

Members Present:

Donna Bacon, Executive Director	MOBIUS Consortium Office
Margaret Conroy, State Librarian	Missouri State Library
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

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS Consortium Office
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1. Welcome and Call to Order - Gail called the meeting to order at 10:07am
2. Adoption of the Agenda – The agenda was adopted as written.
3. Approval of the minutes of Feb. 24th, 2012 - Sharon moved to approve the minutes, Chabha seconded. The minutes were approved as written.
4. Treasurer's Report
 - a. Budget - Corrie shared the Budget to Actual and the balance sheet for the fiscal year to date. Corrie pointed out that some of the incomes listed are merely “pass throughs”, and that MOBIUS has expended funds for grant projects that have not yet been reimbursed. The budget is in good shape, and Corrie and Donna do not expect any surprises or issues in this fiscal year.
 - b. Investment Report - Corrie distributed the investment report. The investment accounts are doing well and the account should hit \$1.1 million in the next fiscal year. Corrie will not be at the Annual Conference, so Sharon will present the annual report.
5. Unfinished Business
 - a. Finance Committee Update - Corrie reported that an audit will take place in August. The committee moves that GKC be contracted to complete the audit. The motion was approved. Corrie made the motion to remove the language that refers to a preliminary budget from the MOBIUS Financial Policy. Stephanie seconded the motion. The motion passed and the language

will be removed. The Finance Committee will work on a procurement/purchasing policy for the next meeting.

b. Policies for Review

i. Credit Card - The Finance Committee presented a policy on the use of internal credit cards for MOBIUS staff for approval. Corrie amended the language on point 6 to make it more flexible. Stephanie seconded the motion as amended. The policy was approved as amended.

ii. Travel - The Finance Committee presented a policy on travel for MOBIUS staff for approval. Corrie moved to amend the language under "Compliance" by removing the language "and approves" to make the policy more flexible. Sharon seconded the motion. The policy was approved as amended.

iii. Property and Equipment - This policy was reviewed by the accountant, who then made recommendations. These recommendations plus the previous comments from the Board have been incorporated. Kathy shared some editorial changes to improve the readability of the policy. The second sentence under "Communication" will be removed. The policy was approved.

c. III's Sierra Product Update - Donna reported that III is on target with development. MOBIUS is on schedule for implementation in December. There will be a room devoted to testing Sierra at the MOBIUS Conference. Method 2 searching is required for implementing Sierra; this will be added as the servers are switched over. Once Donna receives a firm schedule for implementing, MOBIUS will work on training opportunities, etc.

d. Server Housing - Donna reported that the last Sun servers are scheduled for migration during the last week of May. The goal is to be out of the MU Data Center by the end of May. Enterprise Backup has been installed.

i. SLA Agreement for MERLIN - The IT department at MU is preparing an SLA, but MERLIN will not approve an SLA without a designated amount of credit. The Finance Committee met and discussed what would be a reasonable credit for the cluster. They reviewed the original proposal from MERLIN, the assessment model, and the budget. The committee made the recommendation to the Board to credit MERLIN \$7500 for FY 2012-13, based on the amount MOBIUS would incur had the MERLIN server been housed with ISG. The committee also recommends that this credit only be implemented for the FY12-13. The Board approved the Finance Committee's recommendation as written. The Board also recommends that Gail presents this agreement with additional language addressing the added value of the server, and that this issue will be revisited next year, as the assessment model is reviewed. The Board thanks the Finance Committee for its work on this issue.

e. Evergreen Project Update - Justin is in the middle of virtualizing the Evergreen servers. 4 libraries are re-barcoding their collections. Poplar Bluff will be the first library migrated, followed by Grundy County. The first 4 libraries must be implemented by Aug. 1st. The Evergreen Consortium has crafted a circulation policy. The Evergreen Coordinator position has been listed since April 5th, but no qualified applicants have surfaced. Missourievergreen.org is the URL.

f. Board Membership, Terms, Elections - There are 2 at-large positions, with 4 candidates running. There are two candidates for the 1 year academic library representative, and 1 candidate for the 1 year public library representative. Cynthia and Maegan will prepare a ballot

for distribution. MOBIUS will set-up an electronic balloting survey to record votes. Due to an increased number of terms ending in 2014, the Board will consider appointing additional 1 year terms to insure board consistency.

g. Document Retention and Destruction policy - In preparation for the next 990, MOBIUS needs to produce a policy. Susan and Cynthia will write a policy for the next meeting. Donna will send the information she has gathered and suggested consulting the federal rules of accounting for non-profits and suggested consulting Sarbanes/Oxley.

h. Board Manual - Shirley Baker has been working on this, but will not be able to finish before her retirement. Gail will continue work on the manual.

6. New Business

a. Strategic Planning Task Force - Tabled until the next meeting.

b. Proposal for IUG Scholarship - Gail suggested the creation of a scholarship to support attendance at the Innovative Users Group conference. This would provide a genuine way to give back to the membership and an opportunity to expand the knowledge base. The amount can be paid from the staff development line item in the budget. The Board will not restrict applicants to professional librarians. Donna stated that registration costs need to be added. Gail moved to approve the concept of an IUG scholarship. Stephanie seconded. The Board approved the motion and Gail & Kathy will craft a document outlining requirements for selection, etc.

c. Development of a Whistle Blower Policy - Stephanie and Cynthia will work on this policy for the next meeting.

7. Report of the Executive Director

Donna has been traveling throughout April, to the ILL Academic Library Directors Symposium, IUG, ICoLC, and the Evergreen Conference. Ohionet was charged with developing an open source product that allows direct patron borrowing between disparate systems. MOBIUS invested in the initial project, but not much headway has been made. Gail will draft a letter asking for a status report. Donna has sent a quote to Cox Health Systems in Springfield. St. John's Health System has also expressed interest in joining MOBIUS. St. Louis Art Museum and Goldfarb School of Nursing should go live in June. Registration is open for the conference, and about 200 people have already registered. Jessica Hammond is resigning. Donna hopes to hire someone before Jessica leaves so she can train the new person. There were 172 people registered for the e-book webinar. Sharla Lair started last month and is working on e-resource renewal. Donna has charged Sharla with planning an e-resources retreat to discuss how we proceed as a consortium. Justin is working on setting up Vidyo and preparing for the server move.

8. Other Reports

a. State Library – Margaret reported that MORENet will be able to fund the REAL Project databases with state funds. The library is providing a selection of e-book readers for libraries to try out and to train staff. The state library has finished their 5 year LSTA report and received help from the Gates Foundation to see which services are the most popular/used by libraries in the state.

9. Adjournment - The meeting adjourned at 2:35pm



Minutes of the
MOBIUS Board of Directors Meeting
May 4th 2012 10:00 a.m. – 3:00 p.m.
MOBIUS Headquarters, Columbia, MO

Next Board meeting: June 7th 2012 at the MOBIUS Annual Conference.

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
5/29/12

Approved 6/7/12