



MOBIUS Executive Committee meeting

Minutes

November 13, 2009, 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	Metropolitan Community College – Longview
Janet Caruthers, Secretary / 2008-2010	Columbia College
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 / 2008-2010	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:

Jim Cogswell, Four Year Public-at-Large / 2009-2011	University of Missouri-Columbia
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Guests:

Maegan Bragg, MOBIUS Executive Assistant	MOBIUS
Brad Smith, Nonprofit Resources Manager	St. Charles City-County Library

- I. Erlene Dudley called the meeting to order.
- II. Erlene asked for an adoption of the agenda. Mollie Dinwiddie moved to adopt the agenda as written. Kathleen Finegan seconded. The motion passed.
- III. Approval of the September 24, 2009 meeting minutes. Janet Caruthers received edits prior to the meeting. Shirley Baker moved to accept the minutes as revised. Joel Shedlofsky seconded. The motion passed.
- IV. Information Items
  - Orbis Cascade Alliance Visit (Shirley Baker) – (A written report was sent prior to the meeting). Some members of the Emerging Technologies Sub-Task Force of the MOBIUS Crossroads Task Force and some guests from MOBIUS libraries visited Orbis Cascade Alliance (OCA) in Eugene, Oregon at the end of October to discuss OCA's use of OCLC WorldCat Navigator in place of the INNReach catalog. OCA is pleased with the system but wished they had done more communication with library staff about the workflow changes. There is not a recommendation for MOBIUS to use the Navigator system at this time for several reasons including a double workflow because of double maintenance on holdings and the time investment required of OCA staff, OCLC, and OCA's members. A side benefit of the trip was the discovery that OCA is in the process of partially removing themselves from the University of Oregon and becoming a 501(c)(3) nonprofit organization and were generous in sharing documents with us.
  - Plan to visit the Michigan Library Consortium (MLC), Nov. 30 - Dec. 2 (Shirley Baker) - Shirley, Donna, and Erlene along with Justin Hopkins, Ann Riley, and Steve Wynn will be traveling to Lansing, Michigan to visit with MLC staff about DCB (direct consortia borrowing). DCB is an ILL product that has been in development for some time and allows interaction with non-ILL systems. Enhancements have been made and now work with pick-up-anywhere and visiting patron. MLC uses DCB with just about



- any non-III library system in the state and is very satisfied with the product. III is eager to work with MOBIUS with DCB as a pilot project in a few public libraries. Donna has spoken with Margaret Conroy about the possibility of doing such a pilot project. MLC also runs Evergreen, an open source integrated library system (ILS), for smaller libraries not needing the full III library system. Evergreen could be a more affordable option for small public libraries that MOBIUS could possibly offer in the future. Justin will be speaking with the MLC staff managing Evergreen to learn about the backend and how it works.
- KCMLIN Proposal (Shirley Baker, Donna Bacon) - This is still a work in progress. Donna has been working with Susan on the pricing and, while it looks promising, there is still more work to do on the pricing structure so that MOBIUS libraries can afford using KCMLIN as the courier. Some issues that have come up include the fact that KCMLIN charges by volume and not by stop and their sliding fee schedule creates a problem for the smaller libraries.
- V. Unfinished Business
- MAROON Database (Donna Bacon) - The Executive Committee asked the MOBIUS Collection Management Advisory Committee (MCMAC) to look at MAROON, a database developed a few years ago to list a library's licensed electronic resources with the price. Data was put in initially, but has not been updated regularly. MCMAC met to discuss MAROON and wrote a proposal for maintaining the database with an update schedule, instructions, etc. We do not know the future of the database cafeteria plan, the real purpose of MAROON or whether librarians have the time to input this data on a regular basis. Bob Frizzell moved to suspend maintenance on the MAROON database and reevaluate the need for MAROON in six months. Kathleen Finnegan seconded. The motion passed.
  - MLNC Letter (Erlene Dudley) - Discussion occurred concerning the appropriate response to an email from MLNC regarding questions about the possible combination of MOBIUS and MLNC. It was determined the reply should be in written form via e-mail from Erlene. Mollie Dinwiddie moved for Erlene to draft a general reply and send the draft to the Executive Committee for edits and approval before sending the response to MLNC. Kathleen Finnegan seconded. The motion passed.
- VI. New Business
- MOBIUS Budget Analysis FY09/10 (Erlene Dudley) – A discussion was held regarding the philosophical basis of the MOBIUS budget and assessment fees. Erlene talked about the costs which might be included in the basic membership, union catalog, and local catalog fees and the costs which would be charged back to the requesting library. The discussion also included the need for emergency operations funds. Three possible emergency funds needed are a cash reserve fund for budget overages and shortfalls, an emergency operations fund for six months operating expenses to be used only in a financial exigency and a server replacement fund.
  - Reclassification of Internet Application Specialist position (Donna Bacon) – Donna asked to reclassify Justin Hopkins's position to a managerial position with an increase in salary. Justin Hopkins' position is a driving force in the office and he is considered the expert and resource for all things technology. This position was developed to create the new website, which is what Justin did for about a year. This position now has supervisory aspects and includes more computer programming and development aspects. A motion was made to upgrade the internet application specialist position. Bob Frizzell called the question. Kathleen Finnegan seconded the motion. The motion passed.
- VII. Finance Subcommittee Report (Bob Frizzell) – Bob discussed the financial policy suggestions from the Executive Committee Financial Sub-Committee. These suggestions included balanced budget requirements; reserves requirements and use policy; budget development guidelines; risk management; required financial reporting, accountability and compliance; communication with members about financial matters; policies for creating new programs and positions; and financial plan and implementation schedule. The suggestions will be incorporated into the work done towards making MOBIUS a 501(c)(3) nonprofit organization.
- VIII. Interim Executive Director's Report (Donna Bacon) - The III maintenance fee has been paid. We are considering replacing Adobe Connect with GotoMeeting. MCO staff training - Justin Hopkins is working on PHP certification and client side server program certification, Jessica Hammond and

- Janine Gordon are working on Linux certification. Donna has requested a quote from EBSCO for the Academic Search Elite/Business Source Premier database package. Discussion followed about whether MOBIUS should subsidize the purchase of this database package for libraries in the next fiscal year as was done for this fiscal year. Bob Frizzell moved that MOBIUS not subsidize EBSCO databases in the coming year. Kathleen Finegan seconded. The motion passed. III will be hosting the Encore server for one year. New SWAN and Archway servers have been installed. Arthur and INNReach servers will be upgraded soon. Donna and Tim Whisenaut, III representative, will be working on a communication method so MOBIUS libraries can be made aware of other III products (AirPAC, Circa, etc.) especially when only one or a few libraries are requesting a quote for a product so better pricing could possibly be achieved. Only one hotel submitted a bid for the 2010 conference. The final grant application has been submitted to the state. The 2010 conference site cannot be announced until the grant is officially awarded. Training survey results have been posted on the website. Survey respondents prefer in-person training and do not want to travel. Christopher Gould and Donna are discussing implementing regional training again and customizing the training to member needs instead of having a fixed training agenda. A discussion occurred on the topic of charging members for unique products and/or services delivered by the MCO staff. Donna will enhance a rough draft of her proposal for the next Executive Committee meeting.
- IX. Other Reports
- a. Department of Higher Education (Jeremy Kintzel) – Budget cuts may not be over just yet. The commissioner of higher education position has been officially posted. They hope to have someone hired by the next fiscal year. Dr. Stein announced his retirement at the June board meeting.
  - b. Host Institution (Dr. Gary Allen) – There is still stable appropriation for the University as a whole.
  - c. MOREnet (Dr. Gary Allen) – The search for an executive director of MOREnet is ongoing. The search committee has identified three candidates that will be on-site for interviews next week. They are hopeful to have the position filled by the first of the year. MOREnet has been dealing with the recently announced appropriation cuts and looking at how to reduce their budget by \$3 million. Staff vacancies will not be filled; equipment will not be replaced, etc.
  - d. Missouri State Library (Margaret Conroy) – Margaret re-emphasized the severity of the cuts that MOREnet is facing since the governor's announcement last week. MOREnet membership fees could go up. The MOREnet databases have not been affected in the recent state budget cuts. The next two fiscal year cycles are being discussed. WebJunction Missouri will be online in December.
- X. Standing Committee Reports – Written reports sent via email before the meeting.
- XI. Presentation on "Understanding Nonprofits" (M. Brad Smith) - Brad presented on the various aspects of becoming a nonprofit organization and the steps required to do so. Discussion followed the presentation about the steps to be taken to change the status of MOBIUS such as revising the host institution agreement, asking for identification of MOBIUS assets and liabilities, applying for state incorporation, writing the narrative for the federal application, writing the articles of organization, writing bylaws, revising the memorandum of understanding to be a document between the members and participants in the union and cluster catalogs, asking members the right for MOBIUS to transfer to the new organization, etc. It would be ideal to have the process completed by the beginning of the fiscal year.

Shirley Baker moved to adjourn. Janet Caruthers seconded. The MOBIUS Executive Committee meeting ended at 4:05 p.m.

Submitted by Maegan Bragg  
MOBIUS Executive Assistant  
11/17/09



Next MOBIUS Executive Committee meeting - Friday, January 8, 2010, MCO, Columbia, MO

Next MOBIUS Council Meeting - Friday, December 11, 2009, Peachtree Conference Center, Columbia, MO