

Members present:

Donna Bacon, Executive Director	MOBIUS Consortium Office
Regina Cooper, Public Library Representative/ 2012-2013	Springfield Green County Library System
Valerie Darst, President/ 2012-2013	Moberly Area Community College
Stephanie DeClue, Secretary/ 2012-2013	William Jewell College
Mollie Dinwiddie, At-Large Member/ 2012-2015	University of Central Missouri
Cynthia Dudenhoffer, Vice-President/ 2012-2013	Central Methodist University
Wendy McGrane, At-Large Member/ 2012-2015	Missouri Southern State University
Susan Morrisroe, Special Library Representative/ 2011-2014	Missouri State Library
Gail Staines, Past President/ 2012-2013	Saint Louis University
Sharon Upchurch, Academic Library Representative/ 2012-2013	Culver-Stockton College
Jim Cogswell, At-Large Member / 2011-2014	University of Missouri - Columbia
Margaret Conroy, State Librarian	Missouri State Library
Corrie Hutchinson, Treasurer / 2012-2013	Stephens College

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS Consortium Office
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1. Welcome and Call to order: Valerie Darst called the meeting to order at 10:04 a.m.
2. Adoption of agenda: Wendy McGrane made a motion to move voting items to top of agenda – Stephanie DeClue seconded - motion passed.
3. Approval of the minutes of the, June 7, 2012 Meeting: Gail Staines amended the wording in item #6. Corrie Hutchinson amended to add names of slate and finance committee. Sharon Upchurch moved to approve the minutes, Gail seconded. Minutes were approved as amended.

4. Financial report - Corrie provided an update of the financial picture for MOBIUS. Jim Cogswell observed that we do not have auto maintenance included in the budget. Donna Bacon said they rolled that into building and vehicle maintenance. Wendy asked about the reserve fund and if there is an end goal for the fund. Corrie said the reserve fund should be sufficient to pay for Millennium maintenance for at least one year should MOBIUS cease to function. The reserve fund goal is \$1.2 million. Once we reach that number, Corrie stated that the Board will reopen the discussion to decide how much more money would be needed to run all aspects of MOBIUS for a year to give MOBIUS libraries time to make alternate plans, should MOBIUS cease to function. Jim warned that we shouldn't count too heavily on volatile investment income to fund our reserve. Corrie said most of our reserve investments are in cash assets. She and Donna and any interested Finance Committee members will be meeting with our investment manager soon to review our investments for the coming fiscal year.

The audit is scheduled for August 16 and 17, 2012. At the October 12, 2012 Board meeting the auditors will present the audit results. Gerding, Korte, & Chitwood (GKC) will conduct the audit again this year.

We still need to write a procurement policy. This is on the to-do list for the Finance Committee.

Donna reported that 38 institutions have paid and 28 still owe their assessment and membership fees.

5. Old Business

a. Fulfillment Project/MOBIUS Investment response from OHIONet

Gail sent a letter to OHIONet requesting an update on our investment in the Fulfillment project. Michael Butler sent back a letter outlining what OHIONet has been doing. The MOBIUS Board is concerned that there is no timeline and that the project is very far behind schedule. Margaret Conroy gave some history on the project. The Ohio state library wanted to be able to provide an overlay discovery tool that would allow borrowing between disparate systems. Margaret brought the project to the MOBIUS board as a possible investment to act as a silent partner. Gail asked if there is any documentation that went with our \$25,000 investment. Donna said she has no paper trail on this investment. After further discussion, the Board consensus was that a risk was taken with the initial investment and if OHIONet does not deliver, then the MOBIUS board has little recourse. The initial investment was known to be a risk. Jim stated that we should be able to hold OHIONet to some sort of timeline or target date for the project given that MOBIUS has some money on the line in this project. Gail also expressed concern that there wasn't any accountability on how OHIONet has spent the money. Valerie and Donna will work on a response to the letter asking for the information on timelines and expenditures.

b. Policy Additions for MOBIUS Operations Manual

i. Policy on Whistleblowing and Employee Conduct

The Board discussed whether this policy should include MOBIUS board members. Margaret mentioned that this policy should serve to protect employees' jobs should they report another employee/superior. It would be cleaner to keep this policy focused on employees and have a separate code of conduct for Board members. Donna also mentioned that MOBIUS employees are UM employees and would fall under any whistleblower policy for the UM system. Sharon asked if MOBIUS even needs a policy if UM has one. Cindy Dudenhoffer said that as a non-profit we are required to have our own whistleblower policy. Cindy said we will reference the UM policy in our policy. Several wording changes were suggested. Cindy will make those changes and send it back out to the board. This document needs to be completed before the audit, so the board will vote via email on the revised document.

ii. MOBIUS Policy on Document Retention and Records Management
Cindy consulted the Sarbanes Oxley Act and it makes no distinction between print and electronic format of records, which makes some of our retention of financial documents more complicated.

Many of MOBIUS' early financial records are retained by the UM system. The policy needs to reference that UM holds these records according to their record retention policies. Susan offered a document that explains more fully some of the record types in the policy that were unclear to the Board. Donna mentioned that the office does not have some of the documents listed, so Cindy will remove those from the list.

The Board discussed general correspondence in electronic format as being covered under this policy. Donna will have to keep this policy in mind as she maintains her email correspondence file. The Sarbanes Oxley Act advises printing correspondence emails and filing them.

Some wording changes were suggested. Cindy will make the suggested changes and send it to the group for an email vote before the audit.

- c. Status of MERLIN/MOBIUS Service Level Agreement and scheduled meeting with MERLIN Library Directors August 7, 2012

Valerie reported that the Executive committee of the Board will meet with the MERLIN directors on Aug 7, 2012 at the MOBIUS office. We did get a response from the MOBIUS attorney regarding the Service Level Agreement (SLA) with UM. The SLA will be shared with the MERLIN directors prior to the meeting.

- d. Assessment Model Review Committee.

Corrie created a charge for the committee. She feels the timeline is aggressive but it is necessary to get the project done as soon as possible for

the membership. Donna asked about reviewing membership levels. Corrie said she left that out on purpose because she felt the charge should be somewhat vague in order to leave room for the committee to decide on issues to be addressed rather than be too prescriptive. The consensus of the Finance Committee is that the timeline is fine, knowing they have some wiggle room till February should they hit any snags.

The group was concerned about the 2 hour meeting time for membership meetings not being sufficient for communicating and allowing discussion on the new assessment model process. It was suggested the meeting be held from 1-4PM to accommodate the discussion in November.

Several changes to the charge were suggested. Corrie will make the changes suggested. Gail moved to accept the document as edited, Susan Morrisroe seconded. The motion passed as amended.

Also, Corrie has been working with Christopher Gould to create a Camtasia video providing information about the current assessment model for the membership. The video is 7 minutes long. Corrie suggested a 2-3 week window for membership review and feedback. Corrie asked how to best distribute the video. The file is large, so emailing is not recommended. The Board suggested making it available on the MOBIUS website to the library directors. Donna mentioned that we originally discussed including a survey at the end of the presentation, but Corrie felt that her email address would possibly discourage comments. The group decided to add an optional comment box with a note that all comments will be confidential.

- e. HR options: Vela Consulting - Donna has contacted the St. Louis based organization to discuss charges, options, etc. for HR consulting. Regina Cooper also suggested Bob Stevens in Springfield. Donna will be investigating options, interviewing potential consultants, and will report back to the Board. Gail suggested looking at the SHRM website for options as well.
- f. Review of Strategic Plan - Valerie went through the Year One activities that need attention.

Goal 1: Explore creative financial models: this includes finding different ways to charge for services that don't fully fit the assessment model. Corrie feels that this would be a better spring project after the Assessment Model Review Committee has completed its charge. The Board agreed.

Goal 2: Assign a Board task force on audio-visual lending policies: some clusters already lend AV. Wendy suggested using people from those clusters to assist in crafting a policy for the entire membership. Valerie will contact Galahad and Quest to see if they can find someone to take the lead on this issue. She will also contact MAAC to see if they will take on the task. The Board decided to have MAAC create an informal subgroup to explore AV lending policies.

Goal 2: Enriched content in Union catalog - Syndetics has given us a bid to provide enriched content for the Union catalog. Jim asked if it was retrospective or for new content. Donna replied that it is retrospective. The money for this is not in the budget so it would need to be taken from contingency if we choose to do it. Sharon suggested we refer this to MCDAC for further discussion. The board agreed.

Goal 3: all Year 1 tasks are in process

Goal 4: no current action items

Goal 5: HR options - in process

Goal 6: no current action items

Goal 7: Develop a MOBIUS membership communications plan. The group discussed various options for keeping the membership informed. Mollie Dinwiddie said posting minutes and the other things we are currently doing is not enough. She feels that we should be sharing much more information than we currently do. Wendy mentioned a plan that her institution created that identified all communication streams and who was responsible for managing them. Corrie suggested that it is possible to over communicate to the point that the membership will tune out the emails. Wendy and Cindy both feel that we can make much of the information available for those who seek it out. Valerie asked Wendy and Donna to meet to discuss how to proceed with this task. Mollie has offered to assist as well.

- g. MAAC Recommendation: MOBIUS Patron-Initiated Circulation Policy
Sharon moved to approve the policy, Corrie seconded. The policy was approved.
- h. Board Handbook - Gail provided a draft Table of Contents. We need to have a Board Handbook according to the 990 form filed in November. Cindy suggested we add a section on Board Conduct. Wendy suggested removing the 'Current Annual Operating Plan' from the list, as MOBIUS does not have one. Corrie suggested adding a policies section for financial and other policies. The board agreed that the handbook does not need to be distributed in print format; electronic is okay. Please, send other suggestions to Gail.

6. New Business

IUG Scholarship Proposal. - Gail has submitted a draft of a proposal for a scholarship to send a staff member of a MOBIUS institution to the IUG conference. The group suggested changes in wording to tighten the concept of membership versus any library staff member. The group also felt that the applicant's director should sign verifying that they haven't attended IUG in 2 years, have direct dealings with Millennium, and that the director commits to send the applicant to the next MOBIUS Annual Conference if they are granted the scholarship. The selection committee will consist of Board members until we have a pool of past awardees to serve on the selection committee. Timeline - IUG

conference is in April, room registration begins in February. The application will be sent out by August, with a completion deadline of October 1st. The awardee will be announced at the November membership meeting. The MOBIUS Board and staff are ineligible for the scholarship. The initial selection committee will consist of Cindy, Valerie, Mollie, Wendy, and Stephanie.

7. Executive Director's Report

The MOBIUS office has hired two new people. The new Evergreen coordinator is Deborah Luchenbill. She starts August 22nd. Jessica Hammond is leaving August 3rd. Megan Durham has been hired to replace Jessica. She will start August 13th. Megan's title is OPAC Specialist.

The MOBIUS IT position is still open. The search for this position has been on hold, but it will begin again soon.

Evergreen – the state contract ends August, 31, 2012. Grundy County and Camden County are both live. Marshall Public Library will go live on Monday, August 6, 2012 and Carrollton Public Library will be at the end of August. So far, feedback from the live libraries has been overwhelmingly positive. Corrie asked if we were on track for the grant timeline. Donna said we are. Donna is working with the remaining 9 libraries in the group to work out timeline issues for the rest of the year. Donna is also in talks with more libraries that would like to participate in the Evergreen program.

DCB - Michigan has successfully installed NCIP to connect Sirsi Dynix. Donna has contacted Steve Potter at Mid-Continent Public Library regarding the latest developments on the issue.

St Louis Art Museum and Goldfarb School of Nursing will hopefully go live on Monday, August 6, 2012. They are full MOBIUS members.

III Demos for Reporter and Decision Center. There are 4 clusters interested in III's Reporter and Decision Center. MERLIN offered some INN-appreciation points to Archway to buy consortium extensions and AirPac.

Sharla Lair has been working on the e-book webinars. The e-resource retreat has been scheduled for September 14, 2012.

Sierra implementation has been delayed to February, 2013. Janine sent an email to the clusters to choose their dates. Donna and the MOBIUS staff are thinking about training options.

8. Report from Missouri State Librarian- Margaret Conroy

The Governor did sign the budget with full appropriation for the REAL project so no database cuts this year.

The Secretary of State office is up for re-election this fall. This will impact future state library operations.



Minutes of the
MOBIUS Board of Directors Business Meeting
August 1, 2012 10:00 am. To 3:00 p.m.
MOBIUS Headquarters, Columbia, MO

9. Other Business

Election rotation proposal - Mollie submitted an election rotation plan. The plan is based on the bylaws which determine the length of terms allowed (1 and 3 year terms). Cindy is working on policies and procedures for the Board elections.

Motion to adjourn – Sharon motioned to adjourn, Cindy seconded. The meeting adjourned at 2:06 p.m.

Next Board meeting: October 12, 2012 at the MOBIUS Office.

Submitted by Stephanie DeClue
Secretary, MOBIUS Board of Directors
8/22/12