

Members Present:

Donna Bacon, Executive Director	MOBIUS
Valerie Darst, Past President/2013--2014, Term 2011-2014	Moberly Area Community College
Stephanie DeClue, Vice-President/2013-2014, Term 2011-2014	William Jewell College
Mollie Dinwiddie, At-Large Member / 2012-2015	University of Central MO
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	MO Southern State University
Susan Morrisroe, Special Library Representative / 2011-2014	MO State Library
Tom Peters, At-Large Member / 2013-2016	MO State University
Barbara Reading, Ex Officio Non-Voting	MO State Library
Helen Rigdon, Public Library Representative / 2013-2016	MO River Regional Library

Members Absent:

Jim Cogswell, At-Large Member / 2011-2014	University of MO- Columbia
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1. Call to order and introductions
Cindy Dudenhoffer called the meeting to order @ 10:05a.m.

2. Adoption of the agenda
Cindy stated that she would like to move the Human Resources (HR) unfinished business to the end of the agenda. Mollie Dinwiddie made a motion to adopt the agenda as amended. Laurie Hathman seconded the motion. The motion was approved.

3. Approval of the minutes of the Dec. 6, 2013 meeting (attached)
A minor edit was made to the December 6, 2013 meeting minutes. Corrie Hutchinson made a motion to approve the minutes as amended. Susan Morrisroe seconded the motion. The motion was approved.

4. Information Items
 - a. Treasurer’s Report - Corrie
 - i. Financial Report
Corrie noted that there were no new issues, beyond those discussed at previous Board meetings, related to either the Budget to Actual or the Schedule of Net Assets and Cash Adjustments. Donna Bacon stated that Sierra has been paid in full. The MERLIN cluster has not yet migrated to Sierra; therefore, the cost for Sierra was \$40,000 less than anticipated.

Investment returns continue to rise. Asset allocation appears to be consistent with organizational designations.
 - ii. FY2014 Budget
The FY2014 budget is on target. Many HR decisions must be made before costs can be incorporated into the FY2015. The budget will also be impacted by courier and assessment issues. Donna mentioned that MAAC would like additional courier

bags to be purchased. Bags were last purchased in 2009.

Assessment Issues:

- Human Resources and IUG scholarship costs should be shifted to the assessment model with the cost to be shared by the membership. The approximate annual cost will be \$3,500. Corrie made a motion, seconded by Stephanie DeClue, to incorporate HR and IUG scholarship costs into the assessment model. The motion was approved.
- Corrie made a motion to shift the cost of ISG hosting to the assessment model with the cost to be shared by the membership, an estimated annual cost of \$16,000, and to make a one-time purchase of courier bags, an estimated cost of \$10,000-\$15,000. Tom seconded the motion. The motion was approved.
- Several institutions contacted the MOBIUS office about the student Full-Time Equivalent (FTE) figure being used to calculate the assessment. In most cases, the difference was less than 1%. MOBIUS retrieves FTE data from the Missouri Department of Higher Education (MDHE) website because it is a standard figure which is self-reported by each institution. Corrie made a motion to use the MDHE FTE figures to calculate the assessments, and if a difference of plus or minus 3% or a price difference of plus or minus \$1500, whichever is greater, is identified by an institution, the difference will be investigated by MOBIUS staff and the MOBIUS Executive Board. Tom seconded the motion. The motion was approved. The Finance Committee will draft a policy that supports this motion.
- Discussion followed about the use of Integrated Postsecondary Education Data System (IPEDS) FTE figures rather than MDHE FTE figures. The difference will be explored prior to the FY2016 budget development.
- Currently, the data snapshot for local holdings that is used in the assessment model is identified as the last business day in June of each year. It is important to improve the communication of dates and figures both before and after gathering the holdings data. Discrepancies should be communicated to MOBIUS within a certain time frame for reconsideration by the MOBIUS office. Laurie made a motion that members are notified two weeks prior to the snapshot date. Records will be available on MOBIUS website within 30 days. Requests for reconsideration must be made within that 30 day timeframe. Mollie seconded the motion. The motion was approved. Finance Committee will also address this new policy issue. The new communication approach will go into effect for the FY16 budget. The institutions that contacted MOBIUS about holdings discrepancies will be contacted by Donna and informed that no changes will be made for the FY15 budget.

- The merger between Evangel University and Assemblies of God Theological Seminary (AGTS) has created some assessment challenges. However, the same approach/policy for payment that is applied to all other MOBIUS members will be used to calculate their assessment as one institution.
- In order to prepare the FY2015 budget, several HR decisions must be made today. The Finance Committee will meet next week and email drafts of a budget to members of the Board in order to vote on a final document prior to the March 7, 2014 membership meeting.

iii. Replacement treasurer

Corrie has accepted a position with the University of Missouri. February 7, 2014 is her last day at Stephens College and her last day on the MOBIUS Board. Laurie agreed to serve as interim treasurer until the next round of Board elections. The Board thanked Corrie for her outstanding service to MOBIUS. Her talents will be greatly missed. Corrie made a motion, seconded by Tom Peters, to approve Laurie as Interim Treasurer. Laurie abstained. The motion was approved.

Tom asked about the procedure for replacing Board members. Susan is retiring April 1, 2014 and Helen Rigdon is moving to Wichita, KS. The March 7, 2014 membership meeting will be the last meeting for both of them. Cindy noted that the Board will appoint interim representatives and then fill the spots permanently at the MOBIUS Board election in June.

b. Disaster Planning Task Force – Stephanie

Disaster planning for physical threats has been completed and the task force is now focused on financial threats. The following physical threats have been identified:

- theft and/or vandalism
- computer backups
- security system
- lawsuits, particularly those related to HR issues
- impact of the loss of a large library
- impact of the loss of standalone libraries
- loss of LSTA funding for the annual conference
- vendor dependence (MOBIUS currently works 26 vendors to provide access to 74 databases)

The Disaster Planning Task Force anticipates submitting a final report at the April Board meeting.

c. Conference Update

Donna reported that a call for proposals has been distributed. Few presentation proposals have been received thus far, but this isn't unusual. Sharla Lair is working on securing the keynote speakers. Commitments have been received from Susan Ashby ('Practical Applications of Sierra' track), Bonnie Tijerina ('Collections' track), and Erin Dorney ('Marketing and Outreach' track). The keynote speaker for the 'Leadership and Management' track is still being recruited. The keynote speakers will arrive on Monday

afternoon, participate in the dine-around event and networking reception, and stay throughout the conference. Seven vendor sponsors have committed to the conference. Post conference training includes: ½ day RDA session, ½ day ACRL standards session, and a full day session about motivating employees (a partnership with the MO Training Institute). Two or more additional post-conference training sessions are being sought. The MOBIUS Annual Conference is scheduled for June 2-4, 2014 in Columbia, MO. The dine-around will require transportation, which may limit the number of people that can participate. Vendors will be asked to help fund the cost of transportation for the dine-around event.

- d. Strategic Plan Update
 - i. Cooperative Collection Management Taskforce – Tom
The first meeting of the task force will be at 10a.m. February 24, 2014 at the MOBIUS office. Members of the task force include Tom Peters (MOBIUS Board/Missouri State University, chair), Jennifer Peters (Rockhurst University), Genie McKee (University of St. Louis), Ann Riley (University of Missouri-Kansas City), Jeff Trzeciak (Washington University), Laura Rein (Webster University), and Donna Bacon (MOBIUS Office/ex-officio). Tom will distribute a draft agenda next week.
5. Unfinished Business
- a. Inn-Reach Catalog
 - i. Streamlining the Inn-Reach Catalog (Vote)
 1. Charge for Advisory Groups – Stephanie
Susan and Stephanie developed a charge that was sent to the MOBIUS Collection Management Advisory Group (MCMAC) and the MOBIUS Catalog Design Advisory Group (MCDAC) to develop best practices for the INN Reach Catalog. The groups requested additional guidance regarding expectations. It was suggested that a separate task force comprised of individuals who serve on either MCMAC or MCDAC may be the best way to proceed. The task force will be called the Inn Reach Catalog Best Practices Task Force. The following charge was developed:

***Charge:** To create a best practices document to guide the addition of records into the MOBIUS Union Catalog. The task force will address the following issues:*
 - *Is the union catalog a catalog of available items or a discovery tool?*
 - *When and how items should be added to the union catalog?*
 - *Discuss the continuation of authority control in the Union catalog*
 - *Best practices for making records visible or suppressed.*
 - *How e-books should be handled in light of the answers to the questions above.*
 - *Others issues that arise as a result of the above discussions*

After some discussion, one of the bulleted issues was changed to read as follows:

- *Guidelines for making records visible/suppressed or requestable/non-requestable.*

Stephanie made a motion to approve the charge as amended. Susan seconded the motion. The motion was approved. Tom will ask Lynn Cline to chair the taskforce and identify 4 or 5 individuals representing technical and public service areas to serve with him.

b. Sierra Update

i. MERLIN and Sierra

There was discussion regarding a confidential letter sent from the MERLIN Directors/Deans to Cindy. Cindy acknowledged receiving the communication, and Cindy and Donna will follow up with letter.

c. Membership

i. New Members - Donna

1. Arkansas Libraries

There is continued interest from various Arkansas libraries to join MOBIUS; however, no formal plans are on the table at this time.

2. Tulsa City-County Library (TCCL)

TCCL has signed a Service Level Agreement with MOBIUS. They would like to migrate before summer. TCCL uses AMIGOS to provide courier service. The AMIGOS courier serves 257 libraries. MOBIUS' cost for First Choice will increase with the need for the two courier services to connect. The advantage to MOBIUS members would be a discount for traditional ILL shipping to the libraries serviced by AMIGOS. Barbara Reading noted that this may result in additional ILLs from MOBIUS institutions to institutions out of state via the expanded courier routes. There will need to be a move to educate the membership about the benefits / advantages of these new courier relationships.

Helen made a motion to enter into agreement with AMIGOS to connect the couriers with expenses passed on to the membership as part of the courier cost. Stephanie seconded the motion. The motion was approved.

3. Colorado Alliance

Both MOBIUS and the Alliance have ordered the III peer-to-peer software. There will be weekly phone calls between the two organizations to discuss implementation. III will provide printed literature to advertise the new relationship. CLiC is the Colorado organization that handles courier service. Sorting will be done at the Goodland (KS) Public Library. Henry Industries is the courier connection from First Choice to Goodland; MOBIUS will be responsible

for this cost. CLiC would transport materials from Goodland to the First Choice sorting facility in Kansas City. The cost per MOBIUS member for the addition of both AMIGOS and CLiC courier services will be approximately \$334.77.

Corrie made a motion for MOBIUS to partner with CLiC to connect the couriers with expenses passed on to the membership as part of the courier cost. Stephanie seconded the motion. Susan abstained from the vote. The motion was approved.

New procedures for processing materials with AMIGOS and CLiC will be necessary. Donna will identify a couple of front line staff members with circulation responsibilities from within the membership to sit in on calls between MOBIUS and the couriers to hammer out details for processing.

1st Choice – Courier service is up to be re-bid. With dramatic changes happening with courier, it was determined that this year was not the time to adopt a new vendor for courier.

- d. IUG Scholarship – Susan
Susan reported that four applications were received for the 2014 IUG Scholarship. Melanie Church from Rockhurst University has been awarded the scholarship and will be notified by Donna.
6. New Business
No new business.
7. Report of the Executive Director
Two representatives from the Alliance, Rose Nelson and George Machovec, will attend the March 7, 2014 MOBIUS Membership meeting. Stephanie, Wendy & Donna will attend III Academic Library Directors Symposium in San Francisco in two weeks. They will meet privately with III leadership prior to the start of the symposium. Donna will develop an agenda for that meeting. Mid-America Nazarene is still in discussions to join MOBIUS. They remain very interested. Park University has received a price quote for the costs associated with joining MOBIUS. Donna will meet with Park University representatives again soon. At this time, there is no further news on any other Kansas City libraries interested in joining MOBIUS. There is a MOBIUS Office position open for a System Administrator. The Encore for INN Reach installation will begin February 12, 2014. It won't be complete, but will be available to demonstrate at the March 7, 2014 Membership meeting.
8. Reports of Groups
None.
9. Other Reports
 - a. Missouri State Library
Legislative Day was rescheduled to March 4, 2014 due to inclement weather. Several legislative items that may affect libraries are being followed. HB1085 would add to the

privacy section of another bill by including records regarding electronic resources. There is a move to rewrite the criminal code. Legislators were exploring the removal of the section that allowed libraries to collect on unreturned materials. Library representatives are working for theft to be included elsewhere in the code. The State Library has received the LSTA figure for the fiscal year that began October 1, 2013. The Secretary of State's Homework Help initiative has been reworked in the form of an early literacy program; strong marketing components will be included in the program. Susan Morrisroe will retire on April 1, 2014. The job description for her position will be reviewed and the position vacancy will be posted soon.

- b. Other Guests
None.

10. Unfinished Business (CONT.)

- a. Human Resources Committee Report - Cindy (Vote)

Quotes have been received for payroll management services. Donna noted that a website has been created to serve as the repository for MOBIUS HR policies. There are still many more policies being developed.

610.021. Subsection (13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source.

Corrie made a motion to move into Closed Session at 2:31p.m. Helen seconded the motion. The motion was approved by a role call vote. Valerie Darst – yes; Stephanie DeClue – yes; Mollie Dinwiddie – yes; Cindy Dudenhoffer – yes; Laurie Hathman – yes; Corrie Hutchinson – yes; Wendy McGrane – yes; Susan Morrisroe, Tom Peters – yes; Helen Rigdon – yes.

- i. Retirement
- ii. Health Insurance
- iii. Other Policies

Laurie made a motion to move out of Closed Session. Tom seconded the motion. The Closed Session concluded at 3:24p.m.

11. Meeting adjourned

Susan made a motion, seconded by Tom, to adjourn the meeting. The meeting adjourned at 3:24p.m.

Next Membership meeting: March 7, 2014

Next Board meeting: April 4, 2014