sum of money be allocated to support the exploration of new technologies and other travel costs associated with the Crossroads Task Force with the amount to be determined when discussing the budget. Joel Shedlofsky seconded. The motion passed.

- Meeting to Address MOBIUS Financial Assessment Details – Erlene and Beth Fisher will be meeting with the Executive Committee Finance Sub-committee on Monday, July 27, 2009, to discuss what products or services are included in the membership fee and what products or services are being charged for in the assessment fee.

- Executive Committee Orientation - Erlene asked for feedback on the orientation held on June 4 after the annual conference. Shirley commented she found it very useful and learned a lot from the beginning exercise. Others were in agreement.

-Council meeting dates - Erlene sent the dates out via email but wants to make one change. Council meetings will be Friday, September 25; Friday, December 11, with an alternate date of Thursday, December 17; Friday, February 26, with an alternate date of Friday, March 5; and Tuesday, June 8. Executive committee meetings will be Thursday, September 24; Friday, November 13; Friday, January 8 with an alternate date of Friday, January 22; Thursday, February 25 with an alternate date of Thursday, March 4; and Friday, April 23. An extra meeting was added this year and a few dates were moved to provide more preparation time before the annual meeting.

V. Unfinished Business

- Innovative Contract Update (Beth Fisher) - Joe Ford, Erlene and Beth met with an Innovative Interfaces, Inc. (III) representative to finalize the contract which was verbally agreed upon. Contract negotiation has been going on for about two years and has been deadlocked for a year mainly based on the termination section. There will be a maximum increase of up to 7% per year for maintenance fees. Additionally, Innovative agreed to reduce maintenance fees by 1.5% when product sales to MOBIUS libraries are between \$1 and \$50,000 yearly and every additional \$50,000 in sales would equal another 1.5% reduction in maintenance fees. MOBIUS has agreed to sign a professional services representative contract; discussions on this contract will begin after the main contract is signed. The professional services representative will be the primary conduit for any issues that the MOBIUS Consortium Office (MCO) needs resolved. Beth demonstrated the MOBIUS web page form which libraries needing III product information would use.

- EBSCO/Gale Update (Beth Fisher) – Five libraries did not purchase EBSCO’s Academic Search Elite/Business Source Premier package; three academic libraries and the two public libraries. For this database package, libraries will be billed through MOBIUS instead of the University of Missouri Library System Office. There have been some complications for libraries upgrading to Academic Search Premier from Academic Search Elite. Training on the Gale databases is going well. Questions from the training sessions will be compiled on the website. MCO staff is comparing Gale’s Business and Company Resource Center and Academic OneFile databases to EBSCO’s Business Source Premier and Academic Search Elite to determine differences in content, searching capability, etc. The analysis should be completed by the end of August or early September. This analysis will hopefully provide the data necessary for sole source justification for the EBSCO products. Margaret Conroy reported there is a meeting next week to discuss the possibility of MOREnet rebidding the databases next year. These are annual contracts with the option for four year renewals.
 - Advisory Committee Policy Revision (Erlene Dudley) - One of the new additions to the Advisory Committee Policy was the term limits section. This received a lot of criticism mainly from the small libraries. Bob Frizzell moved to remove term limits section from the Advisory Committee Policy. Kathleen Finegan seconded. The motion passed.
- VI. New Business
- Executive Committee Job Descriptions (Erlene Dudley) – Beth suggested having job descriptions for the Executive Committee positions which might be useful for someone new to the committee. Erlene will create a template and send to committee members to fill out for their position.
 - Executive Committee Officer Reports for the Year (Erlene Dudley) – The Bylaws state that officers provide annual reports which have never been done before. These reports were received and distributed to Council and are now in compliance with the Bylaws.
- VII. Strategic Plan Subcommittee Report (Shirley Baker) - Shirley asked committee members to check on the Crossroads Task Force at least once a quarter to make sure what the Task Force is doing is in line with the strategic plan.
- VIII. Financial Plan Subcommittee Report (Bob Frizzell) - There are two basic issues this committee has been asked to deal with. The first issue is providing itemized invoices to libraries which will be discussed at the July 27 meeting. The other issue is what products or services are a part of the regular fees and what products or services should be additional charges. Preliminary discussions have begun.
- IX. Crossroads Task Force Report (Erlene Dudley) – Erlene reported there was a meeting on June 11 and the minutes have been posted on the website. Charges for the subgroups and the June 11 minutes need to be approved by Executive Committee. Erlene asked members to look at the charges and minutes which will then be voted upon via email. There is a blog for the Crossroads Task Force (CRTF). Persons use a web form to join a CRTF group. There is no limit to the membership of each group and most meetings will take place primarily electronically. Erlene sent an email to the MOBIUS users list and to a Missouri Public Library Director (MPLD) contact (who will forward the email to the MPLD list) asking for persons to join a CRTF subgroup. The subgroups are: Organizational Structure Sub-Task Force – Erlene Dudley, chair; Emerging Technologies Sub-Task Force - Shirley Baker, chair; Local Issues Sub-Task Force – Kathleen Finegan, chair; and What If Sub-Task Force – Mollie Dinwiddie, chair.

- X. Executive Director's Report (Beth Fisher) - Beth reviewed the year-to-date income statement distributed during the meeting. There is over one million dollars in reserves currently. Shirley moved to put any remaining money from the legislative consultant and the III contract into reserves. Jim Cogswell seconded. The motion passed.
- FY10 Budget - Beth reviewed the budget for FY10. Clarification was asked for about areas that had significant changes. Discussion followed about the importance to communicate justification for the high reserves level and the rationale for keeping it at that level.
 - Millennium Server Replacements - Beth distributed a document showing the servers that need to be replaced and the associated costs. The Sun server has already been purchased so the remaining amount of money needed for the other servers is \$71,461.58 which is not in the budget.
 - Temp Hire - Beth explained MCO staff has a goal of working on more projects which would provide more data to the Executive Committee, but they are having difficulty completing all of the loads. To help with loads, Beth requested hiring a temporary person for 20 hours a week at \$16,000 for the coming year. Also, the Crossroads Task Force has no budget for travel and other expenses. The amounts needed for these items are: \$71,475 for the server replacements, \$46,558 for the 2010 shortfall, \$100,000 for the EBSCO databases, \$16,000 for the temporary staff member, and \$15,000 for CRTF budget bringing the total to \$249,033. Bob Frizzell moved that the sum total of the appropriate figures be taken from reserves to pay for servers, budget shortfall, the EBSCO subsidy, a temporary staff person and a CRTF budget. Kathleen Finegan seconded and the motion passed.
 - MCO Update - MCO is fully staffed. Contracts with Backstage, 1st Choice, YBP, OutFront Communications, and Joe Ford were renewed. The memorandum of understanding with MOREnet was renewed. The memorandum of understanding with the University of Missouri Library System Office is in the process of being renewed. MCO has started billing for the two EBSCO databases and for the additional courier fees.
 - Annual Conference – A site has not been chosen yet. A bid will be required for the 2010 conference site so this will be a more formal process this year. The report for the 2009 conference was submitted to the state to receive reimbursement.
 - Website - There is a job board on the website now.
- XI. Other Reports
- Department of Higher Education (Jeremy Kintzel) – Jeremy stated that he is hopeful the FY10 budgets are fairly flat or stable. The operating budgets are stable for the public institutions.
 - Host Institution (Dr. Gary Allen) - The search for Bill Mitchell's replacement has started. They are down to five candidates whom will be brought in on Monday for face to face interviews and then narrow the candidates to one or two.
 - MOREnet – No Report.
 - Missouri State Library (Margaret Conroy) - There will be another income analysis done in the fall to inform the governor regarding withholdings. The State Library has received the first quarter payment for state aid for public libraries, but not the first payment of Athletes and Entertainers tax funds. The overall budget was reduced by 5%; however, it has really been business as usual. The Missouri public libraries have been introduced to courier service through KCMLIN. Missouri received the Gates grant for hardware in 75 public libraries; the

- libraries have to provide a local match. Also, they have been watching MOREnet and the state's plan to apply for stimulus funds for broadband. The State Library is putting together a stimulus fund application for public library computer needs.
- XII. Standing Committee Reports
- Annual Conference Planning Advisory Committee
 - Subcommittee Charges – Discussion was held about the involvement level of the Executive Committee in the advisory committees. It was stated that the primary reason for standing committee charges to be approved by the Executive Committee is because the charges are to be rewritten on the new standard forms. This is an attempt to organize the structure and to make it easier to find information. Mollie Dinwiddie moved to accept the charges as revised with a submission date, the door prize section change, and minor formatting issues fixed. Jim Cogswell seconded. The motion passed.
 - Collection Management Advisory Committee
 - Last Copy Guidelines – Discussion occurred on whether this is a guideline or a best practice. Erlene will create a template for best practices. This document will be sent back to the committee to be written on the best practices form which can then be resubmitted to the Executive Committee.
- XIII. Executive Board Business Item - Mollie Dinwiddie 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. Shirley Baker seconded. Shirely Baker – yea, Janet Caruthers – yea, Jim Cogswell – yea, Mollie Dinwiddie – yea, Erlene Dudley – yea, Kathleen Finegan – yea, Bob Frizzell – yea, Joel Shedlofsky – yea. The motion passed.

The open Executive Committee meeting ended at 2:00 p.m.

Submitted by Maegan Bragg, MOBIUS Executive Assistant