



Minutes of the  
MOBIUS Board of Directors Meeting  
December 5, 2014, 10:00 a.m.  
MOBIUS Office, Columbia, MO

Members Present:

Donna Bacon, Executive Director	MOBIUS
Stephanie DeClue, President/2014-2015, Term 2014-2015	William Jewell College
Cindy Dudenhoffer, Past-President/2014-2015, Term 2011-2014	Central Methodist University
Laurie Hathman, Vice President /2014-2015, Academic Library Rep Term 2013-2016	Rockhurst University
Sharon McCaslin, At-Large Member, Term 2014-2017	Fontbonne University
Wendy McGrane, Treasurer/2014-2015, Term 2012-2015	MO Southern State University
Tom Peters, At-Large Member, Term 2013-2016	MO State University
Bonnie Postlethwaite, At-Large Member, Term 2014-2017	University of MO- Kansas City
Barbara Reading, Ex Officio	MO State Library
Fran Stumpf, At-Large Member, Term 2014-2017	State Technical College of MO
Ed Walton, At-Large Member, Term 2014-2017	Southwest Baptist University

Members Absent:

Michael Davis, Public Library Representative, Term 2014-2017	Camden County Library
Mollie Dinwiddie, At-Large Member, Term 2012-2015	University of Central Missouri

1. President DeClue welcomed all and called the meeting to order at 10:07 a.m.
2. Sharon McCaslin was designated as secretary pro tem.
3. E-book discussion and Keynote approval were added to the agenda. Fran Stumpf moved to adopt the agenda as amended, seconded by Laurie Hathman. Motion approved.

4. Minor typos were corrected in the October 20 minutes. Bonnie Postlethwaite moved to accept the minutes as corrected. Ed Walton seconded the motion. Motion approved.
5. Treasurer's Report:
  - a. Wendy McGrane reported on the investments. She had met with Donna and representatives of Commerce Bank to review the investment policies and the structure of the investments. No changes are recommended. The draft audit letter had included a note regarding the percentage of funds which were held in excess of our policy of no more than 5% in any one location. Since our funds are held in mutual funds because of this policy, and not one single item within those mutual funds is over 5% of our holdings, the bank representatives advised that this issue has been addressed and we are in compliance with our policy.
  - b. Wendy gave a summary of the portfolio until October 31. The annual return rate of 7.17% is excellent. Over that four month period there was a gain of \$267,877. The value on October 31 was \$1,292,719.
  - c. She went over the financial statement ending in June 30, 2014. No significant issues were revealed. In ongoing reports the payroll will be separated out, indicating the staff contributions as well as the MOBIUS payment for benefits.
  - d. The office lease will be up for renewal in October of 2015. Discussions have been started with the landlord. The proposed new lease will be for \$4,600 per month instead of the \$4,300 we are now paying, starting in November of 2015. This is still significantly below the price for most office space in Columbia and the MOBIUS staff are well satisfied with the amenities. The committee recommends renewal for another five years.
  - e. The draft FY16 budget was discussed briefly. A 3% COLA raise will be figured in. There is one open position plus two increases in salary and changes resulting from III hosting as well as a resolution of issues regarding pay and benefits becoming independent of the university. This year's budget was a conservative guess of 10% and we are still learning. New options are being considered for the telephone system. Rent will be going up, although a previous computational error does not make this apparent. So far, human resource expenses have been less than expected. An increase in staff travel reflects the interaction with neighboring states. There are still several unknowns in next year's budget. Contract negotiations with Innovative and with the courier will be starting this year. At this point the budget looks like it has a 2.05% increase, which is tight and lean. Stephanie noted that even this might not

be politically advantageous in a year when we will be discussing assessment changes with the membership. Authority control was suggested as a possibility for cutting, but it is small compared to the overall budget. Changes in assessment (such as increasing charges for lending, adding a credit for maintaining items which are rare in the state, changing the weight of FTE or items, etc.) might be more realistic than arbitrarily trying to make a flat budget. The budget which is starting to develop now will be approved by the Board in February and by the membership in March.

## 6. Unfinished Business

- a. Training Task Force update: Fran reported on the survey conducted by the Training Task Force. There was a good response, with 158 surveys completed. 96% of the respondents saw a need for training to be provided by MOBIUS, but a wide variety of possible training opportunities were supported, without coalescing around any given item. It is possible that MOBIUS will serve as more of a clearing house, offering opportunities only as needed. Putting Sierra online training modules on the website may be possible. The full report and recommendations will be presented in February. There was some discussion of the need for basic cataloging skills (primarily for Evergreen libraries), but MOBIUS is more likely to direct queries to AMIGOS, for example, rather than providing this basic level of training itself.
- b. Governance Task Force update: Cindy Dudenhoffer reported that a written report will be provided in February. The task force has met and its deliberations revolve primarily around three topics: (1) the reorganization of advisory groups, (2) permitting institutional representatives to be designated by the institution and not necessarily mandating the director as representative, and (3) allowing for a voice (not vote) on the board for groups (geographic, library type, size, etc.) which are not represented in the election process.
- c. Strategic Plan update: Laurie reported that the new Strategic Plan will have five basic goals instead of seven: (1) to foster a culture of collaboration and community, (2) to strengthen funding streams and fiscal viability, (3) to adopt emerging technologies, (4) to expand collaborative resource sharing, and (5) to provide professional development training and opportunities.
- d. Merlin Sierra migration update. The security issue was resolved and the MOBIUS office took that to mean that the order should be placed with Innovative. However, after deliberation, the Merlin directors were not yet

ready to make the decision about hosting with Innovative. They are still seriously considering the purchase of servers. Unfortunately, Innovative has already put significant time and effort into building the virtual servers, because of the anticipated need for quick movement. Donna will be meeting with the Innovative vice presidents, but at this time it is unclear how the costs for the virtual servers will be covered. Now that Merlin is planning to purchase their own equipment, the expected migration to Sierra will probably take place in May. Bonnie Postlethwaite moved that the \$40,000 for Sierra for Merlin and the \$4,500 for the migration be taken from the contingency fund where it has been stored. The motion was seconded by Wendy. This use of the contingency fund was approved.

#### 7. New Business

- a. INN-Reach Circulation Policies Task Force: The proposed charge and membership of the task force was reviewed. Laurie moved approval and Fran seconded the motion. The charge was approved.
- b. Virtual Chat Reference Task Force: The proposed charge and membership of the task force was reviewed. Ed Walton moved approval and Laurie seconded the motion. The charge was approved.
- c. Altoona Public Library (a suburb of Des Moines IA) has requested membership in MOBIUS. It is a Polaris library, but Innovative is developing an INN-Reach connection. The First Choice courier already goes there, so that would not be a problem. Interest has also been expressed by the North Liberty Public Library (near the University of Iowa) after their migration to Polaris is complete. In discussion it was noted that MOBIUS documents, publications, and taglines need to be updated to be less Missouri-centric. Ed moved that we approve Altoona Public Library as a new member. Wendy seconded the motion. The motion passed. Membership will probably be implemented in the late spring.
- d. MOBIUS office contract. Tom Peters moved that the five year renewal contract for the MOBIUS office lease be approved. Laurie seconded the motion. The motion was approved.
- e. Courier contract bid. Some complaints of First Choice service have been received. The present contract is up on June 30. A survey of the environment an RFI and price quotes are needed. MALA is also going out for rebid, but their needs and goals are different from ours. We may get the same vendor, but we may have different ones. Even with different couriers, an exchange can be arranged. That might not be as smooth as our current system, and a separate charge for re-sorting may be incurred, but that will become apparent as we discuss possible contracts. This time

- tracking of materials may be part of the RFP. The circulation advisory group will be consulted.
- f. IUG scholarship changes. After some experience with the difficulty of in-person reporting at conference, it has been decided that a written report is probably sufficient. Given the mobility of librarians, serving on a selection committee may not always work, either. Wendy moved that we pass the recommended changes to the scholarship. Fran seconded the motion. The motion was passed.
  - g. Keynote speakers for the conference. Four tracks of proposed speakers were presented to the board and these were prioritized for the MOBIUS staff to follow through with contacting and scheduling.
8. The meeting was recessed for an hour so that the MOBIUS staff could serve a festive holiday dinner to the Board.
9. New Business (cont.)
- h. COSLA Sage e-books proposal. A proposal by the Chief Officers of State Library Agencies organization is currently subscribed to by three states and others are expected by the first deadline this month. Each state will purchase 15 Sage e-books from a list (no duplication) and then all residents of the subscribing states will have access to all of the books. The Missouri state library does not have that flexibility in their budget, but COSLA could accept MOBIUS as the Missouri representative. The price is \$15,000 for the 15 books (and access to the others), plus a \$250 annual access fee. Tom moved that MOBIUS participate in this initiative. Laurie seconded the motion. The motion passed. The Executive Committee will select the books before the deadline. As a matter of information, Donna reported that MOBIUS is investigating those books which are in E-brary, but not in eMO (somewhat over 7,000 titles). They are looking at this collection as a sample model for an interlibrary loan of e-books collection. There is currently \$5,000 in the budget, which would probably not be sufficient for a project of this scope.
  - i. Assessment for 2015-16. A discussion was held regarding options for making the assessment system fairer, with particular emphasis on lessening the subsidy that the larger institutions pay to support the system. While they accept a certain responsibility, they cannot pay for the loss of state funding. Previously mentioned ideas (such as increasing charges for lending, adding a credit for maintaining items which are rare in the state, changing the weight of FTE or items, etc.) were mentioned, as well as the possibility of developmental fundraising.

10. Executive Director's Report.

- a. Donna will meet with the Innovative Vice-President for Global Sales and with the Vice-President for Customer Service next week.
- b. 350 new courier bags have been distributed and more are on order. We currently plan to purchase approximately 1,000 new bags a year.
- c. Donna had a conference call with the Massachusetts Library System, discussing a possible courier system to be developed in New England.
- d. Possibilities for connecting courier systems were discussed with the state librarian of Kansas and with Illinois Heartland.
- e. The MOBIUS annual report is online now that the audit is complete.
- f. The Enhance MatchPoint product is being implemented in INN-Reach but it will take several weeks to complete
- g. Arkansas State is moving from Ex Libris to Innovative and may be a candidate for INN-Reach and MOBIUS membership at a later time.
- h. The project for adding the University of Ghana (a Webster campus) is still on hold.
- i. Donna attended the LITA conference.
- j. Sharla Lair attended the Charleston conference.
- k. The MOBIUS website redesign project has been started.
- l. Two presentations are planned for IUG.
- m. Donna had to cancel her presentation at Computers in Libraries due to a last minute change in the dates for the conference.
- n. Missouri Evergreen libraries met at MPLD. The service is working better with less migration and more time spent on support.

11. State Librarian's Report

- a. Missouri Evergreen is developing better working relationships. They are developing a strategic plan with some goals and financial accountability. Since this project is dependent on LSTA funding, they are working at contingency planning in case of a potential loss of funding.
- b. State library aid funds: Some of the sequestered funds were released for smaller libraries only.
- c. MOREnet. The appropriations are still insecure. The governor's budget comes out in January. The REAL databases funding is still under discussion.

12. The meeting was adjourned at 2:40 p.m.

Respectfully submitted by Sharon McCaslin for Mollie Dinwiddie  
December 12, 2014