

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
Margaret Conroy, Ex Officio Member	Missouri State Library

Members Absent:

Ed Walton, Independent-at-Large/ 2009-2011	Southwest Baptist University
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Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS
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1. Call to order – Shirley Baker called the meeting to order at 10:02

1. Adoption of the Agenda - Gail Staines motioned to adopt the agenda, Kathleen Finnegan seconded the motion. The agenda was adopted by unanimous vote.

2. Minutes from Oct. 29, 2010 – Changes were noted on the document. Kathleen motioned to adopt minutes with changes, Jim Cogswell seconded. Minutes were approved with changes.

3. Information Items
 - a. Headquarters move – Donna Bacon reported that everything went well. A new sign has been installed to make MOBIUS visible from Broadway. The space is working well for all staff. Estimated moving expenses were around \$20,000. Ongoing costs will be less than the old space.

 - b. MOBIUS/UM Contract – Signed Nov. 15th. Donna stated that we still need service level agreements with telecom and data storage. Donna and Dale Hermeling are working

on transferring the last of the contracts.

c. MLNC Contract – Donna stated that the contract with MLNC for financial services has been signed. Tracy Byerly and Keith Gaertner will be in the office next week to start implementing new services. They will meet with Donna, Corrie Hutchinson, and Maegan Bragg.

d. Cash Transfer – Funds were transferred on Nov. 15th. Donna shared a financial statement outlining the transfer and reserve funds. Corrie stated that due to the economy, a money market account is the best option for the funds at this time. Investment decisions will need to be made and Corrie is working on an investment policy. Shirley suggested that this is an issue that Keith can also help with. The Finance Committee moves that the reserve amount of \$968,379 be transferred to a money market account. The Board unanimously approved this motion. The Board also recommends that the Finance Committee pursue investment strategies with consultation with the bank. Shirley will send out a call for other January to June “checkmark list” items that have come up during the transition to a nonprofit.

4. Unfinished Business

a. Strategic Planning – Shirley asked if this group should be a task force, so we may draw members from the broader membership. The Board recommends that this group be a task force, and that the group should begin its work after the search for the Executive Director is completed.

b. Task Force on Core Products- Donna stated that work with this group will continue in January. A draft of the Service Level Agreement will be sent out for the Membership Meeting for discussion.

c. Financial Policies – Corrie sent out the latest draft. There were some changes to clarify the language regarding the Reserve Fund and the Contingency Fund and under Cash Flow and the authorizations given to the Executive Director. With these amendments, the Financial Policy was approved unanimously. The Board thanks Corrie and the Finance Committee for all their hard work.

d. Finance Committee Charge – The Finance Committee changed the charge of the committee to mirror what was written in the bylaws. The Board approved the changes by unanimous vote.

Executive Session – Sharon Upchurch motioned to move into Executive Session, Corrie seconded. Entered Executive Session at 11:08am.

Regular Session resumed at 11:18am.

e. Patron Load Software – Millennium Scheduler software has been purchased and MCO is waiting on Innovative Interfaces to install it. Donna plans on using MERLIN as the test cluster.

f. Electronic Resources Discussion – How should we proceed? Grow the program or maintain what we have? Consensus is to maintain for this year and revisit after the ED search is completed and workflows are more solidified.

5. New Business

a. By-laws on the regulation of proxies – should we revise? Requiring a proxy from the same institution can be a problem for small libraries. The Board recommends requesting Ann Stillman to include an amendment to the Bylaws allowing institutions to choose proxy representation from another MOBIUS institution.

b. Agenda for Membership Meeting – should include:

- Treasurers Report
- Report on MLNC Contract
- Executive Director's Report
- UM Contract

Shirley will revisit the previous minutes to build the agenda.

c. Preliminary Budget- The Finance Committee is compiling a preliminary budget. There are many lines that were specific to the old location and the previous UM agreement that must be re-worked. Donna increased the Publicity budget from \$3k to \$5k since MOBIUS is actively trying to build membership. The Member Training budget was increased, as demand for training is growing. The line for Authority Control has a history of going over, so this line was increased to \$90k. There are salary equity issues amounting to \$10k or less, and the Board would like to build this amount into the budget if at all possible. There is a line under Contractual Services for Accounting Services. Corrie stated that she doesn't feel like we know enough to know what costs will be. It was agreed to place \$5000 in this line for the time being. The server replacement fund will become a budgeted item under Computer Hardware. Contingency Fund – should we put funds into this, since it has not been established? Donna will have a better idea of this amount in the new year. Corrie will look through the Board minutes to see if a plan was set for adding to the Reserve Fund. The assessment model for member fees will not be changed for this year and the Finance Committee is working to keep the budget as flat as possible.

- d. MOBIUS Advisory Group Policy – The Board recommends the following changes:
- The name of all the Advisory Committees must be changed to Groups.
 - Groups do not need to send actions concerning best practices or procedural changes to the Board for approval.
 - The policy will be changed to eliminate the need for alternates. Clusters can choose their own representatives for Advisory groups.
 - The amended policy and discussion questions will be sent to the Membership to be discussed at the Dec. 16th meeting.
6. Interim Executive Director's Report - Report of the Interim Executive Director - Donna Bacon- The office move has taken a significant part of the last month. Donna met with the Consortium of Ozark Libraries (COOL) run by Springfield-Greene County Library. It was a good discussion. COOL's main concern was the cost of joining MOBIUS. They asked Donna to give them a better idea of what their charges would be over the next few years outside of the implementation costs that may be paid by the State. In regards to the assessment and membership fee- COOL would be without two years of statistics to determine an accurate assessment figure to start with since there are no lending and borrowing numbers for COOL (or any new member that would come in). Corrie and Donna discussed the matter and came up with the idea that a new member would only owe a membership fee, implementation and the union cataloging fee, but without the lending and borrowing piece for two years (i.e. assessment fee). Another concern COOL has is that they don't want to pay for an additional courier stop with MOBIUS since they are getting courier through the state library through KCMLIN already. Donna asked the Board what they would like to do with charging new members. An implementation schedule for the initial year is set up, but there is no plan for what to do in subsequent years. Discussion followed. The Board asked Donna to create a draft document outlining what new members might pay once they are up and running, sans assessment fee, until two years' worth of lending/borrowing statistics are accumulated. Also, Donna was tasked with contacting 1st Choice to see how they would handle billing an institution that might join that would have two days with KCMLIN and three days with MOBIUS. Other items mentioned: Jessica sent out an email to the users to see who would be able and/or interested in working on their institution's WebPACs (with MOBIUS staff supervision) and had ten responses. Christopher has been training around the state doing acquisitions, circulation, etc. MERLIN's new server has arrived and MCO is working with Telecom. Donna and the staff had a conference call with III regarding the implementation for January 5, 2011. Some additional costs were incurred from III with the new server because MERLIN's key word indexing is too rich as it is on the current server and will cost more on this new server. Janine will send out an email letting MERLIN know. Donna is still working with III on Encore. The free hosting will be up in

March and Encore institutions will either have to purchase more servers or pay for hosting. A Google Scholar survey went out to the membership and had 25 responses. Donna has sent an email announcing the keynote speaker for the conference this year, Meredith Farkas. Prior to this Board meeting, there was an issue relating to posting meeting documents on the MOBIUS website. Currently, all of the documents are under a login and only available to board members. The Membership meeting documents are only available to the Membership also. Donna asked if this practice should continue. Discussion followed. Gail motioned that the Board agenda and approved meeting minutes be made public and posted on the website prior to the meetings. The same will go for the Membership agendas and approved meeting minutes. Jim seconded and the motion was approved.

7. Other Reports

a. Missouri State Library – Margaret Conroy: There is an RFP for MOREnet online resources out currently and is due back December 12. Since it is unclear what the situation is next year with House Bill 12, the State Library does not know if funds will be available to procure databases. There is a plan to segregate about \$275,000 from LSTA appropriation money, so there is some buffer in place for the online resources right now. Second update: The state library is exploring automation development. Margaret and the state library hosted a summit with directors from all sizes of libraries (except for the very smallest of libraries) and geographic distribution recently. Margaret presented her goal to the group which is to create a more unified resource sharing system in the state and followed this up with questions for the group to talk about and share ideas. Transcriptions from the discussions will be available soon. The majority of the discussion focused on developing a system that accommodated several different systems and did not spend much time on the administrative aspects. The State Library would provide the initial funds for the project. This would be a 5-7 year commitment to try and help get this off the ground and it would have to become a membership sustained organization. There would still be some requirements set forth by the State Library in regards to resource sharing. The outcome of the brainstorming session was a task force including nine members. They met yesterday for the first times to discuss timeline, goals, etc. When the task force work is complete, they will have a good idea what is the best way to move forward. The task force will be looking at systems nationwide and will be talking with Donna as well. They will develop a proposal to give to the state. Margaret expects an open source solution will be recommended. June 30 is the deadline for the report. Margaret will also discuss this next week at the secretary's council meeting.

9. Meeting Adjourned around 2:30 PM.

Next Board meeting: February 25, 2011, 10 am-3 pm, location MOBIUS Office



Minutes of the
MOBIUS Board of Directors Meeting
Dec. 3 2010 10:00 a.m. – 3:00 p.m.
MOBIUS Office, 111 E Broadway Ste 220, Columbia, MO

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
2/3/11