

Members Present:

Donna Bacon, Interim Executive Director	MOBIUS
Shirley Baker, President / 2009-2010	Washington University
Jim Cogswell, Four Year Public-at-Large / 2009-2011	University of Missouri - Columbia
Cynthia Dudenhoffer, Secretary/ 2010-2012	Central Methodist University
Kathleen Finnegan, Independent-at-large / 2009-2010	Avila University
Corrie Hutchinson, Treasurer / 2010-2011	Stephens College
Kathy Schlump, Two Year Public-at-large/ 2010-2012	East Central College
Gail Staines, President Elect/ 2010-2011	St. Louis University
Sharon Upchurch, Independent-at-Large/ 2010-2012	Culver-Stockton College
Ed Walton, Independent-at-Large/ 2009-2011	Southwest Baptist University

Members Absent:

Margaret Conroy	Missouri State Library
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Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS
Erlene Dudley, Co-Chair, Core Services Task Force	William Woods University

1. Shirley Baker called the meeting to order at 10:05am
2. Adoption of the Agenda – Cynthia Dudenhoffer motioned to adopt, Jim Cogswell seconded. Agenda was adopted.
3. Minutes from 8-27-10 – Shirley motioned to approve, Gail Staines seconded. Minutes were approved.
4. Information Items
 - a. Update on MOBIUS/UM contract – Donna Bacon stated that the UM contract should be ready for Shirley to sign today. Funds should be transferred on Monday, Nov. 1st. Cash Reserves about 2.4 million. Donna will send copies of the contract to all board members. Corrie Hutchinson asked about UM salaries and MOBIUS's ability to decide on salaries for staff. Jim pointed out that there are hundreds of different types of employees in the UM system so as long as it's coming from the MOBIUS budget, it shouldn't be difficult to classify and pay staff equitably. UM is not charging any

administrative fees for HR services. Gary Allen will continue on as the contact to UM, and will attend the Board meetings as needed. An assignment agreement is being drawn up to allow for the transfer of all the services, vendors, etc,

- b. MLNC Proposal Update - Corrie reported that the contract is in final negotiations. The lawyer suggested a clause be included to provide insurance up to \$500k against any employee malfeasance on MLNC's part.

5. Unfinished Business

- a. Task Force on Core Products and Services – Erlene Dudley and Donna Bacon
 - i. Service Level Agreement – Kathleen Finegan moved to approve, Gail seconded. Approved with the following changes: pg. 1 under “Scope” - suggested change to the language to state “MOBIUS members must consult with the ED when acquiring or licensing products which would be managed by MOBIUS.” Language added to the second sentence of the scope, “Examples are often given to provide clarity but are not necessarily all inclusive or comprehensive.” Pg. 2, 4. remove the “all” from the first sentence. 5.2 remove “of any kind” from the end of this paragraph. Remove the sentence beginning “Such Measures”, and the language “that includes. . . capacity.” Change language to “Accept during scheduled maintenance times” instead of listing hours in case the time changes. Pg. 3 Non-Core Services – Strike the last sentence. Pg. 4 – Language will be added to explain the statement about follow-up frequency. 9. Documentation- Remove the first sentence. Pg. 5, remove the URLs under 12. Address information will be updated. Pg. 6, 16 will be headed “Non-Compliance”.
 - ii. Policy on Charges for Non-Core Services and Products- Add “For Members” to the title of the policy. Discussion ensued. Gail suggested the following actions – for this fiscal year, MCO staff would put in place the “do it yourself” webpac system, and will coordinate with the library staff that consistently need help with large or numerous small projects. Donna feels many issues arise from lack of communication, so MCO will work with institutions to improve this and streamline work flow on both sides. Erlene suggests moving forward with the policy for large projects, and let the small things proceed as Gail suggested. Large projects include new module or member implementation. Erlene and Donna will revise the non-core services documents and consult with the task force.
- b. Draft Financial Policies- Corrie made small changes, sent the document to Donna, and the document is now with the lawyer. Donna asked if a clause should be added under “Cash Flow” to outline the use of credit cards, which is how most bills are paid. Donna and Corrie are working on a credit card and travel policy for the MOBIUS staff. Corrie is also working the bank investment manager to create an investment policy. Ed asked about creating a policy about borrowing funds. Corrie will work on this addition to the financial policy. Jim also suggested consulting with MLNC, since they have experience managing similar affairs. Gail about use of reserves. Corrie said the new version of the policy outlines uses for reserve funds. After Corrie, Donna, and Keith Gaertner from

MLNC consult about financial services, they will report back to the Board.

- c. Search Committee Update- Gail and the search committee met after the Membership meeting. After the contract is signed with UM, Gail will consult with Cindy Cover at UM HR to post the position, hopefully on Monday. UM is changing systems, so Gail is asking application be sent as PDFs to her email. Suggested salary range is \$115-125k. The language "reporting to the University of Missouri Vice President," will be removed. The job description will be revised to make the duties clearer, and Gail will send it to the Board on Monday for a final check. For full consideration, applications must be received by Dec. 31st 2010.
 - i. Funding the Search – Sharon Upchurch motioned not to pay search committee members for mileage. Cindy seconded. Motion approved, with Gail and Jim abstaining. All meals and lodging will be paid for search committee members.
 - d. Bank Accounts and Cash Transfer - Corrie and Donna went bank shopping in Sept. and chose Commerce Bank in Columbia, MO. There is a checking account established, as well as a money market account. Donna asked how much should be put in the money market account? MOBIUS needs to be conservative with investment options, so a money market was the best option. There will be a link from Quickbooks to the Commerce bank account, and many automation options included. Currently, the bank is not charging any service fees, but the account will be re-evaluated in 6 months. Donna and Corrie do not expect fees to be charged. Donna & Corrie chose not to add a merchant account to accept credit cards because of the fees involved. This can be revisited if needed.
 - e. Task Force on Authority Control - Bullet 5 on page 1 should be reworded to say "headings on should not be deleted. . ." The policy will go back to Christopher Gould for clarification on language for bullet 6 under MOBIUS member libraries on "MOBIUS managed servers are responsible for:" and language will be added to make sure that member libraries running their own systems follow the same standards. Donna suggested that the issue of what exactly needs to be added to the union catalog needs to be discussed. MCDAC will be charged with this task. Gail motioned to approve the policy with these amendments. Kathy Schlump seconded. Unanimously approved. The MOBIUS Baseline Profile is also approved.
6. New Business
- a. Strategic Planning – This process will be initiated after the hiring of the Executive Director.
 - b. MoreNET Membership - Is MoreNET membership required? No, it is no longer a requirement in Service level agreement. MOBIUS does not need to know if a member library is not using MoreNET.
 - c. MERLIN Patron Loads – Donna requests the purchase of Millennium Scheduler: MERLIN asked that MCO increase the frequency of patron record loads to twice a week. The staff were not able to manage this in a timely manner. From July 25th to Oct. 25th over

7.5 million records were loaded by MCO staff. Millennium Scheduler would allow the office to schedule loads to run automatically after hours. The Board voted to pay the costs for implementing Scheduler. Unanimously approved. Membership council will be asked to find ways to clean up patron record loads.

- d. Status of E-Resource Contracts – No update
7. Interim Executive Director's Report - Donna and Christopher had a successful time at the MLA Conference and made good contacts with many different libraries. Donna has many library systems that were interested in possible membership and is continuing to follow up with these groups. Margaret Conroy could not attend the Board meeting, but in November public libraries are meeting to begin exploratory discussions about a PL consortium or what other direction they want to head. MCO will begin server replacement on four systems: Jan 5th for MERLIN, others are in March. Google Scholar contacted MOBIUS about a product that would help libraries without link resolvers. Donna will send out a survey to member libraries to see who is interested. Donna provided an income statement to the board. The grant to fund the annual conference was approved, including funding for a mobile lab and share fair supplies.
8. Report of Groups
 - a. MACPAC – Donna will contact the keynote speakers provided by MACPAC and will notify the Board of the results.

Meeting Adjourned at 2:42pm.

Next Board meeting: Dec. 10th, 2010, 10 am-3 pm, location TBA

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
11/11/10