

Members Present:

Donna Bacon, Executive Director	MOBIUS Consortium Office
Valerie Darst, Past-President / 2013-2014; Term 2011-2014	Moberly Area Community College
Cindy Dudenhoffer, President / 2013-2014; Term 2011-2014	Central Methodist University
Laurie Hathman, Academic Library Representative / 2013-2016	Rockhurst University
Corrie Hutchinson, Treasurer / 2013-2014; Term 2011-2014	Stephens College
Wendy McGrane, Secretary / 2013-2014; Term 2012-2015	Missouri Southern State University
Susan Morrisroe, Special Library Representative / 2011-2014	Missouri State Library
Tom Peters, At-Large Member / 2013-2016	Missouri State University
Stephanie DeClue, Vice President / 2013-2014; Term 2011-2014	William Jewell College
Mollie Dinwiddie, At-Large Member / 2012-2015	University of Central Missouri
Helen Rigdon, Public Library Representative / 2013-2016	Missouri River Regional Library
Jim Cogswell, At-Large Member / 2011-2014	University of Missouri-Columbia
Barbara Reading, Missouri State Library Representative	Missouri State Library

1. Call to order and introductions
Cindy Dudenhoffer called the meeting to order at 10:02 a.m.
2. Adoption of the agenda
Stephanie DeClue made a motion to adopt the agenda as presented. Laurie Hathman seconded the motion. The motion was approved.
3. Approval of the minutes of the August 7th 2013 meeting
Laurie made a motion to approve the August 7, 2013 meeting minutes. Tom Peters seconded the motion. A correction was made by replacing the word 'CARL' with 'the Alliance.' The minutes were approved with the noted correction.
4. Information Items
 - a. Treasurer's Report
Corrie Hutchinson introduced representatives from the auditing firm.
 - i. Financial Audit – Gerding, Korte, &Chitwood accountants, Bob Gerding and Amy Watson provided a brief overview of the audit covering MOBIUS' statements of financial position as of June 30, 2013 and 2012. They thanked Donna Bacon and Maegan Bragg for their cooperation and the provision of information necessary to conduct a successful audit. An unqualified, clean opinion was the audit determination. No material weaknesses or significant deficiencies were cited. It was noted that petty cash needed to be routinely reconciled and that disbursements over \$15,000 must be approved by the Treasurer. The address of the previous MOBIUS headquarters was noted on a couple of invoices. GK&C proposed no adjustments to management.
 - ii. Financial Report
Corrie began her report with the Budget to Actual for September 2013 document. An overage in the hiring expenses line was mentioned. Donna

noted that the overage related to moving expenses incurred for new personnel. Corrie reported that the Contingency Fund is being used as intended and that it will cover the final annual payment for Sierra, Syndetics for INN Reach, the approved assessment subsidy, the WAM proxy server, a potential overage in server costs, and one additional item to be discussed later on in the agenda. After all these costs are covered, sufficient contingency funds remain. Next, MOBIUS' investment portfolio was reviewed. Although a couple of months revealed a decline, MOBIUS' profits continue to show growth over time.

The Finance Committee made a recommendation in the form of a motion to cover an estimated \$10, 920 fuel surcharge from the courier. No second to the motion was required. Donna and Corrie indicated that a potential fuel surcharge will be included in next years' budget. Both MOBIUS and the Mid-America Library Alliance (MALA) have courier contract renewals scheduled at the same time. If one of the organizations were to change couriers, they could not share materials across organizations via the courier. There was no further discussion. The motion was approved.

- b. Disaster Planning Task Force
No report.
 - c. Evergreen Project Update
Donna reported that additional libraries have joined the Evergreen project. The library implementations are progressing smoothly.
5. Unfinished Business
- a. Human Resources Committee Report
 - i. Retirement Options (possible vote)
Ed Williams, retirement specialist, Bob Stephens & Megan, HR consultants, provided retirement options to consider as personnel services are separated from the University of Missouri system. They are attempting to emulate the current retirement package while adhering to specific MOBIUS budget figures. An insurance quote has been developed. The quote will be redone prior to the separation from the University of Missouri. One-third to one-half of the personnel policies has been developed.

The Board was asked to consider the following concepts as it began discussion of retirement plans: What is the amount of contribution? How flexible is that number? How much input should employees have? Will the plan be Board-driven or employee-centric?

It was noted that whatever is decided by the current Board, future boards could make new decisions and changes to the program. Donna will attempt to develop an estimate of the percentage of the employee contribution currently being paid to provide a frame of reference for decision-making. The Board went into Executive Session at 12:59 p.m. to discuss human

resources topics specific to salaries and benefit compensation. The Executive Session lasted for approximately one hour.

Other Policies

1. Tuition Reimbursement (vote)

Molly Dinwiddie made a motion to refrain from developing a tuition reimbursement policy. Stephanie DeClue seconded the motion. The motion was approved.

2. Salary Schedules

Donna reported that it is necessary to develop salary schedules soon to begin preparing budget estimates for the next fiscal year. Salary figures will be requested prior to the December Board meeting for the HR Committee to review. Stephanie moved to go into executive session to discuss retirement issues. Helen Rigdon seconded the motion. The motion was approved. Maegan, Donna, and Barbara Reading were excused for the executive session.

b. Inn-Reach Catalog

i. Ebook Records (vote on recommendation)

The Board asked MCMAC and MCDAC to consider whether or not the EBSCO ebook collection records (AKA eMO) should be included in the Union Catalog to further develop it as a 'discovery tool.' A document from MCMAC and MCDAC was provided to the Board prior to the meeting outlining thoughts and ideas from both advisory groups, but there was no clear consensus among the groups. Discussion followed with the board members unable to come to a clear consensus. Donna suggested that it may be possible that Encore, once it is installed on INN Reach, will help solve the problem by providing facets that prevent the ebook records from being seen by patrons that do not have access to them. Donna was charged with determining if this is possible with INN Reach. The matter was tabled until more information can be gathered.

ii. Encore for INN-Reach (recommendation)

There will be two URLs associated with Encore, one will link to Encore and one will link to the current webpac. Institutions can choose if/when to switch over to Encore. Stephanie made a motion to install Encore on the INN-Reach server as soon as possible. Helen seconded the motion. The motion was approved.

c. Strategic Plan Update

i. Cooperative Collection Management Taskforce

Laurie made a motion to change the agenda to reflect the correct taskforce name (changed from the Collection Development Taskforce to the Cooperative Collection Management Taskforce). Stephanie seconded the motion. The motion was approved.

The taskforce charge was discussed. It was suggested to change the timeframe for the preliminary report, rather than the final report, to July 2014. Further, it was recommended that the membership of the taskforce consist of five members and one Board member. The MOBIUS Executive Director will serve as an ex-officio member. Stephanie made a motion to accept the task force charge as amended. Laurie seconded the motion. The motion was approved. Stephanie made a motion for Tom Peters to serve as the chair of the taskforce. Laurie seconded the motion. Tom accepted the nomination. The motion was approved.

d. Sierra Update

Cluster server migrations are scheduled. The INN-Reach server migration is being negotiated for the end of November. Premier Service is being established. MOBIUS will have a direct III phone number/contact, so we don't go through the III help desk for hardware issues. No decision has been made regarding if/when the Merlin cluster will migrate to Sierra. Steve Strohl is now Merlin's main contact for MOBIUS. Adrienne Detwiler handles most of the Merlin help desk tickets.

e. Director's Retreat

The two topics that emerged from the Director's Retreat which could be addressed most easily were 1) governance, and 2) user needs analysis.

i. Governance

The structure of the Board is reflected in the organization's bylaws. Discussion occurred about seeking diverse representation on the ballot for Board elections. The advisory groups need to be re-visited because the current structure is not working.

ii. User Needs Analysis

MOBIUS should ascertain user needs, as well as current features that members would not want to do give up, before considering soliciting Requests For Proposals from alternate ILS vendors. This will provide useful information for working with our current vendor as well as exploring other vendor possibilities. Susan Morrisroe indicated that when the public libraries began exploring the Evergreen Open Source ILS, Carl Wingo from the State Library helped frame the conversation.

6. New Business

Nathan James, III Customer Relations Manager, and Dennis Carter, III Customer Sales Representative, will be at the next membership meeting, November 8, 2013.

IUG Scholarship – Donna will send the MOBIUS IUG scholarship application materials to the membership.

7. Report of the Executive Director

Tulsa is still interested in joining MOBIUS, perhaps next year. There are 22 III libraries

in Arkansas. Donna is meeting with representatives from those libraries on November 19, 2013. They are all very interested in MOBIUS. If they join MOBIUS, they would become stand-alone members. The Colorado Alliance remains interested in partnering with MOBIUS to develop INN Reach peer-to-peer connectivity. Donna continues to meet with representatives from a number of Kansas City libraries. Evangel University (SWAN Cluster) is nearly implemented. Donna is planning to meet with the DOLLs (Directors of Large Libraries) in Missouri. St. Louis Public Library is hoping to join MOBIUS as an associate member in the near future. St. Luke's hospital sent in a membership inquiry. The St. Louis Medical Library Association may also be interested in becoming a member. These growth opportunities highlight the need for best practices for INN Reach. Cindy Dudenhoffer will send a Doodle poll to the Board to identify an opportunity to discuss growth issues, possibly November 7, 2013.

MOBIUS is implementing WAM for eMO.

Donna's cluster visits with III representatives begin next week. Sharla was awarded a Show-Me Steps grant from the State Library to attend the Charleston Conference.

8. Reports of Groups

MCDAC – MCDAC provided a written report. The Board thanks MCDAC members for their hard work on the Recommendations for Backstage Profiling.

9. Other Reports

a. Missouri State Library

Barbara thanked Stephanie for joining Secretary's Council on Library Development. The State Library's new LSTA Grant Coordinator is Angie Hake. A statistical research analyst, Terry Blauvelt, has been hired to assist with census data. The National Library Service has a new app for iPad and iPhone users that provides a download of materials for the blind.

b. Other Guests- none

10. Meeting adjourned

Susan made a motion to adjourn. Stephanie seconded the motion. The motion was approved and the meeting adjourned at 3:25p.m.

Respectfully Submitted,
Wendy McGrane
Secretary, 2013-2104

Next Membership meeting, Nov. 8th, 2013
Next Board meeting: Dec. 8th, 2013