

Members Present:

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

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS Office
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Members Not Present:

Stephanie DeClue, Secretary/ 2012-2013	William Jewell College
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- I. Welcome and Call to Order- Valerie called the meeting to order about 10 AM. The Board secretary, Stephanie DeClue, can't be here today. Mollie Dinwiddie willingly accepted the challenge of helping Maegan Bragg take minutes.
- II. Acceptance of the Agenda- Sharon Upchurch motioned to accept the agenda as presented and Jim Cogswell seconded. The agenda was accepted.
- III. Minutes of the December 14, 2012 meeting- Regina Cooper motioned to accept the minutes from the December 14th meeting and Wendy McGrane seconded. Corrie Hutchinson asked that on page 2 in the 5th paragraph, that every instance of 'contingency fund' be replaced with 'reserve fund.' Corrie also made an edit to the director's report section. Jim Cogswell noted that there are no page numbers. The minutes were approved as corrected.
- IV. Treasurer's Report

- a. Financial Report- Corrie- The budget to actual report for January 2013 and the schedule of net assets for January 2013 were sent out prior to the meeting. There was not much of note in either report other than the fact that we are on track. Corrie asked Donna Bacon which line the HR consultant was being paid from. Donna replied that it will come from the strategic plan line, but nothing will show up on that line until the February reports. The January 2013 investment report showed that our investments are still performing well. Highlights include: we are on target for our asset allocation; our account is up a total of 8.55% in the last 12 months; and we've earned over \$132k since opening this account. Jim asked about what we do with this money when we hit the original target. Corrie replied that this is a needed discussion and will come up later in the meeting during the disaster task force discussion. Our equity is at 30%. We should establish a threshold so that we can be more strategic. Corrie moved on to a discussion regarding FDIC coverage for our operating account. Non-interest bearing accounts were covered completely by FDIC until December 31, 2012. FDIC coverage is now in effect for up to only \$250,000. There is currently a bill in congress to extend the coverage, but it hasn't gone anywhere yet. Corrie clarified that while she is not aware of Commerce Bank being at risk of closing its doors, it does however mean that some of our money in our operating account is currently uninsured. Bob Gerding, our accountant, suggested three options to ensure that our monies are safer than they are currently: 1) spread your money out to different banks, 2) the 'Sweep Option'- sweep your money out overnight to government securities and then sweep it back in the morning, and 3) see if Commerce will pledge bank assets for extra collateral for our funds and that this is a common option among other entities. These options were presented for discussion with no recommendations from the Finance Committee. After some discussion, the 'sweeping' option (option 2) or having the bank pledging assets (option 3) were the most favored options. Margaret asked how the bank can pledge assets to us while still maintaining pledges to other customers. Corrie answered that it is a specific bond that would be tied to MOBIUS and no one else. Susan asked if there are fees associated with any of these options. Corrie will ask. Sharon asked if Commerce Bank had any suggestions. Corrie replied that Ryan from Commerce suggested the 'sweeping' option. Donna suggested that Bob Gerding from Gerding, Korte, & Chitwood sit in on the meeting that she and Commerce have soon. Sharon stated that while Commerce is solid, it's prudent for us to do something to protect ourselves. Corrie agreed and said she will continue to investigate option 2 and 3 and bring back ideas to the board for a vote.
- b. FY2014 Budget Proposal- Corrie- Unfortunately, we don't have all of the income expectations as of yet. The FY14 budget has a 5.2% increase over last year. There are three reasons for this: 1) Anticipated annual employee raise; 2) we have doubled our servers and our server support due to the Sierra upgrade; and 3) the

anticipated 7% III maintenance increase has to be accounted for in every projected budget. We won't know if it is lower than 7% till the end of the fiscal year. These three make up 86% of the total increase. They are inflexible costs. Adding reserves to this year's budget would equal a 7.5% -8% increase. The charges for services and Evergreen project are unknown amounts at this time. The contingency fund is estimated at \$264k left without including any FY13 budget surpluses. The final payment for Sierra is the only thing expected out of the contingency fund next year. The next step is to see what effect this budget has on the assessment. Jim asked if the server support includes the extra processor needs that have come up because of Sierra. Donna talked about doubling the ram for the servers (except Merlin). One thing we will be looking at is whether we should buy the boxes, pay for rack space and fiber at ISG like we do for Evergreen. Can we afford the beefy servers or would it be more cost effective to pay ISG? Donna, Valerie, and Cindy are meeting with III administration next week at the Academic Library Directors Symposium (ALDS). Now is a good time to talk to III about exorbitant maintenance costs as they have recently ushered in lots of new staff and management. Jim spoke that Merlin is frustrated with having to quadruple their servers' processing power. Discussion continued on the issues surrounding Sierra. There will be a conference call between Merlin directors, MOBIUS, and III administration on Tuesday of the coming week before Donna, Valerie, and Cindy go to California for ALDS.

FY14 Membership & Assessment- The membership fee dropped by about \$800 for FY14. Courier went up slightly. The Union catalog figures went down because of the shift in the model. Our newest member, Concordia Theological Seminary, should be paying the membership fee. Once this is added to the spreadsheet, it will bring everyone's membership fee down by \$93. All of this brings a total of 41 institutions to have increases less than 10%, 13 institutions have between a 10-15% increase, 4 have a 15%-20% increase, and 6 institutions have greater than 20% increase over last year's assessment. Corrie expressed her concern that she wasn't sure how the institutions with more than a 20% increase would react. It was decided that it would be good to have a talking points sheet for the upcoming membership meeting for the directors to be able to take back to their administrations to help explain their increases. There was continued discussion on what to do for those institutions that are increasing significantly this year. It was suggested that MOBIUS take money from contingency to help pay for the increases. Corrie will run different discount amounts on the 10 institutions with the highest cost increase. The board will need to discuss the various scenarios over email before the March membership meeting. Sharon motioned to accept the FY14 budget and Wendy seconded. The FY14 budget was approved.

- c. Financial Disaster Planning Task Force- Corrie state the original timetable was set to begin in March, but asked the other board members if this timeline is too aggressive. The consensus was that this timeline is just right. The board will start in March by soliciting volunteers. Through June/July, the committee will identify threats. The committee will then provide recommendations at the December 2013 Board meeting. It was determined that this committee will not exceed six members and will include one board member, one finance committee member, and the MOBIUS Executive Director. Corrie will make edits to the task force document to reflect the discussion. Mollie moved to approve the document as modified. Sharon seconded. The task force document was approved as edited.

V. Old Business

- a. Electronic Books- The discussion focused around the EBSCO and eBrary quotes and presentations recently given to the board. Sharla Lair has created an analysis comparing the two products. Donna sent out a packet of information to the board members including quotes and title lists from both companies prior to this meeting. After some discussion, Mollie suggested summarizing what has been done to date regarding ebooks and that MOBIUS is requesting trials from both EBSCO and eBrary for the entirety of MOBIUS. In order to manage a trial for all members, the trials will both be hosted on the MOBIUS website under password. A Doodle poll could then be sent out to voice feedback. Donna will ask EBSCO and eBrary for trials, create a capsule review of the work done in the past few months for the membership meeting, and distribute cost figures among the institutions. After the 30 day trial, the board can discuss any feedback at the May board meeting.
- b. Human Resources Committee Report-Valerie-Corrie, Donna, Valerie, and Sharla (members of the hr committee) had a meeting with Bob Stevens recently. He brought a retirement specialist with him to go over retirement options. Bob asked Donna to request a report on each MOBIUS employee from UM HR summarizing the employee's retirement funding. UM has not been able to provide this information as of yet. The issue is ongoing.
- c. Sierra Update- Most of this update was covered while discussing the FY14 budget. However, next Monday Archway will migrate to Sierra and that will be the last cluster to go. Merlin is on hold indefinitely.
- d. Communications Plan Final Review- Wendy- The bulk of the changes made are on page 2. There were no questions or comments on the changes. Regina moved and Jim seconded to accept the communications plan. The communications plan was adopted. MOBIUS will put this under the governance link on the website.
- e. Associate membership guidelines and administration fees- Corrie- Corrie thanked Sharla for putting this document together. Corrie added bullet #5. The finance committee has discussed what to do with the administrative fee as well as creating as associate member option for MOBIUS. Section 5 is a summation of what the

committee finally came up with. Ultimately, this is a board decision. The committee felt like it was important to eliminate the 2% administrative fee for e-resources since members already pay Sharla's salary in other categories. The admin fee is also discouraging to vendors that would otherwise work with MOBIUS. The committee also suggests doing away with the 5% admin fee for the courier. In regards to the associate membership, there are four scenarios listed. Scenario two or four are the ones that the finance committee would like to recommend. Discussion followed as to what is fair to our members and to our associate members. Wendy asked what impact this has on our budget. It doesn't impact the budget because this is above and beyond what members pay. We need at least a consistent and fair practice. Donna mentioned that MLNC used to charge for various tiers of participation providing access to e-resources, etc., so many member libraries will be familiar with this. A consensus was reached that a flat rate of \$250 is a fair amount to charge for associate membership. Cindy motioned to create a flat annual fee of \$250 for an associate member fee. Mollie seconded. The flat associate membership fee was adopted. Corrie motioned and Susan seconded that we do away with the 2% and 5% administrative fees for all members. Discontinuing the administrative fee effective immediately was approved.

- f. Annual Conference Keynote Speaker Update- Donna- The MOBIUS Conference keynote speaker this year will be Steven Bell. His topic is about communicating with our members in an age of digital distraction. He will fly in Sunday before the conference and stay through the conference on Tuesday to visit with attendees.
- g. Evergreen Project Update- Donna- Doniphan-Ripley Public Library migrated to EG in January. Albany Public Library will go next Tuesday but may need to be postponed. After Albany is Howard County (Fayette). Debbie Luchenbill is on the road constantly these days. Scenic Regional and Washington Public just signed their MOUs for Evergreen. Also, Sikeston Public will be joining soon. Donna, Justin, and Debbie visited Ozark Regional in Ironton recently. They are still on a card catalog system. Once they've signed their MOU with MOBIUS for Evergreen, they will hire some extra staff to work on the retrospection conversion project (with help from a MO library grant) while moving to Evergreen. We are still looking for an Evergreen systems administrator.
- h. Election Policy- Cindy- The election policy was discussed at the August meeting. Mollie made a rotation plan and Cindy wrote a policy. The election procedure section is what Cindy did when she was board secretary. On March 1, the board will call for board member nominees. A few edits were suggested. Cindy will make the corrections. Mollie moved to approve the election policy as corrected and Sharon seconded. The election policy was approved.

VI. New Business

Role of Advisory Committees (Susan Morrisroe)-Susan Morrisroe mentioned the role of advisory committees with regard to RDA. She had expected discussion in the Catalog Advisory Committee because the changes will impact the union catalog. MCDAC has discussed several times but there may be a lack of assumption of responsibility on this matter. She suggested asking all advisory committees to submit a report for each board meeting on the activities/discussions of the groups.

VII. Executive Director's Report- At the last board meeting Donna mentioned that she had visited with the Kansas City cluster directors about contacting non-member libraries in the KC area and Kansas about meeting with Donna to talk about MOBIUS. Park University, Nelson Atkins Museum, Benedictine College, Mid-America Nazarene, just to name a few, were contacted and agreed to meet for an informal luncheon recently. Donna has received requests from five of the libraries for quotes to join. All of these libraries happen to be on Syrsidynex with the KC consortium. Many have asked about membership early on with MOBIUS. First out of state which was part of our strategic plan. Arkansas and Oklahoma and then some libs in KS have asked Donna to contact the director of Tulsa City County and see if we can help them in some way in trying to form their own consortium. Kathleen Finegan from Avila called and Washburn University is interested in MOBIUS as well. Donna met with Mid-Continent in KC about the DCB project. Steve Potter says they are ready to move forward. He has to deal with some politics in the area first. Donna will visit the new directors of Saint Louis University and Washington University directors next week. Donna (and Debbie Luchenbill) went to ALA Midwinter and spent time with a lot of vendors. Evangel University, Assemblies of God and Central Christian Bible College in Springfield are still working on the merger. According to the last report she heard, Central Bible College campus will close this fall, but the library there still doesn't have the approval they need at this point. Concordia went live on Bridges January 13 and live with Innreach February 19. The office still has two positions open. Lastly, the AV Loan policy draft and report were sent out prior to the meeting today from MAAC. The final proposal will be ready by May 1 for the next board meeting. Conference: submissions for sessions deadline was extended today to March 1. The Board decided to change its annual retreat/meeting to Tuesday evening after the conference instead of Wednesday morning so they can attend the training on Wednesday.

VIII. Report from Missouri State Librarian- Margaret Conroy- Still learning how to work with the new secretary of state. The budget status looks like it will hold the same funding as last year. Are hearing rumblings of another 5%

IX. Other Business- None.

**MOBIUS Executive Board Meeting Minutes
February 15, 2013
MOBIUS Consortium Office**

- X. Membership Meeting Agenda- Valerie will send a draft out before they leave Tuesday morning. The Membership meeting will be on March 1 from 10-2 at Peachtree.
- XI. Jim motioned to adjourn the meeting and Cindy seconded. The meeting was adjourned at 3pm. The next Board Meeting will be May 1, 2013.