

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 (ONLINE)	Avila University
Corrie Hutchinson, Treasurer / 2010-2011	Stephens College
Kathy Schlump, Two Year Public-at-large/ 2010-2012 (ONLINE)	East Central College
Gail Staines, President Elect/ 2010-2011 (ONLINE)	St. Louis University
Sharon Upchurch, Independent-at-Large/ 2010-2012 (ONLINE)	Culver-Stockton College
Margaret Conroy, Ex Officio Member	Missouri State Library
Ed Walton, Independent-at-Large/ 2009-2011 (ONLINE)	Southwest Baptist University

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS
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1. Call to order – Shirley Baker called the meeting to order at 10:15
2. Adoption of the Agenda - Sharon Upchurch motioned to adopt the agenda, Corrie Hutchinson seconded the motion. The agenda was adopted by unanimous vote.
3. Minutes from Dec. 3rd 2010 – Gail Staines motioned to adopt the minutes, Kathleen Finnegan seconded. Minutes were approved by a unanimous vote.
4. Information Items - NONE
5. Unfinished Business
 - a. Advisory Group Policy – There have been some concerns about the timeliness of posting of documents. ARTHUR directors would like a communications plan to be created by the Board and had concerns about the communication of committees. To address this concern, Shirley added point 7. under “Chair responsibilities.” Hopefully this will ensure that changes or policies made will not be lost from year to year. Approved, with one abstention.

- b. . By-laws Regulation on Proxies - The lawyers recommended new language, stating that members participating remotely still may not vote, but proxies can be designated from other institutions attending in person.
 - c. MOBIUS Service Level Agreement - The addition of Millennium Scheduler has changed the workflow so 5.6 in the service level agreement is no longer completely accurate, since loads are no longer only done between 8am and 5pm. Changes in the document were unanimously approved. The Membership will vote on this at the meeting on March 4th and sign and return copies to MCO.
 - d. Task Force on Core Products - Donna Bacon struck the language on core and non-core services and the language on hourly services. These documents were sent out to the Task Force and feedback was received, but the Board has decided that only 3 areas will incur additional charges: additional delivery stops, administration fees for electronic resources, and the implementation of new modules. Gail pointed out that we have a policy document and a schedule of charges that succinctly outline the work that has been done and have been reviewed by the MOC Staff and ED. Policy is approved, with one abstention, schedule of charges, the same.
6. New Business
- a. FY12 Budget Discussion and vote - Salaries and Benefits were increased for this budget year, to include a 2% increase for all staff and to provide funds for equity increases for two employees. Donna sent this to Gary Allen for approval. Increase for benefits this year was about 3% and this was also added. The ED position was built in at \$125K . There is a 5 year plan for building the Reserve Fund, so \$90k was built into the budget. Authority Control was overspent this year, so the line was increased for next year. Donna has tasked MCDAC with looking at Authority Control and ways to reduce costs, since many records that are sent for processing are never changed. Auditing services cost less than expected, so this line was decreased. The Conference grant was not included as revenue or as an expense, only the \$17k required match was listed. Gail commended the Finance Committee for their excellent work on the budget. Budget was approved unanimously.
- MOBIUS Expenses by Category. The basic membership fee went down by \$434 per institution. Assessments - 33 institutions went up by 1% or more, with UMKC with the largest increase of 17%, 21 institutions decreased by 1% or more. Corrie voiced her concerns about some institutions having large increases and hopes that everyone will understand the model and why their assessments increased or decreased.

Budget to Actual for this year - Corrie asked what level of detail does the Board want in the financial statements. Jim stated that he likes the detailed statement but would like the decimals removed for clarity. Shirley and Gail concurred. Donna and Corrie stated that the contract with MLNC is going well, but Maegen Bragg has assumed some of the day to day operations that were originally contracted to MLNC.

b. Hiring an Auditing Firm - Corrie and Donna have been looking for firms to handle auditing and some other financial matters, including a depreciation schedule. They have chosen Gerding, Korte, & Chitwood of Columbia, MO. Kathy asked if the firm will be hired as needed or a continuing basis? MOBIUS would sign a 1 year engagement letter to hire the firm, with the option to increase to 3 years. Hiring of the firm was approved unanimously from the Board.

Issues to discuss with the auditing firm - 1. Depreciation Schedule - MLNC is waiting on this piece to finish out our general ledger. The Finance Committee would like to consult with the auditors to complete this and allow MLNC to finish the general ledger. The board agreed to let the Finance Committee work with the auditing firm to create this schedule and the committee will bring a recommendation back to the board.

c. Creating an Investment Policy - The Finance Committee has spoken with Commerce Bank, which includes investment services for customers. Before we can hire an investment manager, we must have some idea of how we want to invest. Commerce does provide some free services, but some services would incur an additional cost. Corrie asked the Board what it saw as the goal of the investment plan. Shirley stated that she would like to see the principal preserved but see that once we have met our reserve fund goal of \$1.2 million, that the money be reinvested into services or products. Sharon and Gail concurred. Jim shared that MLNC had a philosophy about how to govern the reserve fund and a policy to administer it, so perhaps Keith G. could provide some advice. Consulting with MLNC might provide some direction. Shirley stated that there are three concerns: protect our money, provide some return, and provide the necessary liquidity. Donna suggested we ask Commerce for a formal investment proposal. Shirley suggested that the Finance Committee consult with Commerce and will report back to the Board. It is possible another meeting might need to be scheduled.

d. Payment Due Policy - This year, MOBIUS did not receive a payment from one institution for almost 8 months, so the Finance Committee felt that a payment due policy was needed. Gail stated that she felt this document is sound fiscal policy. Ed recommended no action be taken for 90 days, so no action is taken for a full quarter,

and that a finance charge be assessed for payments. The Finance Committee will discuss the policy and bring it back to the Board for approval. The Board approved the concept and the Finance Committee will revise.

e. Public Libraries Options Group - Ed Walton, Chair. Donna reported that ILL did not want to give firm quotes because they wanted to consider this a "pilot project". DCB is a paid subscription per ILS system. The quote was apx. \$18,800, with \$6500 for server maintenance. The pricing model does not allow for implementation on a small scale. Donna contacted Steve Potter from Mid-Continent and they are meeting in March. This new information makes the first three bullet points on the report irrelevant. The fourth bullet will take affect at the next election. Ed shared the rest of the information in the report. The PL group felt that the costs were too high for some of the small public libraries, who felt this was partially because of the 5 day a week courier service. Could libraries opt out of 5 day courier service? The PL task force recommended that a task force work on membership assessment. The Board decided at this time to keep fees for courier the same and require 5 day a week service for MOBIUS members. The report also recommends the creation a non-member service category for collection hosting, which would not be available for lending or borrowing, but would have a presence in the union catalog. Libraries like Wilson's Creek and the Botanical Gardens want to add their collections but it makes no sense to charge them full membership costs.

7. Interim Executive Director's Report - Donna has been working with Poplar Bluff Public Library and received a quote from Equinox to implement and host an Evergreen ILS. The quote was very reasonably priced. Donna and the PL taskforce feel like it is an important opportunity to have MOBIUS provide these hosting services. The Board recommended that MOBIUS move ahead with hosting open source solutions for Poplar Bluff, with the option for adding other interested libraries.

MOBIUS will be meeting with Carl Wingo and the PL Automation Task Force.

St. Louis Research Libraries group has requested a quote to help redo their webpacs.

Jessica and Justin believe they can meet this need and Donna believes this will go

forward. Donna is working on a grant to help pay for COUL Consortium implementation

fees. St. John's Hospital had to pull out due to costs, but is hopefully to add at a later

date. Donna has been working with Dale on transferring contracts from the university.

Dale is working on the First Choice Courier contract right now. SGCL called and asked for

a quote for courier. Courier costs will need to be discussed at some point. MACPAC is

rating sessions now and after March 3rd, there should be a preliminary calendar for the

conference. Christopher is also surveying the membership for what kind of training they would like at the conference. Ill visited last week, met with MCO staff and introduced the new sales rep. Encore hosting fees come into affect March 1st. The four encore libraries will meet with Ill the morning of the membership meeting to hopefully resolve some issues. MCO has decided to get rid of the training server, which costs roughly \$12k. Instead, the office will use Serials and Acquisitions modules that member libraries are not using. Logo redesign is progressing. SWAN has already chosen a design.

8. Reports of Groups
 - a. MAAC recommendations - The Board thanks MAAC and Scott Peterson for their excellent work and unanimously approve the policy.

9. Other Reports
 - a. State Library – Margaret Conroy. Margaret reported that the Library Automation Task Force has surveyed libraries to see who is happy with current systems, interested in open source, etc. Margaret is willing to provide LSTA money for 3-5 years to create a PL consortium but will not be able to fund it in an ongoing way. The goal is to preserve or improve the functionality of whatever ILS libraries are using while decreasing costs. They will provide recommendations for a system and for a governance structure. The task force will be interviewing MORENet, MLNC, and MOBIUS. Margaret is hopefully to have a set of recommendations in the next 2-3 months.
LSTA funding would be cut under the current federal budget, which would amount to about \$300K. There are still ongoing negotiations about the budget and cuts might be higher.

10. Agenda for the Membership Meeting – Voting on Bylaws changes will be added.

11. Executive Session - Jim Cogswell motioned to move into Executive Session, Corrie seconded. Entered Executive Session at 2:57pm. Executive Session concluded at 3:03pm

12. Meeting Adjourned around 3:04pm.

Next Board meeting: April 18th, 10 am-3 pm, location MOBIUS Office

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
4/11/11