

Members Present:

Donna Bacon, Executive Director	MOBIUS Consortium Office
Shirley Baker, Past President / 2010-2011	Washington University
Jim Cogswell, Four Year Public-at-Large / 2011-2013	University of Missouri - Columbia
Valerie Darst, Vice President/ 2011-2012	Moberly Area Community College
Stephanie DeClue, At Large Member, 2011-2013	William Jewell College
Cynthia Dudenhoffer, Secretary/ 2011-2013	Central Methodist University
Chabha Hocine-Tepe, Academic Library Representative/ 2011-2012	Logan College of Chiropractic
Corrie Hutchinson, Treasurer / 2011-2013	Stephens College
Susan Morrisroe, Special Library Representative/ 2011-2013	Missouri State Library
Kathy Schlump, Two Year Public-at-large/ 2010-2012	East Central College
Gail Staines, President/ 2011-2012	St. Louis University
Sharon Upchurch, Independent-at-Large/ 2010-2012	Culver-Stockton College
Margaret Conroy, Ex Officio Member	Missouri State Library

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS Consortium Office
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Members Not Present:

Regina Greer Cooper, Public Library Representative/ 2011-2012	Springfield-Green County Library
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1. Call to order and Introductions – Shirley Baker called the meeting to order and introduced the new Board members.
2. Adoption of the Agenda - Kathy Schlump motioned to adopt the agenda; Chabha Hocine-Tepe seconded the motion, with the addition of a discussion of financial issues. The agenda was adopted with this change by unanimous vote.
3. Minutes from April 18th, 2011 – Stephanie DeClue motioned to adopt the minutes; Sharon Upchurch seconded. Minutes were approved by a unanimous vote.
4. Nomination and the Election of officers
 - a. The new bylaws state that officers will be chosen at the first Board meeting. Sharon motioned to approve the following officers, Susan Morrisroe seconded. The following officers were unanimously nominated and elected for the year 2011-12:
Valerie Darst, Vice President

Corrie Hutchinson, Treasurer
Cynthia Dudenhoffer, Secretary.

- b. Committee on Elections – Gail Staines appointed Cynthia, Susan, and Chabha to examine the MOBIUS Board election procedure and create a policy to work within the bylaws and encourage more participation in the voting process. This committee will report back at the next meeting.
5. Board of Directors –
- a. Shirley shared job descriptions for each of the Board members and for the Board committees. Shirley stated that Board members should always remember to support the mission of MOBIUS and to put the welfare of the organization first. The language was changed to remove “approve Chairs and group members” from the President’s job description.
6. New Business - Gail Staines and Donna Bacon
- a. New Members – Christian County library - Located in Ozark, MO, part of the Springfield Green County Library System. Donna stated that they are already an Innovative Interfaces library. A grant is pending with the State Library to help pay for the initial implementation costs. Chabha motioned to approve Christian County Library as a full member institution, Sharon seconded. Approved unanimously. Camden County Library - 4 branches located in Camdenton. Susan motioned to approve Camden County Library System as a full member institution, Valerie seconded. Approved Unanimously.
Once all paperwork is approved, Donna will send out a press release to the membership.
Shirley asked if a press release could also be sent about the new Board. Jim Cogswell made a motion to ask the new members to provide a fact sheet/press release about their library. Chabha seconded the motion. Approved Unanimously.
 - b. Records Management – Donna asked that a policy be created for records management. What do we retain and where? How long do records need to be kept? Susan will look into policies for non-profits provided by the Secretary of State’s office and will report back.
 - c. New Position - - Donna reorganized the office when she assumed the role of Interim Executive Director. Now, the need has arisen for a staff position to manage electronic resources. Donna has a job description approved through the UM Human Resources Dept. for a Coordinator of Consortial Purchasing and Training. She asked

- if the Board would approve moving ahead with the position or if they felt she should wait until after strategic planning has been completed to see what needs arise. Sharon motioned to approve proceeding with the hiring of a Consortial Services and Training Coordinator. Chabha seconded. Approved unanimously.
- d. Strategic Planning Committee - Valerie will chair the Strategic Planning Committee. Gail, Valerie, Donna, and Shirley will meet and bring forth a plan at the August meeting.
 - e. Sierra - Innovative has requested that MOBIUS examine migration to Sierra by October. Donna has requested a proposal from Innovative to bring to the August Board meeting.
7. Financial Reports – Corrie Hutchinson
Corrie reported on financial matters that have occurred during the last year to bring the new board members up to speed. She will send out policies and procedures to new members. She will send out a draft of the Investment policy and the Board will meet via conference call before July 1st. Also, Corrie shared that this year's budget will have a healthy surplus. The Financial Policy states that surpluses automatically transfer to the contingency fund. Does a policy need to be established to allow the Executive Director to dip into the contingency fund to cover expenses until institutional assessments come in? Financial records also need to be considered when look at a Records Management Policy.
8. Meeting Schedule for July 1, 2011 to June 30, 2012 – Gail Staines
- a. Membership Meetings – 3, October, March, and June
 - b. Board Meeting – 6, August, October, December, February, April, June
9. Meeting Adjourned at 11:28am.

Next Board meeting: TBD at the MOBIUS Office.

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
8/4/11