

MOBIUS Executive Committee meeting
 Minutes
 April 23, 2010 10:00 a.m. – 3:30 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 GoToMeeting)	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, Missouri 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 (via GoToMeeting)	Avila University
John Gillespie, MOREnet Executive Director	MOREnet
Ed Walton, Independent-at-Large / 2009-2011	Southwest Baptist University

Guests Present:

Maegan Bragg, MOBIUS Executive Assistant	MOBIUS
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- I. Erlene Dudley called the meeting to order a little after 10:00 a.m.
- II. Erlene called for an adoption of the agenda for the April 23, 2010 meeting. Jim Cogswell moved to adopt the agenda. Ed Walton seconded. The agenda was adopted.
- III. Approval of the minutes of February 25, 2010 and March 26, 2010 meetings
 - February 25th meeting minutes - Shirley Baker moved to approve the minutes as written. Kathleen Finnegan seconded. The February 25th minutes were approved.
 - March 26th meeting minutes - Jim Cogswell moved to approve the minutes as written. Shirley Baker seconded. The March 26th meeting minutes were approved.
- IV. Information Items
 - NFP Update (Erlene Dudley) – Erlene provided a status update about MOBIUS becoming a not-for-profit organization. MOBIUS Council adopted bylaws at the March 26th Council meeting. Need to file IRS form 1023 which includes extensive paperwork and a narrative. Also need to apply for an employer identification number. Yesterday, Donna Bacon, Shirley Baker and Erlene Dudley met with Dr. Gary Allen and other University of Missouri staff to discuss human resources issues, MOBIUS assets, and current contracts. At this meeting it was learned that MOBIUS will need to become a formal member of MOREnet. The minimum estimate for MOREnet membership is \$11,000. It was stated at the meeting that Dr. Allen will be the liaison between MOBIUS and the University of Missouri due to MOBIUS staff remaining University of Missouri employees. To retain

legal responsibility, the University of Missouri will require MOBIUS staff to follow all University of Missouri human resources policies.

- Final MOBIUS Budget FY10-11 (Erlene Dudley, Donna Bacon) - MOREnet has asked for next year's budget to put into the accounting software. Since MOBIUS will not be using MOREnet for financial services after becoming a not-for-profit organization, Donna will discuss with MOREnet to either prorate the yearly cost or charge hourly for the fiscal year 2011 financial services provided to MOBIUS from MOREnet. The MOBIUS Executive Committee will meet on May 25 to approve the final 2010-2011 budget.

V. Unfinished Business

- Conflict of Interest Policy Revision (Erlene Dudley) – A revision was made to the Conflict of Interest Policy which changed the phrase 'financial interests' to 'private interests.' This change was made to cover instances when a MOBIUS board member is also a board member of another organization so that a MOBIUS board member could recuse her or himself on decisions involving both organizations. Besides the individual person, the MOBIUS board also has the right to decide if there is a conflict of interest for MOBIUS board members. Mollie Dinwiddie moved to accept the document as revised. Janet Caruthers seconded. The Conflict of Interest Policy as revised was approved.
- KCMLIN Proposal (Donna Bacon) - Susan Burton, Director of KCMLIN, contacted MOBIUS about KCMLIN's fee structure changing from per volume to per stop. KCMLIN would like to resubmit their proposal for MOBIUS libraries to use KCMLIN as a courier that would most likely significantly reduce costs compared to the original proposal. Discussion followed. Shirley Baker moved for MOBIUS to abstain from considering another proposal from KCMLIN for the 2010-2011 fiscal year. Jim Cogswell seconded. The motion carried.
- MOBIUS Letter to Directors/CEOs (Shirley Baker) - Erlene Dudley developed a list of reasons as to why MOBIUS is making the change to a 501(c)(3) nonprofit organization. These reasons will be in the letter that will go to the MOBIUS Council members to share with the institution's appropriate dean, provost, and/or president. The letter will go out before the Independent Colleges and Universities of Missouri (ICUM) and Missouri Council on Public Higher Education (COPHE) meetings at which a MOBIUS Executive Committee member will present information about MOBIUS's status change. Erlene will draft a handout to be distributed at the ICUM and COPHE meetings.

VI. New Business

- Request for Approval of Corrie Hutchinson as MOBIUS Treasurer (Erlene Dudley) - Erlene requested the approval of Corrie Hutchinson, Director of Stephens Library, to finish Bob Frizzell's term as treasurer on the Executive Committee which would be for one year. Mollie Dinwiddie moved to approve Corrie Hutchinson as Treasurer. Kathleen Finegan seconded. The motion carried.
- Charges for Services (Donna Bacon) - The Charges for Services document details the services offered by the MOBIUS Consortium Office that are not core services. The charge is \$50 per hour for services considered above and beyond the core services which are stated in the MOBIUS Systems Service Policy. These include record load projects, modifying a load table, outputting records, writing scripts, authority control processing, special projects or purchases, etc. Discussion followed. Shirley Baker called the question. Jim Cogswell moved to accept as revised the Charges for Services document. Mollie Dinwiddie seconded. Erlene Dudley amended the motion to allow

Donna Bacon to negotiate fees for current special projects that need to be finished. Discussion followed. Mollie Dinwiddie called the question. The motion carried. Donna Bacon and Erlene Dudley will continue to work on this document.

- MOBIUS Systems Service Policy (Donna Bacon) - This document outlines all of the services considered core services. Also listed are the services not considered core: consortial contracts, e-resources, special projects, etc. It was suggested and agreed to make some changes to the organization of the service policy document. Also, it was decided that a new member policy document needs to be created separately from the systems services policy. Donna Bacon and Erlene Dudley will continue to work on this document.
- Board Policy Manual (Erlene Dudley) – A board policy manual needs to be developed. Not required for the IRS 1023 form, but it is something that identifies our policies for operation. Erlene will continue to work on this document.
- Financial Services Options (Erlene Dudley) - MOBIUS will be taking over the consortium's general ledger, accounts receivable, accounts payable, and investments from MOREnet once becoming a nonprofit organization is finalized. Our options for managing these tasks include hiring a part- or full-time business manager, hiring an accountant, or outsourcing to MLNC. Erlene voiced concern for the startup costs for the first two options and discussed the pros and cons for each option. More discussion followed. It was suggested that MOBIUS go out for bid and investigate other options more. Jim Cogswell moved for the Executive Committee to endorse the proposal from MLNC and negotiate the contract. Mollie Dinwiddie seconded. The motion carried.
- Human Resources Options (Erlene Dudley) – Erlene is waiting to hear back from Dr. Gary Allen whether MOBIUS employees can remain University of Missouri employees for sure or not. Upon a positive answer, a yearly renewable contract will be signed with the University of Missouri for human resources services.
- Executive Committee Orientation (Erlene Dudley) – An Executive Committee orientation was held last year after the annual conference. Erlene has talked with Shirley Baker about what to do at this year's orientation. The management style test taken last year was considered beneficial and will be repeated this year. This meeting will also be used to plan for the future, to discuss known issues, and to get to know new committee members. The meeting will be from 8:30 a.m. to 11:30 a.m. on June 17, 2010, at the Holiday Inn Select Executive Center.

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

- Maegan Bragg and Donna have been working on the MOBIUS annual conference a lot recently.
- Donna attended the IUG (Innovative User's Group) conference in Chicago this week and met with several III representatives while at the conference. III is committed to Encore and will work with us on any issues we are experiencing with Encore. A III representative will be at the MOBIUS Annual Conference doing a demo on Encore Synergy. Donna also discussed problems being experienced with CS Direct with a III representative.
- Google Analytics has been installed on all WebPAC and Encore systems.
- MOBIUS has scheduled several regional trainings. So far there are over 60 people signed up for the training sessions.

VIII. Other Reports

- Missouri State Library (Margaret Conroy)
 - House bill 12 and database money have still not been cut from the state budget.
 - The State Library is staying with Gale for the statewide database contract for at least one more year.
 - The State Library is looking at the next step of resource sharing by meeting with OCLC representatives and monitoring the Ohio State Library open source resource sharing project.
 - All the public libraries using the state funded courier love the service.
 - There is currently no discussion at the federal level regarding cuts to LSTA funding.
- Department of Higher Education (Rusty Monhollon) – No report.
- Host Institution (Gary Allen) – No report.
- MOREnet (John Gillispie)
 - The Missouri Senate reduced MOREnet's budget by another \$1.7 million. MOREnet has been looking at ways to cut costs. John has been talking to Dr. Gary Allen about different cost models and looking at ways to cut back on general administrative expenses which are about 38% of the budget. MOREnet would like to have general administrative expenses below 25%.
 - MOREnet completed an application for broadband that would hit 58 counties in Missouri. This would directly connect 700 members to the network with fiber and save considerably on connectivity costs.

IX. Advisory Committee Reports

- MOBIUS Access Advisory Committee (Mary Anderson) – Report.
- MOBIUS Annual Conference Planning Advisory Committee (Erin Leach) – Report.
- MOBIUS Catalog Design Advisory Committee (Corrie Hutchinson) – Report. Donna Bacon reported that the MOBIUS Procedure on ACodes and Authority Vendors needs some editing. Donna Bacon reported that the MOBIUS Master Record Priority Policy is fine as written. Shirley Baker moved to approve the MOBIUS Master Record Priority Policy. Ed Walton seconded. The motion carried and the document was approved. The Executive Committee agreed to table the MOBIUS Procedure on Bibliographic Index Rules.
- MOBIUS Collections Management Advisory Committee (L. Hunter Kevil) - No report.

- X. Ed Walton moved to adjourn the meeting. Shirley Baker seconded. The meeting adjourned at 3:35 p.m.

Next MOBIUS Executive Committee meeting – Tuesday, May 25, 2010, MOBIUS/MOREnet Office Building, Room 205, Columbia, MO, 10:00 a.m.

Next MOBIUS Council meeting – Tuesday, June 15, 2010, Holiday Inn Select Executive Center, Windsor 1 & 2, Columbia, MO, 1:00 p.m. to 4:00 p.m.